

## Using Aston Staff Portal to Book Training

- Login to Portal in the normal way.
- On the Employee Dashboard, you will see a tab for **Training**, here you will find sections for **Book a Course** and **My Training History & Future Courses**.

The screenshot shows the Aston Staff Portal interface for Henry Simpson, a Yoga Instructor in Human Resources. The top navigation bar includes the 'corehr' logo, a 'Quick Jump' search bar, and the user's name 'HENRY SIMPSON'. The main dashboard area is divided into several sections. On the left, a sidebar contains icons for 'Welcome', 'Leave Requests', 'Payment', 'Expenses', and 'Training'. The 'My Training' section is highlighted with a red box and contains a dropdown menu for 'Selected' (set to 'View All Courses') and a list of courses, including 'Working Safely' scheduled for May 19th. The 'Book a Course' section is highlighted with a blue box and contains search fields for 'Keywords' and 'Category', along with a 'Search' button. A red callout box points to the 'My Training' section, stating: 'This is where you can view courses you are booked onto, on a waiting list for, have completed or have cancelled'. A blue callout box points to the 'Book a Course' section, stating: 'This is where you can search for course and book onto a scheduled date or waiting list.' The 'Training' icon in the sidebar is also highlighted with a red box.

## Managers

**Please note that if you are also a manager**, you will enter the Portal automatically on the Manager's dashboard and will need to switch to the Employee Dashboard.

The screenshot shows the Aston Staff Portal interface for Margaret Simpson, a Zumba Instructor in Human Resources. The top navigation bar includes the 'corehr' logo, a 'Quick Jump' search bar, and the user's name 'MARGARET SIMPSON'. The main dashboard area features three tabs: 'Employee Dashboard', 'Manager Dashboard', and 'Administrator Dashboard'. The 'Employee Dashboard' tab is highlighted with a red box. Below the tabs, the user's profile information is displayed, including a 60% profile completeness indicator and an 'Improve' button.

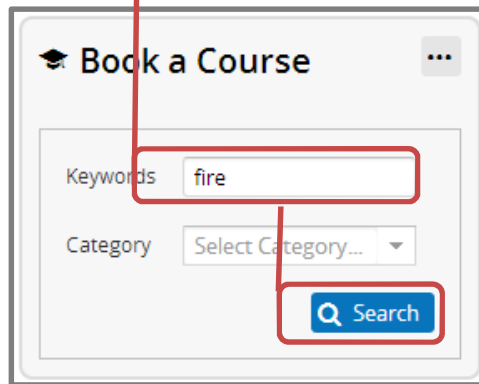
Type words in the Quick Jump bar, to navigate to different dashboards, e.g. type 'HESA' to go to the HESA page, or 'Employee' to go to your Employee dashboard

The screenshot shows the Aston Staff Portal interface with the 'Quick Jump' search bar. The search bar contains the text 'hesa' and shows a dropdown menu with options: 'Education', 'Statistics', 'University', and 'Regulation'. The user's name 'HENRY SIMPSON' is visible in the top right corner. Below the search bar, the user's profile information is displayed, including the name 'Henry Simpson' and the role 'Yoga Instructor, Human Resources'.

## Finding your course

In the Book a Course box, enter a key word you wish to search for and then click search.

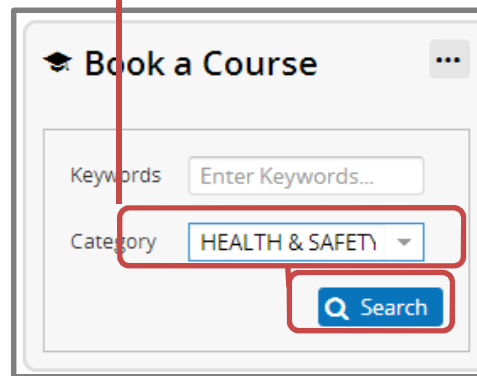
This will bring back **all courses that contain the keyword in their title or description.**



The screenshot shows the 'Book a Course' interface. The 'Keywords' field contains the text 'fire'. The 'Category' dropdown menu is set to 'Select Category...'. A blue 'Search' button is located at the bottom right of the form.

Alternatively, in the Book a Course box, select a category of training you are interested in and click search.

