

UWC Staff Development process for Online Registration

1. Go to **UWC website** www.uwc.ac.za and go to icons on top row. Click on **On-line Services**.
2. Click on **Leave system**
3. Click on **iEnabler**
4. On login screen, click **Personnel**, then enter your **staff number** and your **pin number**.
5. Click on **Personnel iEnabler tab** at left, then **HR Website**, then **Personal Menu**.
6. Finally Click on **Staff Training link** at the top, grey bar of the web page.

To apply – Click on **apply for course'link**

To Cancel – a course you have registered for click on **cancel a course'**

To View – all courses attended and applied for click on **'view yourcourses'**

*Queries relating to e-learning courses, contact e-learning@uwc.ac.za

* Queries relating to Academic Administration courses, contact ask@uwc.ac.za

* Queries relating to all other courses including CHEC courses, contact staffdevelopment@uwc.ac.za

*Staff who intend participating in CHEC courses, please request the specific CHEC course application form from staffdevelopment@uwc.ac.za