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, DCU035.

```
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.
4. Type or paste in the course code **DCU035** into the **Keywords** search field and click **Search**.

6. The **Book a Course** screen appears. Click the **green +** button beside the course.
7. The **Request a Course Booking** screen appears.

8. You select the course by clicking the instance box (the box becomes shaded in green). You then select your reason for training and an approver. You details the reason you want need to do the training and then click the **Submit** button.
9. If your booking was successful, the **Courses Requested** screen appears.

![Courses Requested Screen]

10. The system will display alternative messages if the course is fully booked or if you have already signed up for it.