

# Training Request

## **Training Request Process:**

*Note - Training requests should be submitted at least 2 weeks from proposed training date.*

- 1) Navigate to <https://gogoodfellow.com/civilian-personnel-office/> and select the "Submit Service Ticket" link.
- 2) Complete the Service Ticket form and ensure that in the "Reason for Request" drop down menu you select "Request Training".
- 3) In the "Request Description" area, provide detailed information about the type of training, proposed date, and the location you would like the training to occur.
- 4) When the ticket has been reviewed and coordinated, your ticket status will be updated to "Appointment Set" and a note will be placed on the ticket to confirm the date, time, and location of the training.
- 5) When the training is complete, your ticket status will be marked "Complete".