



JHHS SAP TRAINING

COURSE ENROLLMENT INSTRUCTIONS

Step	Action
1	Print these instructions.
2	Go to https://portal.johnshopkins.edu/kmx The Enterprise Authentication Screen displays.
3	Enter your JHED ID and JHED password. The Registration Verification screen displays the following fields: <ul style="list-style-type: none"> • your name • your JHED ID • your work phone • your email address • your supervisor's name • your supervisor's work number • your supervisor's email address • your supervisor's JHED ID Your name, JHED ID, phone number and email address are automatically filled in directly from JHED. Please change or add any incorrect or missing information. When finished, click 
4	The Current Enrollments screen displays a listing of all the courses you are currently enrolled in. To view a list of available courses, click  from the menu bar on the left.
5	Click View in the Browse column next to your Johns Hopkins organization.
6	Click View in the Browse column next to the appropriate course catalog. Shopping Cart, Travel, and Online Payment courses are in the Supply Chain Catalog. Petty Cash and Cash Receipt are in the Finance Catalog. Viewing Workflow is in the System Tools & Concepts Catalog. Coaching sessions are listed in their own catalog below.
7	The catalog will display the available courses. Scroll down the page until you find the course you would like to enroll in. Please read the course description before hitting Select in the Enroll column next to the course.
8	A list of classes for the course will display including the date, time, and location. If the word Enroll appears next to the class in the Enroll column, there are openings available. If the word Waitlist appears next to the class in the Enroll column, the class is full, but you can add yourself to the waitlist.
9	a) Click Enroll in the Enroll column to the right of the class which you are interested in attending. b) Click Enrollment Complete – Click Here to Return to Current Enrollments The course displays on your Current Enrollment screen. You will receive an email confirming your enrollment.
<p>Thank you for enrolling, please attend the class on the date and time that you selected.</p> <p>DO NOT LAUNCH THE COURSE AT THIS TIME.</p>	