WHAT IS MYTRAINING?

myTraining is the integrated training management system for faculty and staff at Wichita State University.

Through myTraining, WSU faculty, staff, and student employees have access to free training sessions for both personal and professional development.

Along with managing the training records of employees, the myTraining portal will enable faculty and staff to view training schedules, register for training sessions, and complete online training.

Document links may not work in Firefox. Scroll down to view guide information.

Guide Contents

ACCESSING MYTRAINING

Log into myWSU

myWSU is WSU's potal/single point of entry to web based services at Wichita State University.

To login to myWSU

1. Go to http://www.wichita.edu
2. Click Quick Links
3. Select *myWSU*
    a. Enter your *myWSU* ID and password.
    b. Click the **Login** button.

Username: [ ]

Password: [ ]

Login to myWSU

- Students: view classes, financial aid, grades
- Faculty/Advisors: teaching and advising info
- Faculty/Staff: finance and employee info
- Manage your password

Log into myTraining

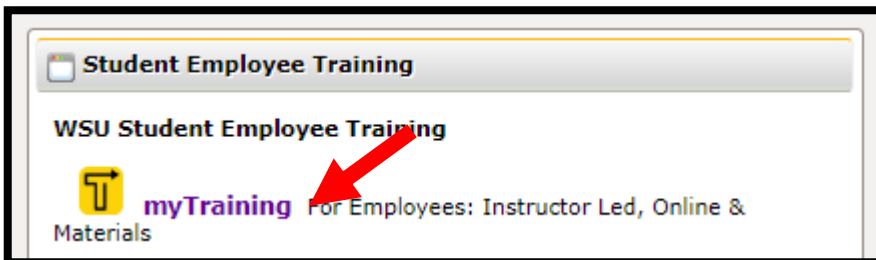Access to myTraining must be obtained through the myWSU portal.

To login to myTraining (Faculty & Staff Instructions)

1. Login to myWSU
2. Faculty/Staff can access myTraining from the Faculty/Staff tab
3. Scroll down to the Employee Training, Resources & Professional Development box
4. Select myTraining

To login to myTraining (Student Employee Instructions)

1. Login to myWSU
2. Student Employees can access myTraining from the myFinances tab
3. Scroll down to the Student Employee Training box
4. Select myTraining

Back to Top

CONTACT INFORMATION

➢ myTraining Questions: myTraining@wichita.edu
➢ myWSU Password Assistance: Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu

Back to Top