

## Employee Self Service Class Enrollment

Access Employee Self Service page via the link <https://bcchr.co.charlotte.fl.us/>. This link is also on the main page of CharlottesWeb.

Click on Human Resources



The screenshot shows the homepage of the Charlotte County Board of County Commissioners Human Resources Department On Line Services Center. The page features a blue header with the county seal on the left and the title in white text. Below the header is a navigation bar with 'Home' and 'Human Resources' links. The main content area includes a 'Services Home' section with a 'Human Resources' button, a welcome message, and contact information for the online services center.

**Charlotte County Board of County Commissioners  
Human Resources Department  
On Line Services Center**

Home Human Resources

Services Home Help Contact

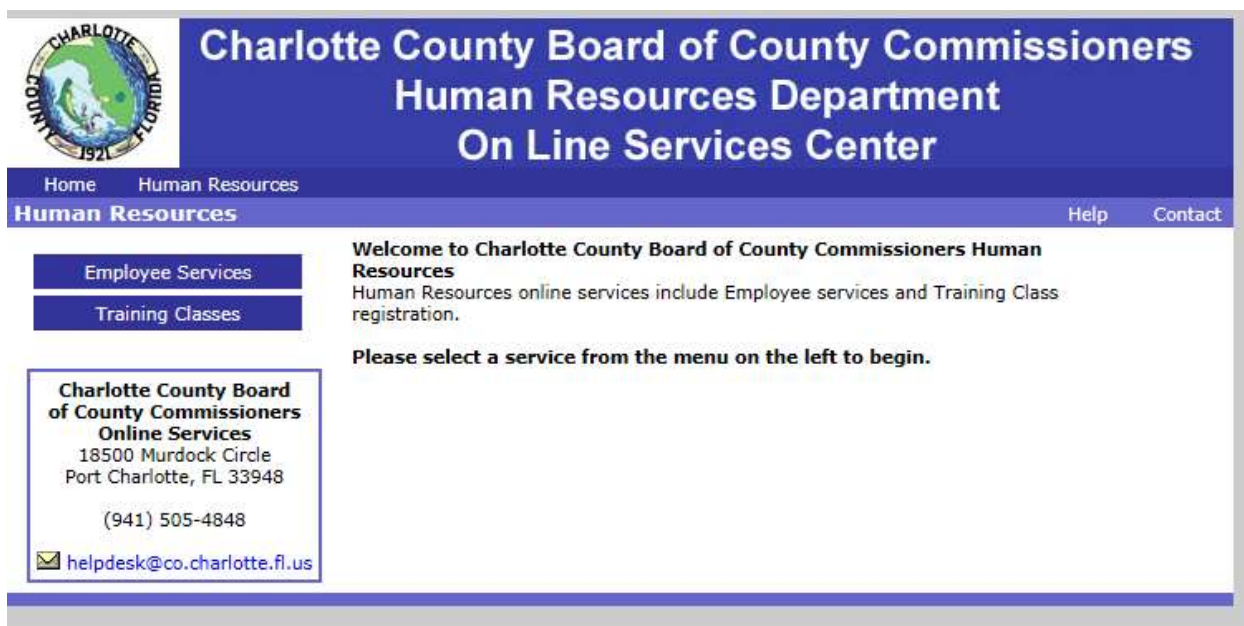
Human Resources

**Welcome to Charlotte County Board of County Commissioners Online Services**  
We hope you find these services useful and convenient. Our goal is to provide quick access to the information and services you need.

**Human Resources** online services include employee services and Training class registration.

**Charlotte County Board of County Commissioners Online Services**  
18500 Murdock Circle  
Port Charlotte, FL 33948  
(941) 505-4848  
✉ [helpdesk@co.charlotte.fl.us](mailto:helpdesk@co.charlotte.fl.us)

Click on Training Classes



The screenshot shows the same homepage as above, but with the 'Human Resources' section selected. The navigation bar now highlights 'Human Resources'. The main content area includes buttons for 'Employee Services' and 'Training Classes', a welcome message, and contact information for the online services center.

**Charlotte County Board of County Commissioners  
Human Resources Department  
On Line Services Center**

Home Human Resources

Human Resources Help Contact

Employee Services  
Training Classes

**Welcome to Charlotte County Board of County Commissioners Human Resources**  
Human Resources online services include Employee services and Training Class registration.

**Please select a service from the menu on the left to begin.**

**Charlotte County Board of County Commissioners Online Services**  
18500 Murdock Circle  
Port Charlotte, FL 33948  
(941) 505-4848  
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If you are already registered, click on Registered Users and enter your log-on information. If you have not registered, click on New Users and create an account. In order to create an account, you will need your Employee ID number. If you do not know your number, please contact Human Resources at 743-1225.

