Essentials of Research Administration
Enrollment process

Supervisor approval and communication

Please discuss your attendance in the Essentials of Research Administration Certificate Series with your supervisor/manager prior to enrolling in the series and secure their verbal approval.

Essentials of Research Administration is utilizing online enrollment in EBS. Please note the following:
- When you enroll in the Essentials of Research Administration (5) Cores the system will NOT send any notifications to your supervisor.
- When you sign up for an elective in EBS, and check the use of educational release time, your supervisor WILL receive an email notification from the system for each session to approve your attendance in the class. The notification will also appear in their task list in the HR/Payroll Inbox on the Home tab where they can approve it. Please follow up with them to ensure that the approval has been completed in the system prior to start of the program.

To enroll online:

1. Visit http://ebs.msu.edu and click on EBS Login
2. Log in with your MSU NetID and password and click on the ESS tab
3. Click on Training Opportunities in the lower right of the screen
4. Under Course Catalog, click on Human Resource Development
5. Click on Certificate Programs
6. Click on Essentials of Research Administration
7. Click on the Essentials of Research Admin (5) Cores; (Note: It is marked as “Curriculum” in the right column.)
8. Click on To Registration.
9. Click on Select Dates for Curriculum (or “Go to Date Selection” at the bottom of the screen). All 5 (five) core sessions are now displayed. You must select each core session by clicking on the check box, clicking Book following the enrollment process. Once completed, you will be enrolled in all 5 (five) core classes.
10. To select your elective classes, go back to step 6. In the list of Assigned Courses choose your electives. Follow the registration process for each elective. Please note that all sessions are in 2013.

How do I find the list of classes I enrolled in?

1. Visit http://ebs.msu.edu and click on the EBS Login
2. Log in with your MSU NetID and password
3. Click on the ESS tab
4. Click on the Training Opportunities quick link
5. In the Navigation bar on the left side of the screen, click on Training Activities under My Learner Account
6. Now you will be able to view your current enrollments, classes you completed and classes you cancelled.

Questions about enrollment

Please direct your questions to Nichole Ovenhouse.
Phone: 4-1229; Email: ovenhou4@hr.msu.edu