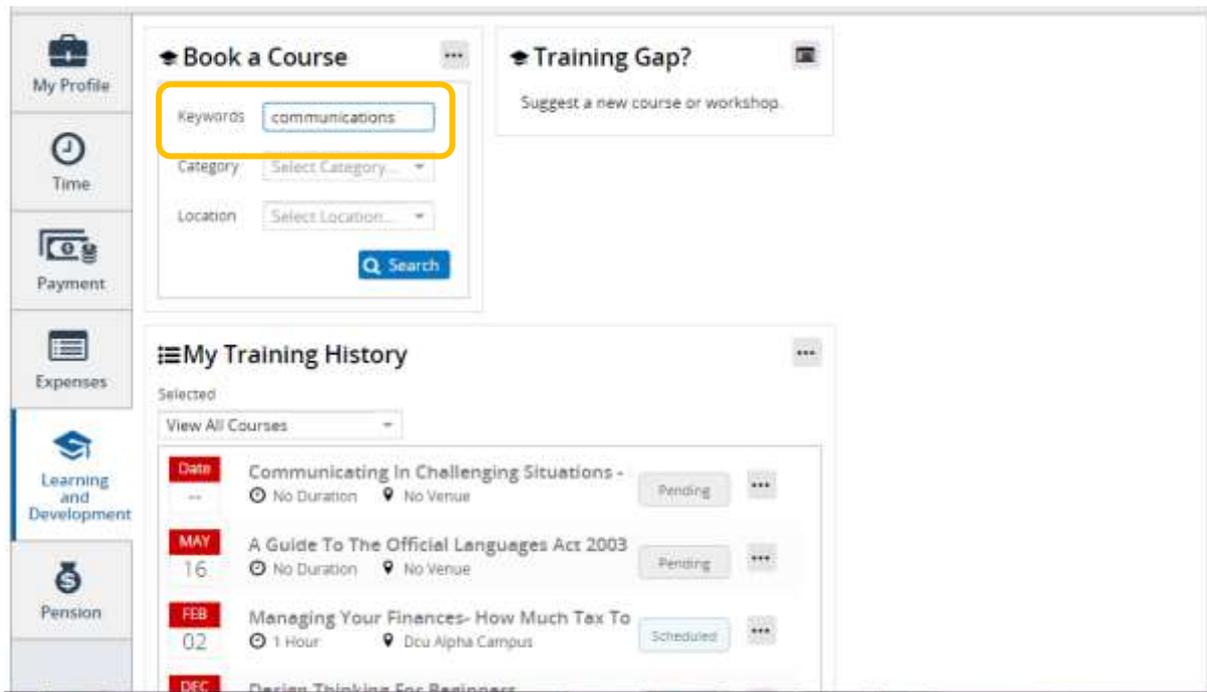


# Booking a Course from CorePortal

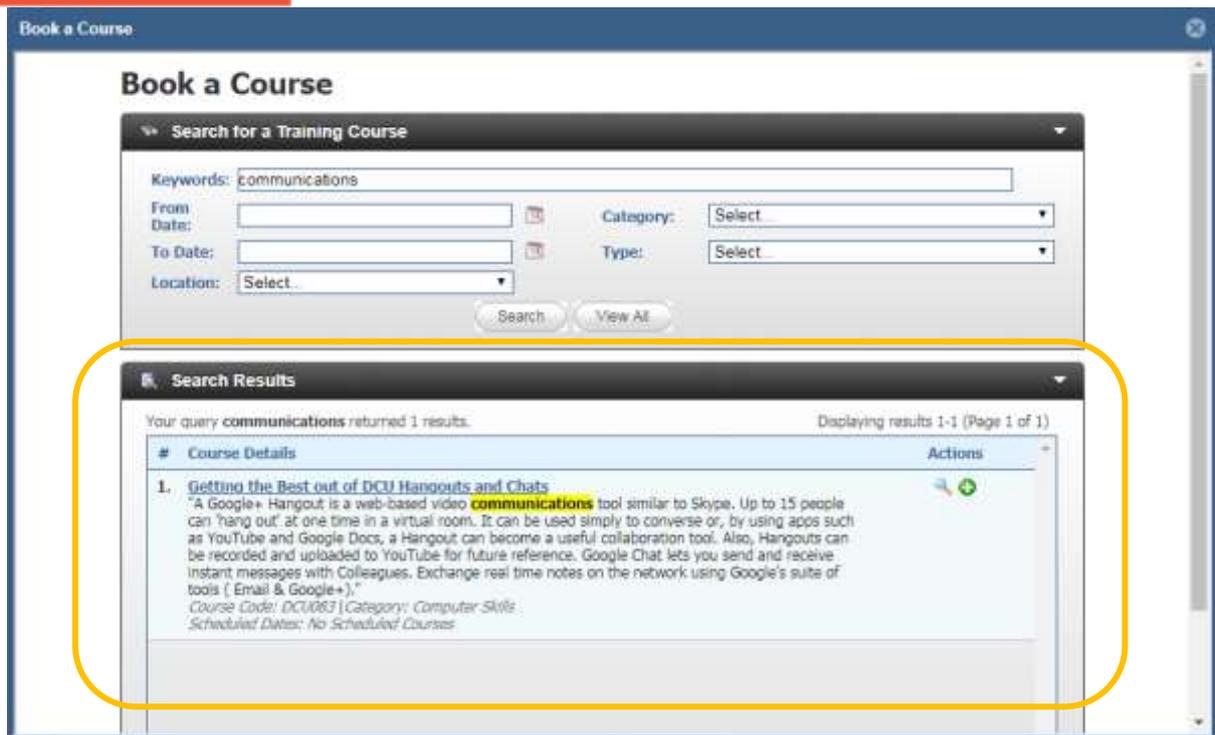
1. Log in to your Core HR portal.
2. Click the **Learning and Development** tab.

