

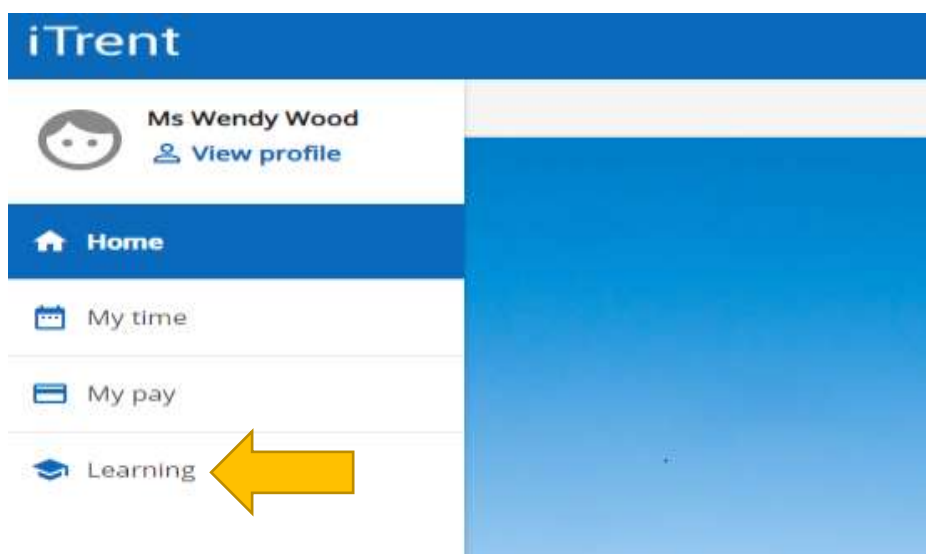
Booking or cancelling your place on a course using Employee Self-Service (ESS)

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1. Logging into ESS and accessing the Learning
2. Booking a place on a course
3. Cancelling your place on a course

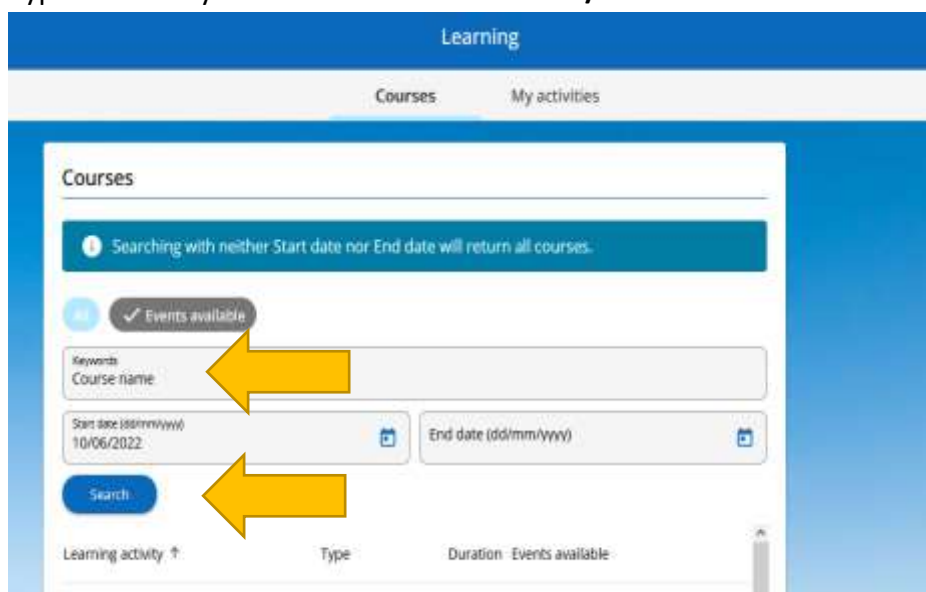
1. Logging into ESS and accessing the Learning and Training tab

- a) Log-in to [Employer Self-Service](#) using single user sign-on.
- b) Click on the tab called 'Learning' at the top of the home page.



