

MyTraining

The Training module allows you to book on to courses, add yourself to waiting lists and manage your upcoming courses.

You do not have to be at work to book on a course, you can access the training module from any device.

To access MyHR on a work device, use the Single Sign On icon on your desktop:



Alternatively, enter the site address into your browser:

<https://myview.xentrall.org.uk/dashboard/dashboard-ui/index.html#/landing>

Booking a Course

Log into MyHR

- Click My Training
- Click New Training Request
- ★ If you know the title of the course, type a key word and click Search
- ★ If you would like to search for all courses in a specific category, use the Type dropdown and click Search
- ★ Use the date fields, to narrow down your search to upcoming events

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Customer Engagement & System Support Off

Dashboard
My Pay
My Details
My Time & Attendance
My Appraisals/PDRs
My Training
New Training Request
My Training Record
Course Directory (Intranet)
My Qualifications
My Documents

Dashboard / New Training Request

Search criteria

SBC
001 SH TEST

Search Criteria

Keywords

Type

Region

Start Date End Date

Search

Back

- Search results will appear at the bottom of the screen. Use the scroll bar to view the course list.

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My Authorisations

Search Criteria

Keywords

Type

Region

Start Date End Date

Search

Search Results

Description	Min Attendees	Max Attendees	Max Reserve Attendees	Standard Fee	Per Person Fee	Events
3 Hour First Aid Update	2	6	0	0.00	30.00	0
CDM2015 for Clients	8	12	0	0.00	0.00	1
CDM2015 for Principle Designers	8	12	0	0.00	0.00	0

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- Courses that have an event available, can be booked (*courses with no events can book waiting list places*)
- Click on the Course Description

Search Results						
Description	Min Attendees	Max Attendees	Max Reserve Attendees	Standard Fee	Per Person Fee	Events
3 Hour First Aid Update	2	6	0	0.00	30.00	0
CDM2015 for Clients	8	12	0	0.00	0.00	1
CDM2015 for Principle Designers	8	12	0	0.00	0.00	0

- Available courses will display at the bottom of the page
- Click on the date you wish to attend
 - o If none of the dates are suitable, click Add to Waiting List
-

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No more detail

Pre-requisites

No more detail

Programme

No more detail

Rationale


No more detail


Course Events

Start Date	End Date	Start Time	Venue	Region	Tutor	Booked	Maximum	Reserve Spaces
15/09/2021	15/09/2021	09:30	Eastbourne Sports Complex		S Gallagher	0	12	0

[Add to Waiting List](#)
[Back](#)

- Double check the course details
- Use the Reason for Request field to add a message to your manager (if required)
- Click Submit



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Form History

005 Test SH

Course Details

Course

Fire Awareness Training

Dates

15/09/2021 - 15/09/2021

Start Time

09:30

Venue

Eastbourne Sports Complex

Room

The Function Room

Tutor

S Gallagher

Cost

0.00

Dates

Start Date	End Date	Start Time	End Time	Venue	Room	Tutor
15/09/2021	15/09/2021	09:30	12:30	EASTBOURNE	The Function Room	S Gallagher

Reason For Request

Submit


- Depending on the browser you use, you may see a message asking if you're sure you want to submit the request. Click OK


myviewtest.xentrall.org.uk says

Are you sure you want to Submit this training request?

OKCancel

- You will see a confirmation message when your request has been submitted.
 - **This does not mean you are booked on the course. The request is sent to your manager for approval.**



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Dashboard

My Pay

My Details

Dashboard / New Training Request

Confirmation Message !

Your Training request number 0000001973 has been submitted

Please select a navigation item in the Dashboard.

You will receive an email to confirm if your request has been approved or rejected.

- You can also check the status of a request using **My Training Record**
- Scroll down to Form History
- If the Status is Submitted – it is still with your manager waiting for approval.
- Click on the form number, to view any authorisation / Rejection comments

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Form History

03/05/2021

3 Hour First Aid Update

Attended

09:30

Courses Cancelled

Date	Course	Status	Form
07/12/2021	Manual Handling of Inanimate Objects	Cancelled	
25/06/2021	Test Training Course	Cancelled	

Form History

Date	Course	Status	Form	Initial Eval	Follow Up Eval
07/12/2021	Manual Handling of Inanimate Objects	Authorised	0000001898		
07/12/2021	Manual Handling of Inanimate Objects	Authorised	0000001899		
07/12/2021	Manual Handling of Inanimate Objects	Authorised	0000001900		
15/09/2021	Fire Awareness Training	Rejected	0000001973		
13/09/2021	Manual Handling of Inanimate Objects	Authorised	0000001895		
26/07/2021	Changing a light bulb	Authorised	0000001924		

Update Courses Attended

Request Training

My Training Record

You can manage your Training Record using the **My Training Record** section

[illegible]

Use the Update Courses Attended to add to your Training History. If the course you wish to add does not exist, please contact HR@darlington.gov.uk.