The screenshot shows the homepage of the Charlotte County Board of County Commissioners Human Resources Department On Line Services Center. The header features the Charlotte County logo on the left and the title "Charlotte County Board of County Commissioners Human Resources Department On Line Services Center" in white text on a blue background. Below the header is a navigation bar with "Home" and "Human Resources" links. A secondary navigation bar includes "Training Classes", "Logon", "Help", and "Contact" with icons. The main content area has a purple "Training Classes" header. On the left is a contact box for the Charlotte County Board of County Commissioners Online Services, including the address (18500 Murdock Circle, Port Charlotte, FL 33948), phone number (941) 743-1225, and email learning@charlottefl.com. The main text area contains a welcome message: "Welcome to Charlotte County Board of County Commissioners Human Resources Department Training Classes. We offer a variety of training classes. Use this application to locate and register for classes that interest you." Below this is a section titled "Please Logon or Register..." with three buttons: "Registered Users" (with a key icon) and "Please Logon Here.", "New Users" (with a person icon) and "New? Register Here.", and "Email Password" (with an envelope icon) and "Forgot your Password?".

Click on Available Classes

The screenshot shows the user profile page of the Charlotte County Board of County Commissioners Human Resources Department On Line Services Center. The header and navigation bar are identical to the previous screenshot. The main content area has a purple "Training Classes" header. On the left is a "Find Classes" button and the same contact box for the Charlotte County Board of County Commissioners Online Services. The main text area contains a welcome message: "Welcome to Charlotte County Board of County Commissioners Human Resources Department Training Classes. We offer a variety of training classes. Use this application to locate and register for classes that interest you." Below this, it displays the user's profile information: "Student: STEVENS JACQUELINE (Employee)". At the bottom of the main content area, there are two links: "My Classes" and "Available Classes". The navigation bar now includes "My Profile" and "Log Off" in addition to "Home", "Human Resources", "Training Classes", "Help", and "Contact".

Click "Search for Classes" and the list of available opportunities will appear.

The screenshot shows the top navigation bar with the logo on the left and the text "Charlotte County Board of County Commissioners Human Resources Department On Line Services Center". Below this is a secondary navigation bar with "Home" and "Human Resources" links. The main content area has a blue header with "Training Classes: Training Classes Search" and utility links for "My Profile", "Log Off", "Help", and "Contact". Below the header, there are two dropdown menus labeled "Category" and "Skill Level", and a "Search for Classes" button.

Click on the desired Class #.

The screenshot shows the search results page with a table of training classes. The table has four columns: Class #, Class Title, Category, and Schedule Date. The results are as follows:

Class #	Class Title	Category	Schedule Date
RESISTIVE_03_06_2014	How to Be Assertive w/o Being Pushy	intro	03/06/2014
CHALLENGE_11_13_2014	How Challenge From ME & MY Peers	lead	11/13/2014
COACH_10_07_2014	Get Results w/ Coach, Feedback, & Bias	lead	10/07/2014
COACH_IMPACT_07_08_14	Coaches w/ Impact: How to be taken seriously	intro	07/08/2014
COPE_02_15_2015	Coping at the Speed of Change	person	02/15/2015
GET_DOWN_11_13_2014	Getting Results Comm. & Listening	intro	11/13/2014
MENTORING_04_17_2015	Coaching & Mentoring as MGT Tools	lead	04/17/2015
ORG_01_23_2015	Systematic Approach to Getting Organized	person	01/23/2015
RUESPG_03_03_2015	Pub Presentation/Pub Speaking	person	03/03/2015
SURVIVAL_08_21_2014	Survival of the Middle Manager	lead	08/21/2014

Then click "Register for this class."

Charlotte County Board of County Commissioners  
Human Resources Department  
On Line Services Center

Home Human Resources  
A Registrar | Electronic | Email | Notice | My Classes | Search Results | New Search

Training Classes Home | My Classes | Search Results | New Search

**COMM\_IMPACT\_07\_IB\_14** Title: Comm. w/ Impact-How to be taken seriously

Category/Level:

Instructor: FERGUSON, JACKIE  
Location: Conference Room - Building 8100  
Enrollment: Dates: 05/14/2014 Class: 07/06/2014

[Register for this class.](#)

**Class Details**

Date	Start Time	End Time	Notes
07/06/2014	8:30 a.m.	11:30 a.m.	