


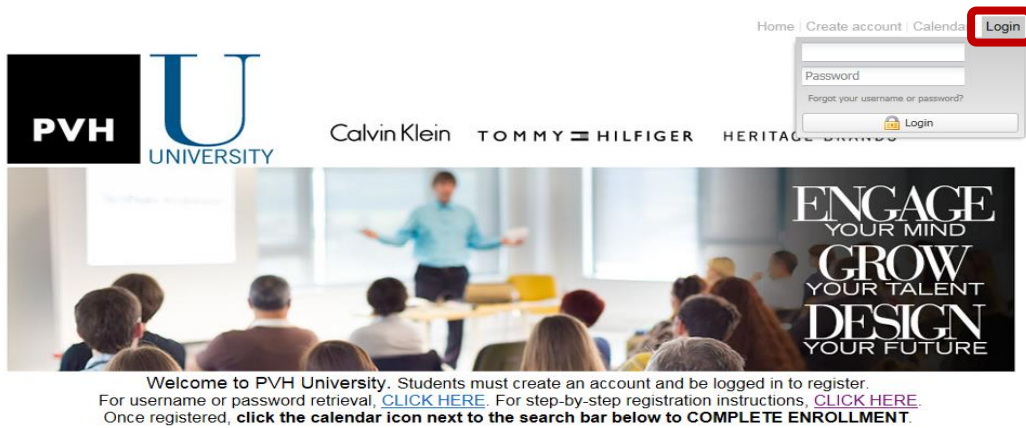
How to enroll in a PVH U classroom course for NY/NJ locations:

1. Visit the PVH U page via the Thread. 
2. Click on the PVH U Classroom button to be directed to the classroom course registration page.

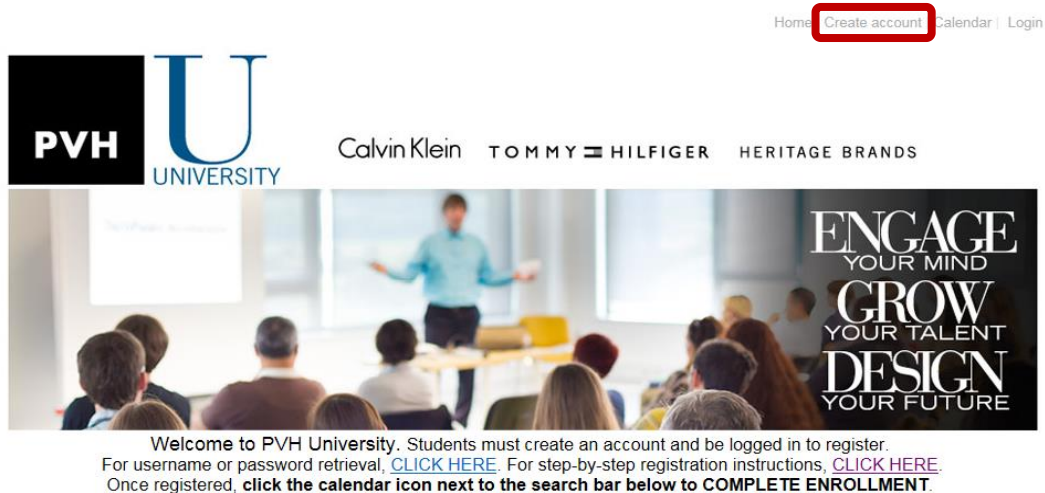
You can also access this page at <http://pvhu.gosignmeup.com>.



3. If you are a returning user, log in using your Username and Password.



- o If you are are a first-time user, create an account by clicking the “Create account” button.



4. First time users will be taken to the blank registration form shown below. Please fill in all required (*) fields. Then, click on “**Agree and Create Account**” to proceed.

Welcome Visitor

User Registration

Please enter information required.

Student Information	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Associate ID# *	<input type="text"/>
Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>
Username:	(Your email address will be your username)
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Office Phone Number *	<input type="text"/>
Job Title:	<input type="text"/>
Department:	<input type="text"/>
Division *	Select only from the list <input type="text"/>
Other Division:	<input type="text"/>
Manager's Name *	<input type="text"/>
Manager's email address *	<input type="text"/>
Location *	Select only from the list <input type="text"/>
Other (please specify):	<input type="text"/>

Updated PVH U Policy

CANCELLATION & ATTENDANCE POLICY:

- Should an associate need to cancel enrollment, he/she must send pvhu@pvh.com an email, and will then receive an email confirming the cancellation.
- Cancellations received less than 5 full business days (excluding weekends and holidays) before the start of a course will incur a \$750 cancellation fee to the associate's home cost center. This cancellation fee can be waived in one of two ways:
 1. If PVH U is able to fill the seat with an associate from the course waitlist (when a waitlist exists).
 2. If the associate is able to identify someone to fill their seat.
- PLEASE NOTE: Once enrolled in a course, associates are expected to attend the full duration of the course. Should an associate fail to attend the full duration, a fee of \$500 will be charged to the associate's home cost center. If associates feel that they may not be able to attend the full duration of a course, they should consider re-enrolling in a future session of the course to allow others to have that seat.

