Booking a Course from CorePortal

1. Log in to your Core HR portal.

2. Click the Learning and Development tab.

Searching by Keyword

1. Type a keyword in the Keywords field – for example, Communications:

2. Any courses available that include that keyword are listed in the Search Results. You click the green + button to book the course.
3. The **Request a Course Booking** screen appears.
4. You select the course by clicking on the box (the box becomes shaded in green). You then select your reason for training and an approver. You type in the reason you need to do the training and click the Submit button.

5. If your booking was successful, the Courses Requested screen appears.
Searching by Category

1. You can find out what courses are available in the various categories by selecting an option from the Category drop-down list. Here, for example, you select CAREER DEVELOPMENT and click Search.

2. All courses in the Career Development category are listed in the Search Results pane.

3. The same process booking documented in Searching by Keyword above applies (steps 3-5).
Searching by Location

1. To get a listing of all courses by campus, select the campus from the Location drop-down list.

2. A list of courses available on the campus appears in the Search Results.
3. The process booking documented in **Searching by Keyword** above applies (steps 3-5).

**Training history**
Courses that you have taken or are pending appear in the **My Training History** section.

Click the **Ellipsis (…)** button to reveal options available to filter the list:

**Other questions**
- **Accepted or rejected: How do I know the status of my training request?**
  Once your manager has accepted or rejected your request, you will be notified by email.

- **What happens if too many people apply for the course?**
  If there are too many applications, you will receive an email from Learning and Development notifying you.

- **What happens if the course is cancelled?**
  If the course is cancelled, you will receive an email from Learning and Development notifying you.

- **What if the course is postponed?**
  If the course is postponed, you will receive an email from Learning and Development notifying you.