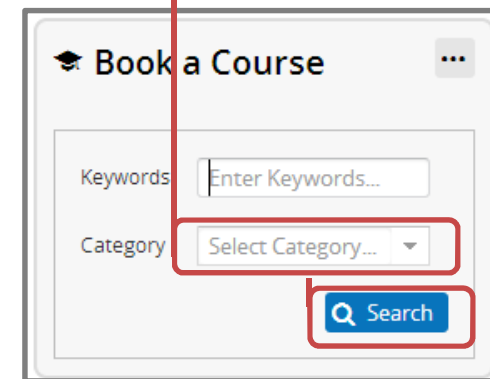
This will bring back **all courses that are within that category.**



The screenshot shows the 'Book a Course' interface. The 'Keywords' field is empty and contains the placeholder text 'Enter Keywords...'. The 'Category' dropdown menu is set to 'HEALTH & SAFETY'. A blue 'Search' button is located at the bottom right of the form.

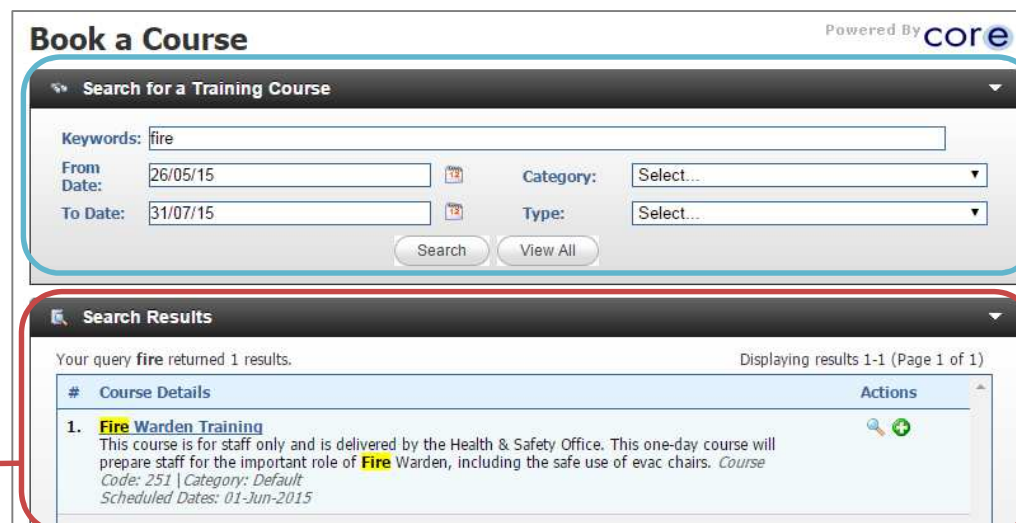
Alternatively, in the Book a Course box, just click Search.

This will bring back **all available courses.**



The screenshot shows the 'Book a Course' interface. Both the 'Keywords' and 'Category' fields are empty and contain the placeholder text 'Enter Keywords...' and 'Select Category...' respectively. A blue 'Search' button is located at the bottom right of the form.

After clicking search you will be taken to your search results.



The screenshot shows the 'Search Results' page. The search criteria are: Keywords: fire, From Date: 26/05/15, To Date: 31/07/15, Category: Select..., and Type: Select... The search results show 1 result: 1. **Fire Warden Training**. The description states: 'This course is for staff only and is delivered by the Health & Safety Office. This one-day course will prepare staff for the important role of Fire Warden, including the safe use of evac chairs. Course Code: 251 | Category: Default. Scheduled Dates: 01-Jun-2015'.


You can also refine your search here, or search for courses between certain dates.


## Booking your place on a scheduled course/course waiting list


**Search Results**

Your query **fire** returned 2 results. Displaying results 1-2 (Page 1 of 1)

#	Course Details	Actions
1.	<b>Fire Safety Awareness</b> Your school or department will cover <b>fire</b> safety and evacuation as part of your local induction. The University also provides mandatory online training. <i>Course Code: 77   Category: Default</i> <i>Scheduled Dates: No Scheduled Courses</i>	 
2.	<b>Fire Warden Training</b> This course is for staff only and is delivered by the Health & Safety Office. This one-day course will prepare staff for the important role of <b>Fire</b> Warden, including the safe use of evac chairs. <i>Course Code: 251   Category: Default</i> <i>Scheduled Dates: 17-Jul-2015</i>	 

Use the magnifier to view more details. 

Use the plus button to add yourself to the course. 

- Select the course date you want to attend. A tick  will appear by the side of it.
- Select the reason for wanting to attend training
- Click Submit.


You will receive an email to confirm that you have booked onto the course date/waiting list.

- If you cannot make any of the scheduled dates, or if the course date is already full, you can select 'Add to waiting list' instead.

**Request a Course Booking** Powered By **core**

**Booking Information**

You are requesting a booking on the **Fire Warden Training** training course. Please select an instance to book.