## Searching by Keyword

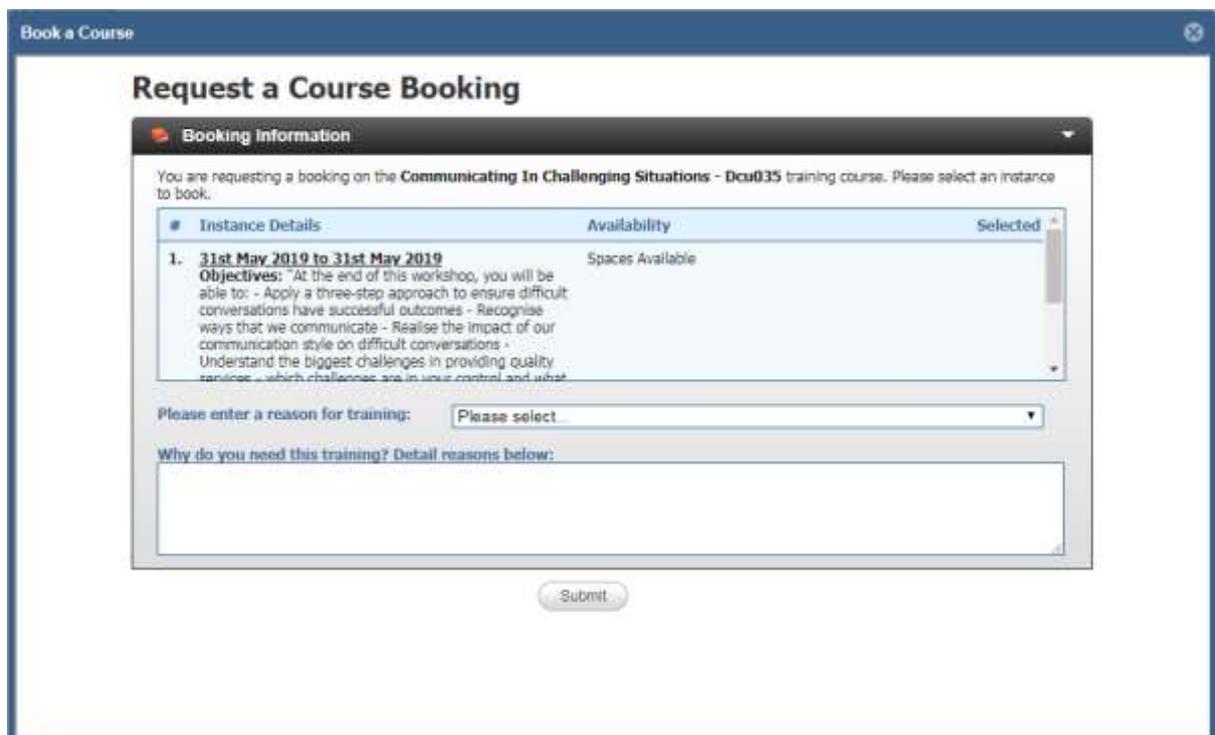
1. Type a keyword in the **Keywords** field – for example, *Communications*:



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.

