

Using Aston Staff Portal to book training for your employees



Managers are able to book their direct reports on to training, on the employees behalf.

- Login to Portal in the normal way.
- Go to your employee dashboard

The screenshot shows the user profile for Jools ROGERS, Hr Systems Administrator, Human Resources. The profile completion is 100%. The main content area is titled 'My Training' and shows a list of completed courses. A 'Book a Course' box is highlighted with a red box, containing search fields for keywords and category, and a search button. The 'Training' tab in the left sidebar is also highlighted with a red box.

| Month | Course Name | Duration | Location | Status |
|-------|-------------------------------------|----------|----------|-----------|
| SEP | Disability Discrimination Awareness | 2 Hours | Mb727 | Completed |
| SEP | Fire Warden Training | 7 Hours | Mb727 | Completed |
| SEP | Evacuation Chair | 4 Hours | Mb727 | Completed |
| JUL | Display Screen Equipment | | | Completed |




On the Training Tab, use the Book a Course box to search for the course

Refer to the employee guide if you require help with this.


Booking your employee place onto a scheduled course/course waiting list

Search Results


Your query returned 39 results. Displaying results 1-5 (Page 1 of 8)

| # | Course Details | Actions |
|----|--|---|
| 1. | e-type Touch Typing Qualification This online training improves your accuracy and speed of typing, as well as giving you a recognised qualification at the end. <i>Course Code: 401 Category: It Skills</i> <i>Scheduled Dates: No Scheduled Courses</i> |    |

When you have found the course you wish to book your employee onto:

- click the person symbol 

You can click on the magnifying glass for further information, if required.

- Select the employee you want to attend the course
- Select the course date (or waiting list) . A tick  will appear by the side of it.
- Select the reason 'Manager Request' for training
- Click Submit.

Your employee will receive a notification email to say that they have been booked onto this course (or waiting list) . They will also see this course date/waiting list in their Portal.

Book a Course

Request a Course Booking

Booking Information

Please select an employee:

You are requesting a booking on the **Endnote Bibliographic Software** training course. Please select an instance to book.

| # | Instance Details | Availability | Selected |
|----|--|------------------|-------------------------------------|
| 1. | 22nd June 2016 to 22nd June 2016 Objectives: Time-Saving Features Allow You To Transfer Groups Of References Retrieved From Online Bibliographic Databases Into Your Endnote Database, Creating Bibliographies In A Variety Of Formats Using Microsoft Word. Here Are Some Links To Useful Materials: Endnote X7 - The Little Endnote How To Book | Spaces Available | <input checked="" type="checkbox"/> |

Please enter a reason for training:

Please enter comments here:

Viewing courses that your employees are booked onto (Employee Profile)

The screenshot shows the 'My Team' interface. On the left, there are navigation icons for 'My Team' and 'Approvals'. The main area is titled 'My Team' and includes a 'Team Scheduler' button. Below this is a search bar for employees. A list of employees is displayed, including Denise Aldred and Dave Goodenough. A red box highlights the 'View Profile' option in the dropdown menu for Dave Goodenough.

The screenshot shows the 'Training Details' page for Dave Goodenough. The page header includes a profile picture and the name 'DAVE GOODENOUGH', Hr Systems Administrator, Human Resources. The main content area is titled 'Training Details' and contains a table with the following data:


| Course Id | Course Name | Category | Start Date | End Date | Status | |
|-----------|-------------------------------|-----------|-------------|-------------|-----------|-----|
| C02328 | EndNote Bibliographic Soft... | IT SKILLS | 22 Jun 2016 | 22 Jun 2016 | Scheduled | ... |

A red box highlights the 'Training Details' link in the left sidebar and the first row of the training table.

As a manager, you are able to see any course dates that an employee is scheduled to attend (scheduled), or has attended (completed), in Portal.

You will not be able to see any waiting lists that you/the employee has added themselves to.

To view course your employees training history:

- Go to the Manager Dashboard and find your employee in your team list.
- Click on  next to your employee and select View Profile

You will be taken to your employees' profile.

- Navigate to the Learning & Development section, and then 'Training Details'.

This shows all scheduled or completed courses for the employee, regardless of whether you or the employee booked themselves onto it.

Frequently Asked Questions

1. Can I book my employee onto a course/waiting list on their behalf.

As a manager you are able to book any of your direct reports onto a course or waiting list. Please see manager guide for how to do this. Where possible however, you should encourage employees to do this themselves.

2. Can I cancel a place my employee is booked onto in Portal?

No, your employee will need to do this themselves.

3. Can I see courses that my employee booked but did not attend in Portal

No, you cannot see this information in Portal. You will receive periodic reports from SGD about any non-attendance of courses.

Problems or queries

For difficulties using Portal, such as logging in, please contact hrrsystems@aston.ac.uk.

For queries about courses, please contact staffdevelopment@aston.ac.uk.