2. Booking a place on a course

- a) Type in the 'keywords box' the **course name/title** and click on the 'Search' button



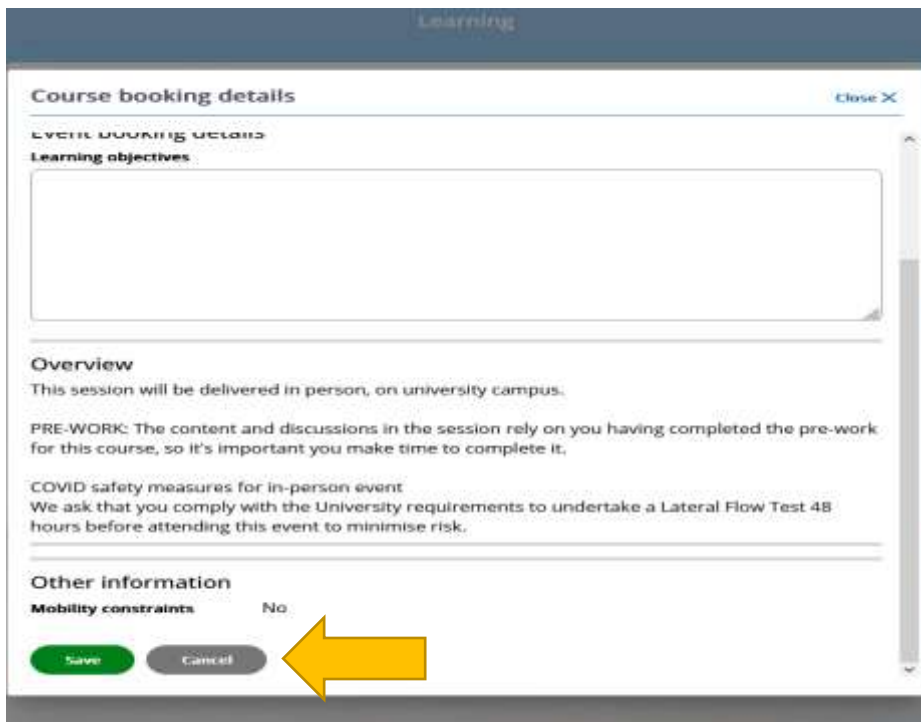
b) Click on the course details listed. This example identifies there are two events.

The screenshot shows the 'Learning' portal interface. At the top, there are tabs for 'Courses' and 'My activities'. Below this is a 'Courses' section with a search bar containing 'Managing people'. There are filters for 'Events available' and date selection fields for 'Start date (dd/mm/yyyy)' (19/06/2022) and 'End date (dd/mm/yyyy)'. A 'Search' button is present. Below the search filters is a table with columns: 'Learning activity', 'Type', 'Duration', and 'Events available'. The table contains one entry: 'Managing people - an introduction for new managers' under 'Learning activity', 'Management' under 'Type', and '2 events' under 'Events available'. A yellow arrow points to the '2 events' text.