**Request a Course Booking**

**Booking Information**

You are requesting a booking on the **Communicating In Challenging Situations - DCU035** training course. Please select an instance to book.

#	Instance Details	Availability	Selected
1.	<b>31st May 2019 to 31st May 2019</b> Objectives: "At the end of this workshop, you will be able to: - Apply a three-step approach to ensure difficult conversations have successful outcomes - Recognise ways that we communicate - Realise the impact of our communication style on difficult conversations - Understand the biggest challenges in providing quality service - which challenges are in your control and what"	Spaces Available	<input checked="" type="checkbox"/>

Please enter a reason for training:

Please select an approver:

Why do you need this training? Detail reasons below:

5. If your booking was successful, the **Courses Requested** screen appears.

**Courses Requested**

Your booking request was successfully added

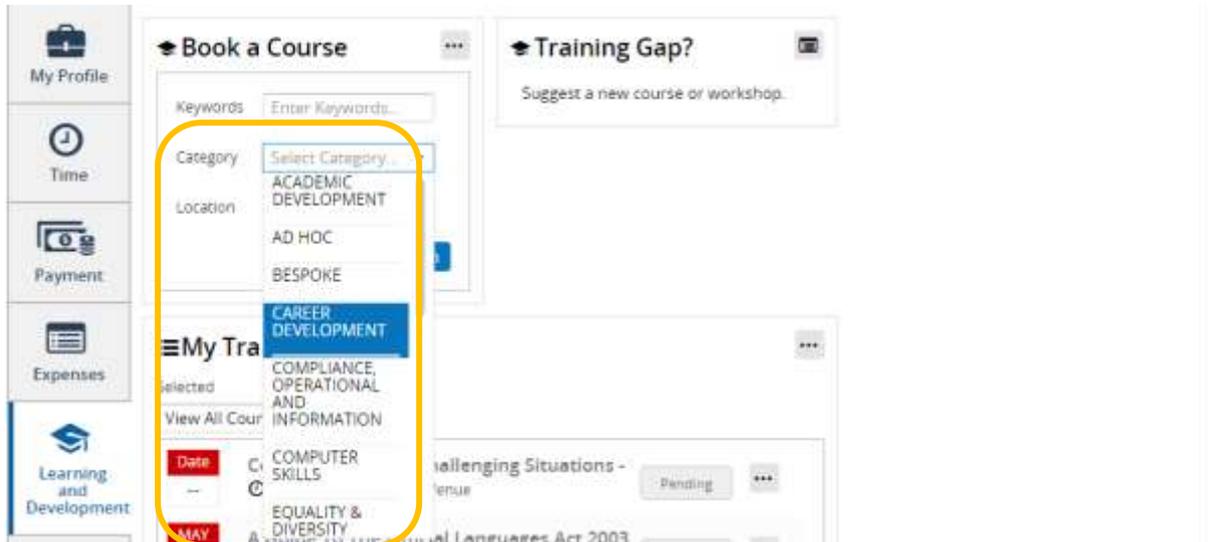
**Courses Requested**

You have 3 courses requested. Displaying results 1-3 (Page 1 of 1)