Do you agree to the terms and conditions of our [Updated PVH U Policy?](#)

Agree and Create account

5. Once logged in, associates will see the full list of courses on the home page.

- #1 - Use search bar to find specific courses.
- #2 - Use the “Academy” section to view courses by academy.

Welcome Visitor Browse Courses

Search Empty

From Until

Course name	Start date	Time	Location	Default sort
Corporate Responsibility 101	8/2/2016	9:00 AM	NY - 200 Madison Ave - 8th Floor - PVH U Classroom	Waitlist available
PowerPoint Level II	8/4/2016	9:00 AM	NY - 200 Madison Ave - 8th Floor - PVH U Classroom	Register
Confronting Unconscious Bias	8/10/2016	9:00 AM	NYO - 200 Madison Ave - 8th Floor Classroom	Register
Confronting Unconscious Bias	8/10/2016	1:30 PM	NYO - 200 Madison Ave - 8th Floor Classroom	Register
Generations in the Workplace	8/11/2016	12:00 PM	Bridgewater, NJ - Super A	Register
Crucial Conversations	8/16/2016	9:00 AM	NY - 200 Madison Ave - 8th Floor - PVH U Classroom	Waitlist available
Advanced Excel	8/17/2016	9:00 AM	Bridgewater, NJ - Learning Center (3rd Floor)	Waitlist available
Generations in the Workplace	8/18/2016	1:00 PM	NYO - 200 Madison Ave - 8th Floor Classroom	Register

6. Associates can register and/or add themselves to any course waitlists by clicking the “Register”

or “Waitlist available” buttons.

- Any courses with a lock will require an access code.

Welcome Visitor Browse Courses

From Until

Course name	Start date	Time	Location	Default sort
A Conversation with Ken Duane: Wholesale	7/26/2016	9:00 AM	NY - 200 Madison Ave - 8th Floor - PVH U Classroom	Closed Enrollment
Confronting Unconscious Bias	7/27/2016	9:00 AM	Bridgewater, NJ - Super A	Register
Confronting Unconscious Bias	7/27/2016	1:30 PM	Bridgewater, NJ - Super A	Class full
Financial Press Release 101 with Mike Shaffer	7/28/2016	9:00 AM	NY - 200 Madison Ave - 8th Floor - PVH U Classroom	Waitlist available
Corporate Responsibility 101	8/2/2016	9:00 AM	NY - 200 Madison Ave - 8th Floor - PVH U Classroom	Waitlist available
PowerPoint Level II	8/4/2016	9:00 AM	NY - 200 Madison Ave - 8th Floor - PVH U Classroom	Waitlist available
Confronting Unconscious Bias	8/10/2016	9:00 AM	NYO - 200 Madison Ave - 8th Floor Classroom	Register
Confronting Unconscious Bias	8/10/2016	1:30 PM	NYO - 200 Madison Ave - 8th Floor Classroom	Register
Generations in the Workplace	8/11/2016	12:00 PM	Bridgewater, NJ - Super A	Register
Crucial Conversations	8/16/2016	9:00 AM	NY - 200 Madison Ave - 8th Floor - PVH U Classroom	Waitlist available
Advanced Excel	8/17/2016	9:00 AM	Bridgewater, NJ - Learning Center (3rd Floor)	Waitlist available
Generations in the Workplace	8/18/2016	1:00 PM	NYO - 200 Madison Ave - 8th Floor Classroom	Register

7. After clicking the “**Register**” button, added courses will be added to the associates’ account.

Welcome Visitor Browse Courses

Search 1 item

From Until

Course name	Start date	Time	Location	Default sort
Generations in the Workplace	8/18/2016	1:00 PM	NYO - 200 Madison Ave - 8th Floor Classroom	Closed Enrollment
Confronting Unconscious Bias	8/23/2016	9:00 AM	Bridgewater, NJ - Super A	Register
Confronting Unconscious Bias	8/23/2016	1:30 PM	Bridgewater, NJ - Super A	Register
A Conversation with Ken Duane: Wholesale	8/24/2016	9:00 AM	Bridgewater, NJ - Super A	Complete Registration
Advanced Excel	8/24/2016	9:00 AM	NY - 200 Madison Ave - 8th Floor - PVH U Classroom	Waitlist available

8. Click on the calendar icon to view all added courses.

9. Associates can “**Cancel Registration**” or “**Complete Registration**” to proceed to the next step.

1 item

A Conversation with K... x

Complete Registration

Cancel Registration

10. After clicking the “Complete Registration” button, associates can either add additional courses or proceed to the next step.

Proceed to Next Step **Add more courses**

11. After clicking “**Proceed to the Next Step**” button, you are successfully registered! Associates will see the confirmation page where they can print the course confirmation. PVH University will also send a registration confirmation email to the associate.

12. If you are enrolled in the course (not waitlisted), you will receive an email confirmation and an Outlook course invite within 72 hours.

Please contact PVHU@pvh.com with any questions! See you in class!