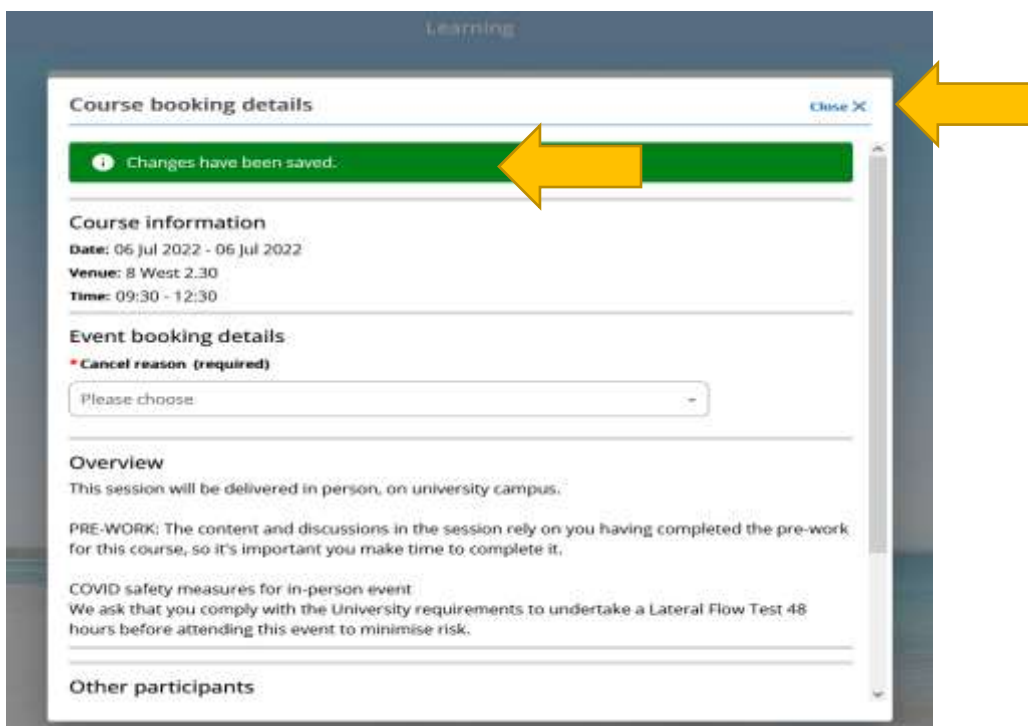
c) Click on the course you wish to attend. This example shows the course has multiple dates or times listed, click on your preferred date.

The screenshot shows the details for the course 'Managing people - an introduction for new managers'. It includes a 'Back to Courses' link, a note that the session is in-person, and pre-work instructions. There is also a COVID safety measure notice. Below this is a table with columns: 'Date', 'Time', 'Tutor', 'Venue', and 'Spaces'. The table lists two events: one on 06 Jul 2022 - 06 Jul 2022 from 09:30 to 12:30 at 8 West 2.30, and another on 20 Jul 2022 - 20 Jul 2022 from 12:30 to 16:30 at 4 West 1.1. Both events have 17 spaces and a 'Book onto course' button. A yellow arrow points to the 'Book onto course' button for the second event.

- d) **Click save** (by scrolling down the screen). It is optional to enter your personal learning objectives for attending the course – these will only be visible to you.
Please note: your mobility constraints (as noted in your ESS details) are shown under Other information. This is only visible to you.

