

# HOW TO ENROLL IN A HERCULES UNIVERSITY CLASS



NOTE: Use this function to self-register (enroll) for an in-person or virtual Herc U training event via myETMS. Classes offered Air Force wide and are not hosted by the Ramstein Professional Development Center, and are not part of the Herc U curriculum.

1. Log in to myETMS (<https://myetms.wpafb.af.mil>). The myETMS homepage appears.
2. In the myETMS Quick Links, select Self-Registration. A message appears; click OK. (You can also access this page by selecting Self-Registration > Register for a Class in the myETMS menu.)
3. The Self-Registration screen appears. Any classes for which you are already enrolled appear on this page, as well as a list of all available courses.
4. In the  Search... area, type HERC and press enter. The list will show all the available HERC U classes.  
Note: Right-click on the Class Description field and select View Details to view the full course information.
5. Click View Classes next to the course for which you want to register. All available class dates will be listed, along with other class details including seat, type of class, location, and target audience information.
6. Click Enroll\* (to the left of the class dates for which you want to register). The Enter Additional Information window appears. Fill out the form in its entirety, verify all the information is correct, and click Save.

\*If the class roster is full but the waitlist has available seats, a Waitlist button will appear instead of the Enroll button. Click the Waitlist button to add your name to the class waitlist.

NOTE: When registering for classes, fill out the supervisor and training manager's email with **your** email address.

7. A confirmation message appears. Close out the confirmation window.
8. Refresh the page. A list of classes to which you are currently enrolled or waitlisted appears in the Classes You Are Enrolled In section. You will also receive an automatic email confirmation from ETMS.