#	Instance Details	Availability	Selected
1.	<b>17th July 2015 to 17th July 2015</b> Location: Mb727 ID: C00948	Spaces Available	
2.	<b>Add to Waiting List</b> Objectives: No Suitable Course Date Available - Add To Waiting List ID: WaitList		

Please enter a reason for training:

Please enter comments here:

Submit

## Viewing pending and completed courses

**My Training**

Selected  
View All Courses

**Date** E-Type Touch Typing Qualification  
-- No Duration No Venue Pending

- ⌚ Courses Scheduled (0)
- 📅 Courses Requested (0)
- 🕒 Courses Pending (1)
- 📄 Requests Pending Approval (0)
- ✓ Courses booked for others (0)
- ☑ Courses Completed (0)
- ✗ Course Requests Rejected (0)
- 🕒 On The Job Courses Due (0)
- 📄 On The Job Courses Completed (0)
- 🔄 Repeat Training (0)

Initially, the My Training section will show only dated events that you are booked onto.  
To view training events with a different status, use the action button to filter your courses

**My Training**

**JUN** 29 Control Of Substances Hazardous To Health  
2 Hours No Venue Scheduled

- ⚙ View Course Details
- 🗑 Cancel Course

To view more details of your training courses (including the times of scheduled events) click on the cog sign and select 'View Course details'.

This will show you details about the date you are attending, with the option to view the Master Course Detail.

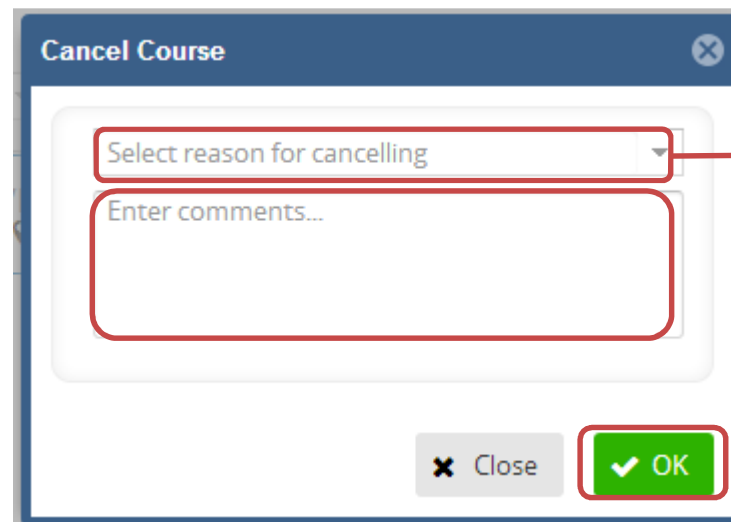
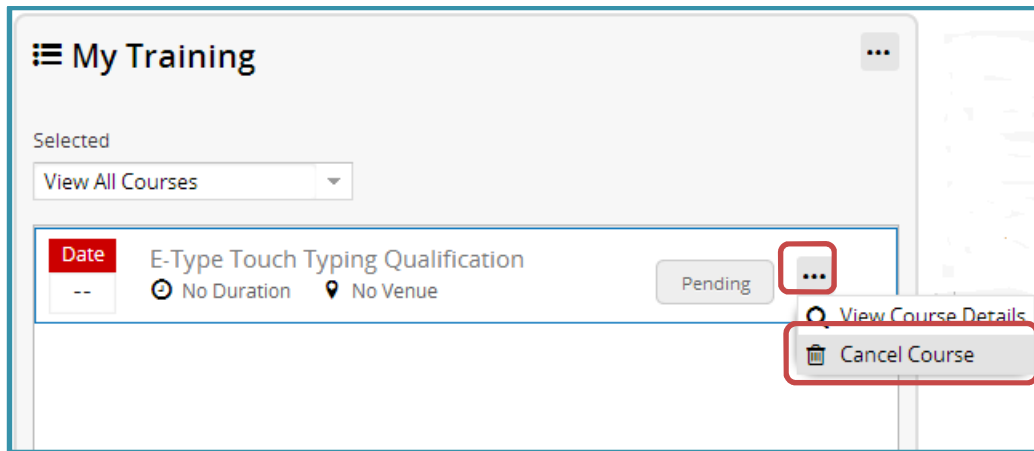
**View Course Instance** Powered By core

**Course Instance Details**

Course ID:	C00891	Course Code:	37
Location:	N/A	Cost Per Person:	N/A
Start Date:	29/06/2015 10:00	End Date:	29/06/2015 12:00
Course Title:	Control Of Substances Hazardous To Health (Coshh)		
Course Description:	This course is for staff only and is delivered by the Health & Safety Unit. The aims of this course are to raise employee awareness of the health and safety issues associated with using and handling hazardous substances.		