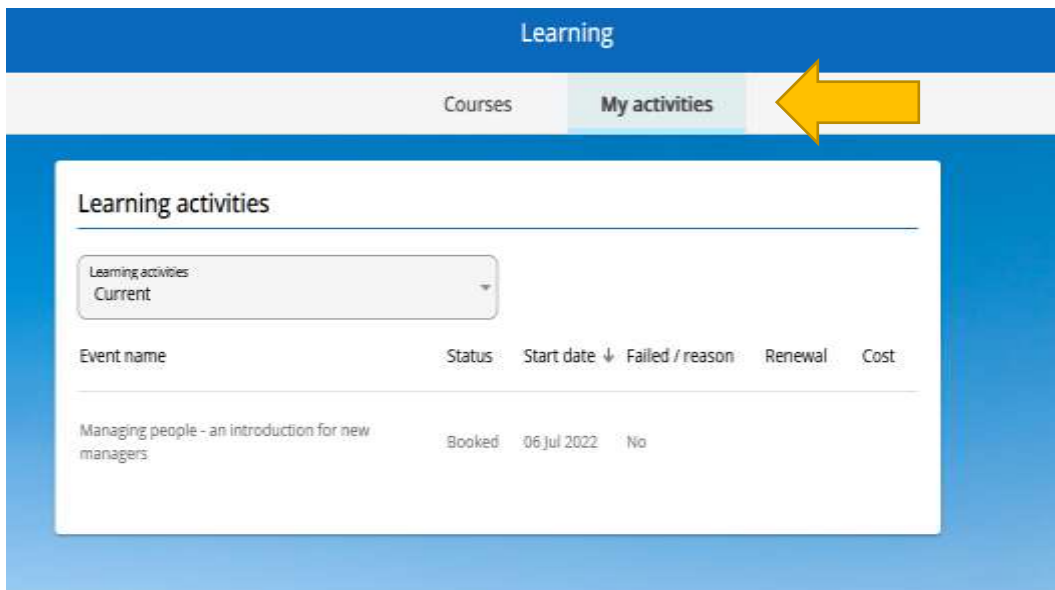


- e) The course booking has been completed. To exit the screen, click on 'close X'.

