Signing up for

**Excellence Every Time**

1. Using your Hawk ID, log in to UI Employee Self Service (https://hris.uiowa.edu/portal) and click on **My Career**.

2. Then click on **My Training**.

3. On the Compliance & Qualifications page, select **My Training** and **Enroll in Courses**.

4. Enter "Excellence Every Time" in the course title box (second box), and click **Search Courses**.

5. Next to the course name, simply click **View Details**...

...then choose your session, and **Enroll**!