Accessing Search Committee Training Through myTraining

Follow these steps to access your mySFA Trainings:

- Log-in to mySFA (http://www.sfasu.edu/mysfa).
- Click on the “Employee” tab.
- On the bottom right hand corner, under “Training”, select “myTraining.”

1. Once you reach the myTraining home page, click on the “Browse for Training” icon.
2. Click on “Human Resources” from the list on the left side of the screen. Scroll down until you see “Search Committee Training.”
3. From here, click “Request” to attend a session that fits your schedule. The trainings are held on certain days each month.