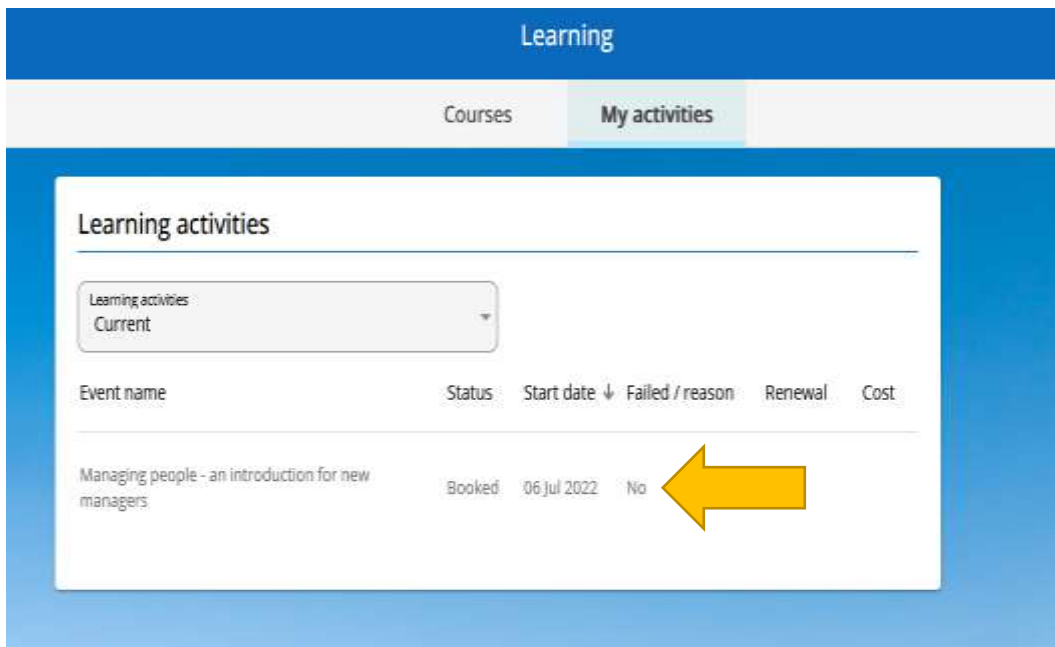


3. Cancelling your place on a course

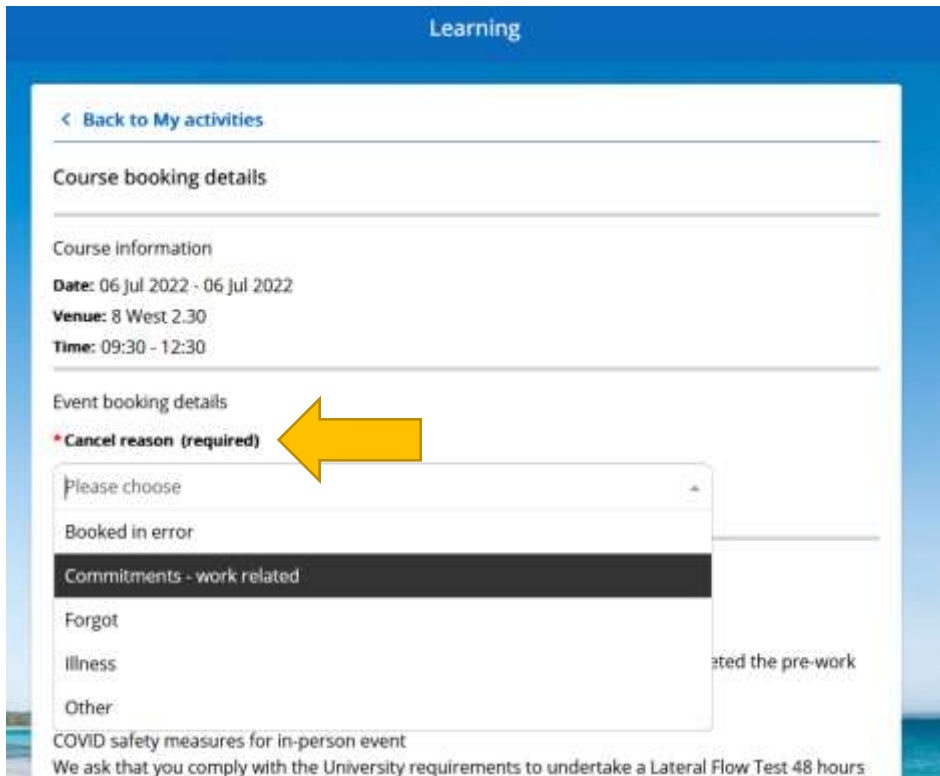
a) Select 'My activities' which shows the course you are booked to attend.



b) Click on the course information which you wish to cancel your place for. You can only cancel a place for one activity at a time.

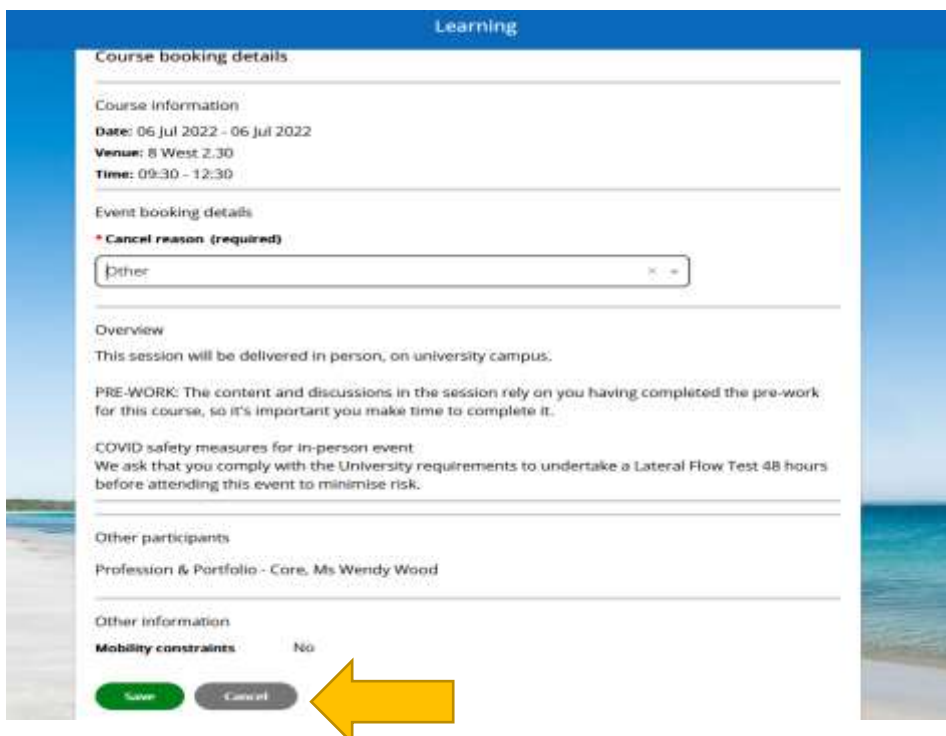


- c) Select your reason for cancelling your place from the drop-down menu named 'cancel reason' and click 'Save'.



