Register for HRM Training Today!

All HRM administrators who have not previously registered for training <u>must register</u> for training at https://sbsapptraining.alabama.gov. Once registered and approved, administrators will see an HRM option for a selection of training courses.

The HRM training courses have been developed in a way that provides users with a series of structured training opportunities. The initial training session – "H*RM Overview & Navigation*" – will be the first in this series and is a prerequisite to the next series of trainings.

Each training course will provide a class description, location, and the start and end dates. Please register for the class that works best with your schedule.

Once you complete the class registration, you will:

1. Receive a confirmation email with a calendar invite attached.

2. Receive an email before the scheduled training with all your training materials and important announcements. (You can also access training materials at any time by visiting the training website, selecting the HRM "See Training" button, and selecting the "View Job Aid" or "View Training Material" options.) Please check the website often for updated class offerings.

If you experience issues registering or are unable to login using your existing SBS training account (e.g., first.lastname@agency.alabama.gov) and network password, please contact the HRM Help Desk at HRMSupport@finance.alabama.gov.

HRM training <u>must</u> be completed by <u>September 19, 2024</u>.

HELP DESK

(334) 353-9700

Mon-Fri | 8am-5pm CST

HRMSupport@finance.alabama.gov

ALHRM.ALABAMA.GOV