[View Master Course Detail](#)

## lab Cancelling a course – scheduled event



All course dates that you are booked onto will automatically display in the My Training section. These have a status of scheduled.

Should you wish to cancel a course:

- Click on the cog symbol next to the course
- Click Cancel Course.

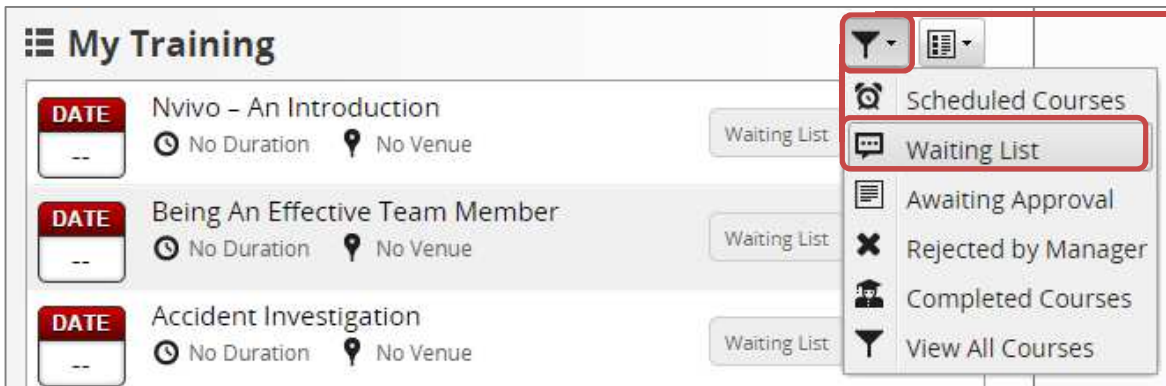
A Cancel Course box will be brought up. In this:

- Select the reason for cancellation
- Add a short comment.
- Click OK

You will receive an email to confirm that you have cancelled your place on this course date.

**NB: You will not be able to cancel your place on a course if it is within the cut off period.**

## Cancelling a course - waiting list



The screenshot shows the 'My Training' interface. At the top left, there is a hamburger menu icon followed by the text 'My Training'. Below this, there is a list of three courses, each with a 'DATE' field containing '--'. The first course is 'Nvivo - An Introduction', the second is 'Being An Effective Team Member', and the third is 'Accident Investigation'. Each course entry includes 'No Duration' and 'No Venue' information and a 'Waiting List' button. On the right side of the interface, a filter dropdown menu is open, showing options: 'Scheduled Courses', 'Waiting List', 'Awaiting Approval', 'Rejected by Manager', 'Completed Courses', and 'View All Courses'. The 'Waiting List' option is highlighted with a red box.

To view courses you are on a waiting list for, you will first need to filter courses to view **Waiting List** courses (or View All courses)

Once you have done this, you can cancel your place on the waiting list as if cancelling a course (above).

Please note that you will not receive an email to confirm that this has been done.

## Frequently Asked Questions

**1. Do I need permission from my manager to attend training courses run by Staff & Graduate Development (SGD)?**

You will need your managers' permission to have time away from your job, and to undertake certain qualifications. This has not changed with the change of system used to book training.

**2. Does my manager have to approve any training that I book using Portal?**

No, your manager will not have to approve training you book through Portal. SGD assumes that, by booking training using Portal, you have already discussed this with your manager.

**3. Will my manager receive notifications from Portal when I book or cancel training?**

No, your manager will not receive notifications from Portal. It is expected that you will keep your manager informed of the training you are booked onto. They will however receive periodic reports for staff in their area.

**4. Will I receive reminders from Portal about my scheduled training?**

Yes, you will receive a reminder about your scheduled training 14 day and 7 days before the course start date. You can also view your scheduled training details in Portal at any time.

**5. How much notice do I have to give if I want to cancel my place on a course?**

You will need to give at least 3 full days' notice if you wish to cancel your place on a course. You will not be able to cancel your place within 3 days of the course start date. Should exceptional circumstances arise, please contact SGD on 0121 204 4598 or [staffdevelopment@aston.ac.uk](mailto:staffdevelopment@aston.ac.uk).

Non-attendance on courses can put at risk provision of future courses, so please attend courses as booked, or provide as much notice as possible when cancelling a course.

## Problems or queries

For queries about courses, please contact [staffdevelopment@aston.ac.uk](mailto:staffdevelopment@aston.ac.uk).

For difficulties using Portal, such as logging in, please contact [hrrsystems@aston.ac.uk](mailto:hrrsystems@aston.ac.uk).