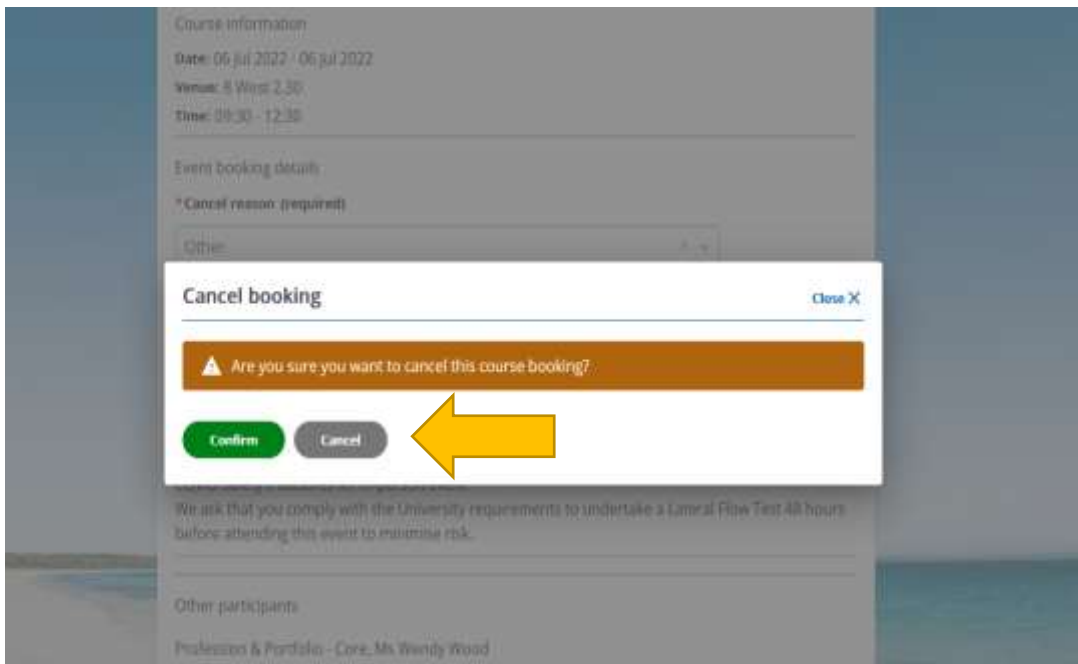
The screenshot shows the 'Learning' page with a 'Course booking details' section. Under 'Event booking details', there is a required field for 'Cancel reason'. A yellow arrow points to the dropdown menu, which is open and shows the following options: 'Please choose', 'Booked in error', 'Commitments - work related' (highlighted), 'Forgot', 'Illness', and 'Other'. Below the dropdown, there is a section for 'COVID safety measures for in-person event' with the text: 'We ask that you comply with the University requirements to undertake a Lateral Flow Test 48 hours before attending this event to minimise risk.'

- d) Confirm you wish to cancel your booking by clicking 'Save'



The screenshot shows the 'Learning' page with the 'Course booking details' section. The 'Cancel reason' dropdown menu is now closed and shows 'Other' selected. Below this, there is an 'Overview' section with the text: 'This session will be delivered in person, on university campus. PRE-WORK: The content and discussions in the session rely on you having completed the pre-work for this course, so it's important you make time to complete it. COVID safety measures for in-person event We ask that you comply with the University requirements to undertake a Lateral Flow Test 48 hours before attending this event to minimise risk.' Below the overview, there is a section for 'Other participants' with the text: 'Profession & Portfolio - Core, Ms Wendy Wood'. At the bottom, there is a section for 'Other information' with a 'Mobility constraints' field set to 'No'. A yellow arrow points to the 'Save' button, which is a green button next to a grey 'Cancel' button.

e) Click on 'Confirm' on this pop-up message to finalise your cancellation.



f) The course will no longer be shown on your 'My activities'.