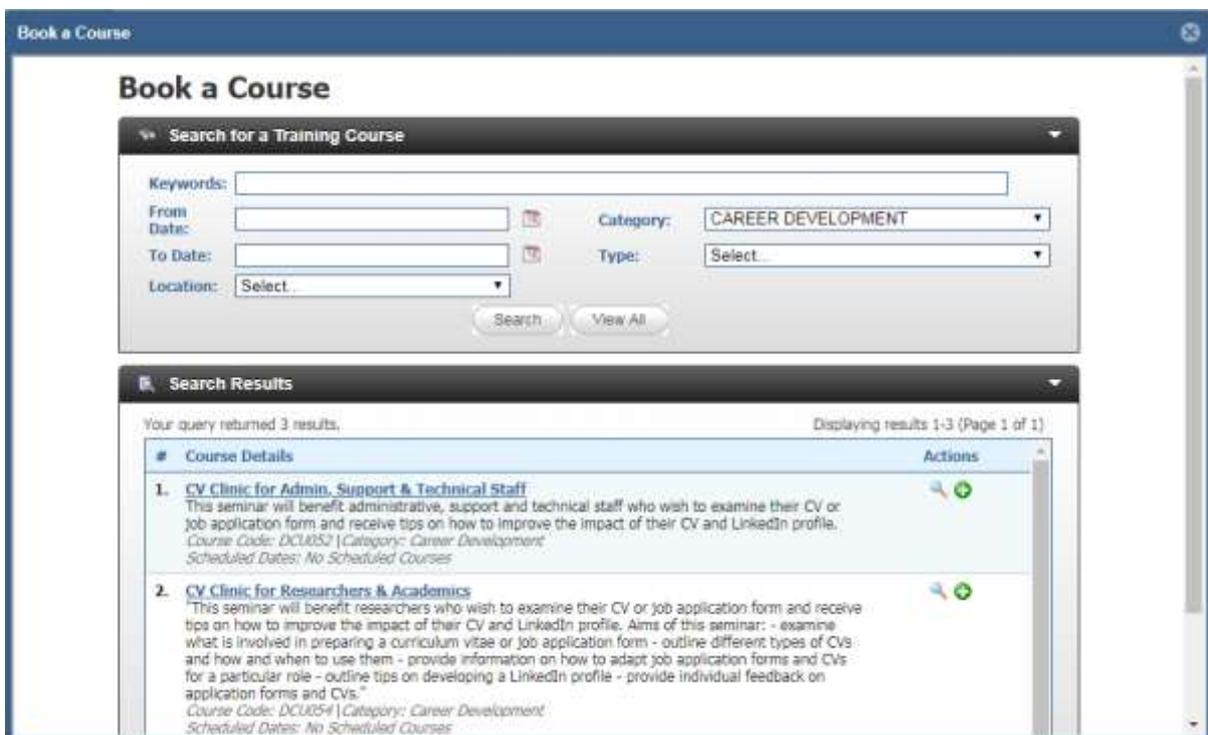
#	Course Details	Actions
1.	<b>MS Excel - Intermediate</b> This course is designed for participants who have experience of using MS Excel. Course Code: DCU080   Course ID: CF0075   Request ID: 114 Requested on: 25th January 2019   Approver: Joseph Maxwell Starts: 21st March 2019   Ends: 21st March 2019 Training Reason: Employee Request Booking Comments: Test	<input type="button" value="X"/>
2.	<b>Aurora Leadership &amp; Development Programme</b> "Aurora is a leadership development programme for women, designed to help address the issue of the under-representation of women in senior posts in the higher education sector. A highly-innovative programme, it was developed by the UK's Leadership Foundation. The objective of the programme is to embed a leadership mindset whereby women identify as leaders and seek appropriate opportunities to develop capabilities, skills and networks to support them in their developing careers. Participants are matched with a mentor for the duration of the programme." Course Code: DCU488   Course ID: Waitlist   Request ID: 117 Requested on: 28th January 2019   Approver: Donna Manager Training Reason: Zzz - Probation Form Booking Comments: Hialo0	<input type="button" value="X"/>
3.	<b>Communicating in Challenging Situations - DCU035</b> "We're human. We get upset, frustrated, and often have complex questions or needs. We all encounter challenging situations with those we work with. Such situations can be difficult and stressful to handle. Which is why Learning & Development have developed a workshop that clearly models the skills and behaviours needed to navigate workplace challenges. This innovative workshop aims to: - Equip you with a toolkit for communicating confidently and building positive working relationships - Provide you	<input type="button" value="X"/>

