

Instructions for Enrolling in EAD Activities in MyMadison

You may enroll in EAD activities through MyMadison up to 48 hours prior to the scheduled activity.

1. Access **MyMadison** (mymadison.jmu.edu) using your JMU credentials
2. Click the **Employee** tab
3. Click **Request Training Enrollment**
4. Choose a **Search** method
 - Select **Search by Course Number**, then enter **JAD** in the Course Number field. All Employee Appreciation Day activities that require registration will display.
 - Select **Search by Date** and enter the date of the event. All courses offered on that date will appear.
5. Click **View Available Sessions**
6. Click the **Session number** of the activity you wish to enroll in
7. Click **Continue** to submit your request for enrollment
8. After receiving confirmation, click **OK**
9. You will return to the Request Training Enrollment Search allowing you to search and select another activity

You will receive a confirmation email for the activity. You will also receive a reminder of your enrollment 48 hours prior to the scheduled activity.

You may drop activities up to 48 hours in advance. After that time, enrollment cannot be changed.