

## 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 James Butcher, Training Manager, Human Resources. The profile includes a profile picture, name, title, and a '50% Profile Completeness' progress bar with an 'Improve' button. The main content area is divided into two sections: 'My Training' and 'Book a Course'. The 'My Training' section shows a list of courses with columns for Date, Course Name, Duration, Venue, and Status. The 'Book a Course' section has a search form with 'Keywords' and 'Category' input fields and a 'Search' button. A red box highlights the 'Book a Course' section, and a red line connects it to a text box on the left.

Date	Course Name	Duration	Venue	Status
--	Coaching Skills	No Duration	No Venue	Pending
JAN 04	Fire Safety Awareness	1 Day	Online	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

The screenshot shows a search results page with the following details:

- Search Results: Your query **fire** returned 1 results. Displaying results 1-1 (Page 1 of 1)
- Course Details table:

#	Course Details	Actions
1.	<b>Fire Warden Training</b> 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: Awareness &amp; Wellbeing Scheduled Dates: 01-Mar-2017</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.

The screenshot shows the 'Request a Course Booking' form with the following details:

- Booking Information: Please select an employee: **Alice Fisher**
- You are requesting a booking on the **Fire Warden Training** training course. Please select an instance to book.
- Instance Details table:

#	Instance Details	Availability	Selected
1.	<b>1st March 2017 to 1st March 2017</b> Objectives: The Morning Session Will Cover: <ul style="list-style-type: none"><li>• Combustion And Fire Dynamics</li><li>• Fire Prevention</li><li>• Actions To Be Taken On Hearing The Fire Alarm</li><li>• Actions To Be Taken On Discovering A Fire</li><li>• Safe Use Of Portable Extinguishers (Including</li></ul>	Spaces Available	
- Please enter a reason for training: **Manager Request**
- Please enter comments here:
- Submit button

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

**James Butcher**  
Training Manager, Human Resources

**My Team** [Team Scheduler](#)

Search for an Employee

My Team All Levels

Enter employee name, departn Q

**AF Alice Fisher**  
Trainer, Human Resources  
None Set  
None Set

**HG Hope Glover**  
Trainer, Human Resources  
None Set

**Alice Fisher**  
Trainer, Human Resources

**Learning and Development**

**Training Details**

Course Id	Course Name	Category	Start Date	End Date	Status	
C02513	Fire Warden Training	AWARENES...	01 Mar 2017	01 Mar 2017	Scheduled	...
C02512	MS Access Fundamentals	IT SKILLS	18 Jan 2017	18 Jan 2017	Completed	...
C02511	Excel Workshop: Pivot Tables	IT SKILLS	06 Jan 2017	06 Jan 2017	Completed	...
C02510	Fire Safety Awareness	HEALTH & ...	04 Jan 2016	04 Jan 2016	Completed	...

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.