## 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**.



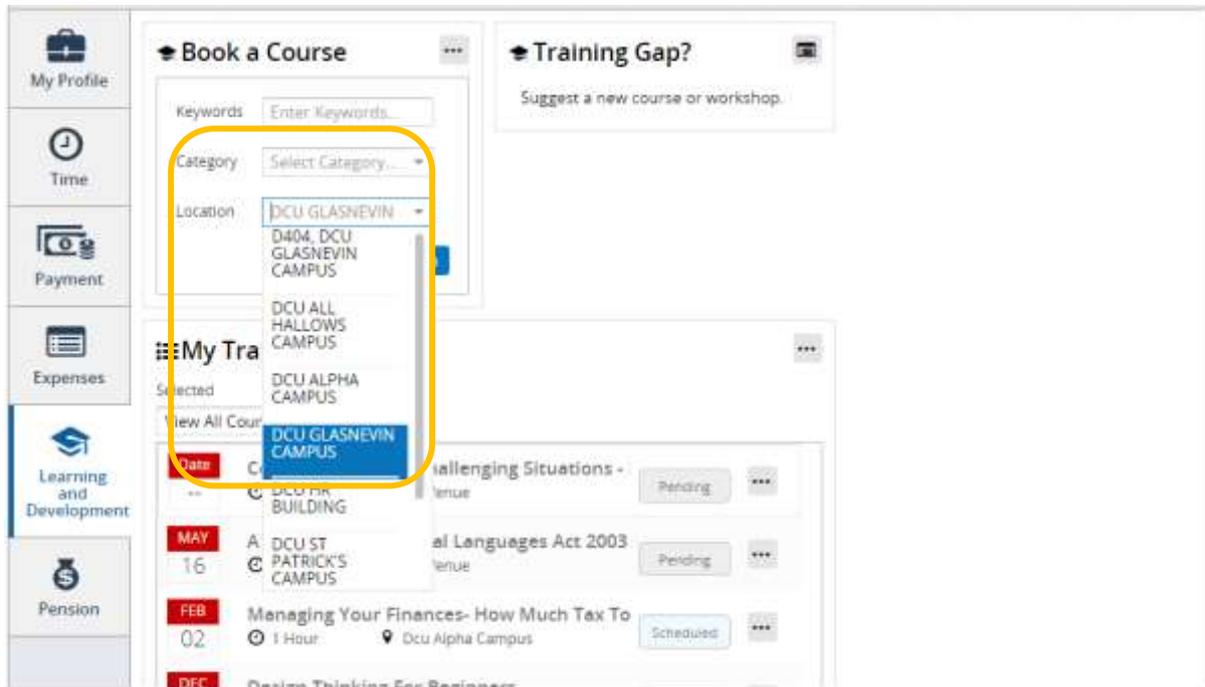
2. All courses in the Career Development category are listed in the **Search Results** pane.



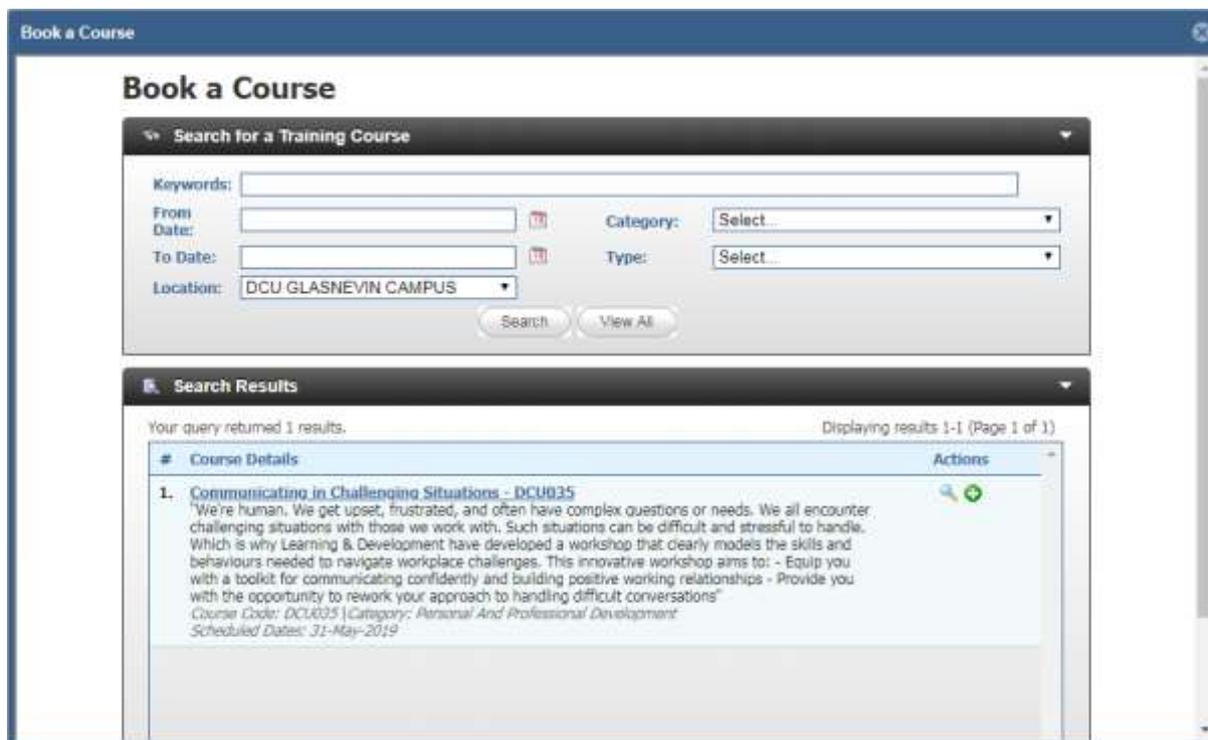
3. The same process booking documented in *Searching by Keyword* above applies (steps 3-5).

