Booking a Course from the DCU website

1. Access the course you wish to attend on the Learning and Development website. At the bottom of each page, there are instructions on how to register for a course.

2. Copy the code on the page – in the example below,

How to Register for This Course

1. Log in to your Core HR portal
2. Click the Learning and Development tab
3. Type DCU035 into the Keywords search field and click Search.

Go to Core HR

3. Click Go to Core HR

4. Log in to your Core HR portal.

5. Click the Learning and Development tab.
6. Type or paste in the course code **DCU035** into the **Keywords** search field and click **Search**.
7. The **Book a Course** screen appears. Click the 3 dots and then click **Request to attend course**

8. The **Request a Course Booking** screen appears.
9. You select the course by clicking on the instance box (the box becomes shaded in blue). You then select your reason for training, an approver and any further comments (extended reason for training etc.). The click the **Submit** button.
10. The **Course successfully booked** message will appear in the top right hand corner. (the system will display alternative messages if the course is fully booked or if you have already signed up for it.)