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 **My Training** and **Book a Course**.

This is where you can view courses you are booked onto, on a waiting list for, have completed or have cancelled

This is where you can search for courses and book onto a scheduled date or waiting list.
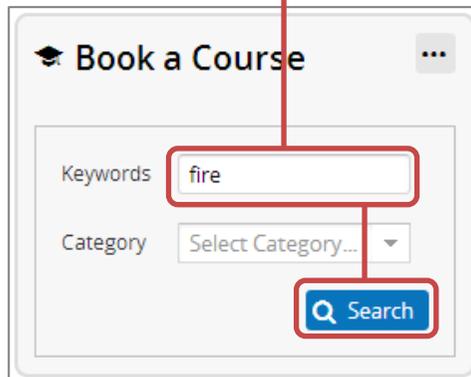
Managers

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.

Finding your course

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

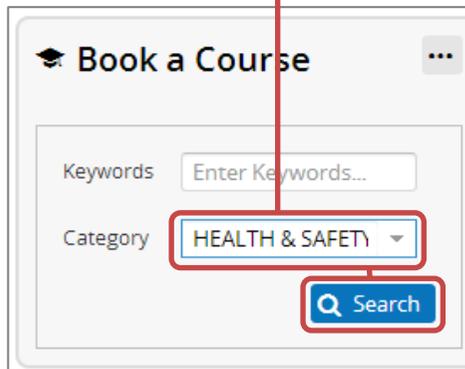This will bring back **all courses that contain the keyword in their title or description.**

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.**

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

This will bring **back all available courses.**
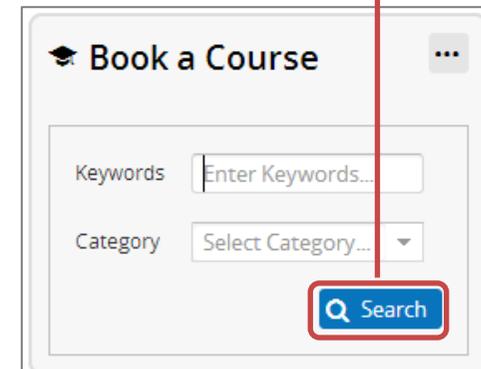
Book a Course

Keywords: fire

Category: Select Category...

🔍 Search

Book a Course

Keywords: Enter Keywords...

Category: HEALTH & SAFETY

🔍 Search

Book a Course

Keywords: Enter Keywords...

Category: Select Category...

🔍 Search

Book a Course

Powered By core

Search for a Training Course

Keywords: fire

From Date: 26/05/15

To Date: 31/07/15

Category: Select...

Type: Select...

Search   View All

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

Search Results

Your query **fire** returned 1 results.

Displaying results 1-1 (Page 1 of 1)

#	Course Details	Actions
1.	**Fire** Warden Training 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*	🔍 ➕

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

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.	**Fire** Safety Awareness Your school or department will cover **fire** safety and evacuation as part of your local induction. The University also provides mandatory online training. *Course Code: 77	Category: Default* *Scheduled Dates: No Scheduled Courses*	🔍 ➕
2.	**Fire** Warden Training 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: 17-Jul-2015*	🔍 ➕

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.	**17th July 2015 to 17th July 2015** Location: Mb727 **ID:** C00948	Spaces Available	✅
2.	**Add to Waiting List** Objectives: No Suitable Course Date Available - Add To Waiting List ID: WaitList		

Please enter a reason for training:

Please select... ▼
Please select...
Continous Professional Development
Employee Request
Manager Request
Requirement For Role

Please enter comments here:

Submit

Viewing pending and completed courses

☰ My Training

Selected

View All Courses ▾

MAR **01**	Fire Warden Training 🕐 2 Hours 📍 Mb727	Scheduled	•••
Date **--**	Accident Investigation 🕐 No Duration 📍 No Venue	Pending	•••
JAN **18**	Ms Access Fundamentals 🕐 1 Day 📍 Mb525	Completed	•••
JAN	Excel Workshop: Pivot Tables		•••

••• menu:
- ⏱ Courses Scheduled (1)
- 📄 Courses Requested (0)
- ⏳ Courses Pending (1)
- ☑ Courses Completed (3)
- ✖ Course Requests Rejected (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

Courses Scheduled – You are on the list for a dated event.

Courses Pending – You are on a waiting list for a course. Either the course doesn't have a date scheduled, or a scheduled date is not suitable for you.

Completed Courses – You attended a scheduled event.

Courses Requested, Course Requests Rejected and Repeat Training – these statuses are not used.

JAN **18**	Ms Access Fundamentals 🕐 1 Day 📍 Mb525	Completed	•••
JAN **06**	Excel Workshop: Pivot Tables 🕐 1 Day 📍 Mb525	Completed	

••• menu:
- 🔍 View Course Details
- 🗑 Cancel Course

To view more details of your training courses (including the times of scheduled events) click on the … symbol 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

▣ Course Instance Details ▾

Course ID:	C02512	**Course Code:**	354
Location:	Mb525	**Cost Per Person:**	N/A
Start Date:	18/01/2017	**End Date:**	18/01/2017
Course Title:	Ms Access Fundamentals		
Course Description:	In this 2 day long introduction to databases, participants will learn the value of Access as a database software tool. This course is for staff and research students and is provided by Staff & Graduate Development.		

(View Master Course Detail)

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 … 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

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.