## 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.

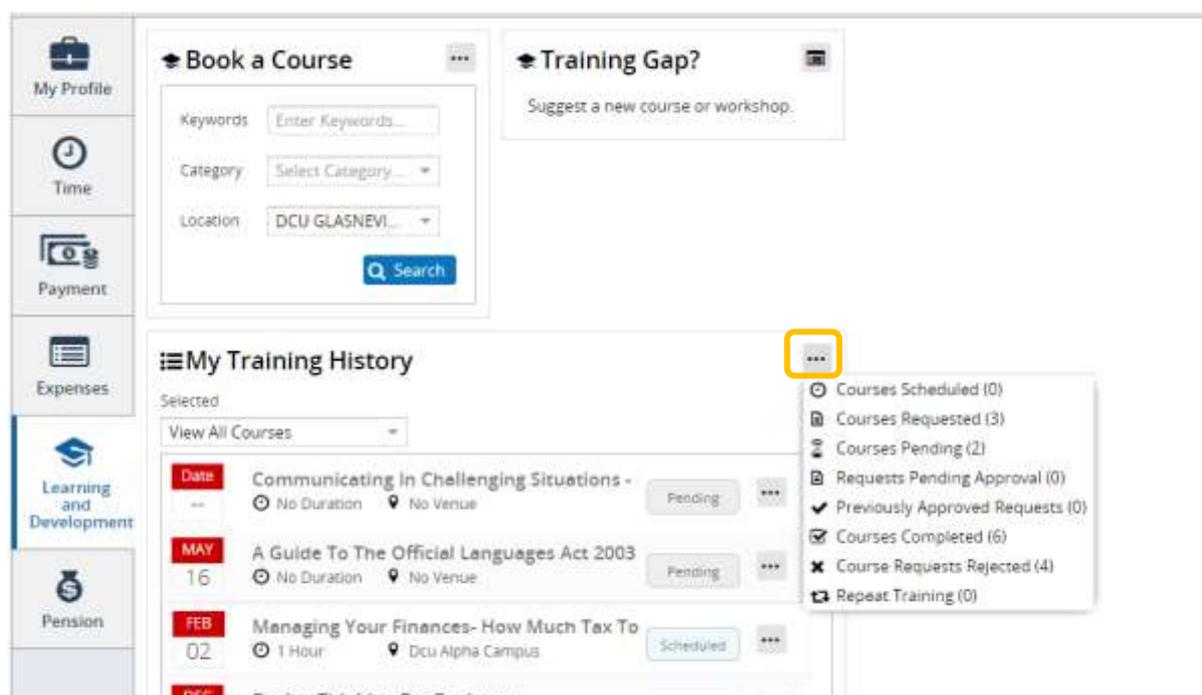


3. The process booking documented in **Searching by Keyword** above applies (steps 3-5).

## 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:



The screenshot displays the 'My Training History' section of a user interface. On the left, there is a sidebar with navigation options: My Profile, Time, Payment, Expenses, Learning and Development, and Pension. The main content area is divided into two sections: 'Book a Course' and 'Training Gap?'. The 'Book a Course' section includes input fields for Keywords, Category, and Location, along with a Search button. The 'Training Gap?' section has a text input for suggesting a new course. Below these is the 'My Training History' section, which features a 'Selected' dropdown and a 'View All Courses' button. A table lists courses with columns for Date, Course Name, and Status. A yellow box highlights the '...' button next to the first course, which has opened a dropdown menu with the following options: Courses Scheduled (0), Courses Requested (3), Courses Pending (2), Requests Pending Approval (0), Previously Approved Requests (0), Courses Completed (6), Course Requests Rejected (4), and Repeat Training (0).

## 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.