

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 Sigle Sign On icon on your desktop:

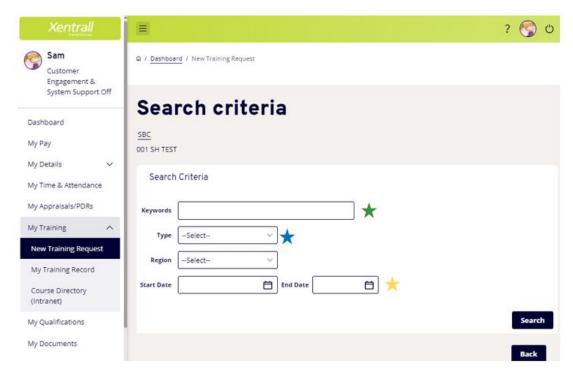


Alternatively, enter the site address into your browser: https://myview.xentrall.org.uk/dashboard/dashboard-ui/index.html#/landing

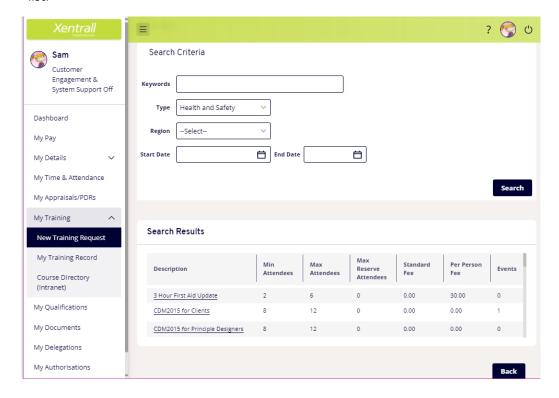
Booking a Course

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.



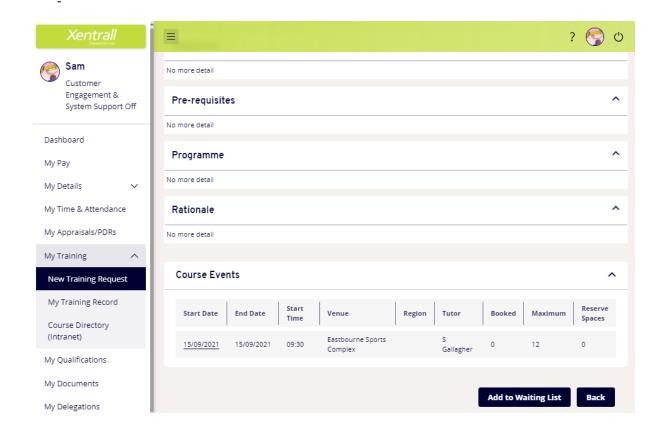
- Search results will appear at the bottom of the screen. Use the scroll bar to view the course list.



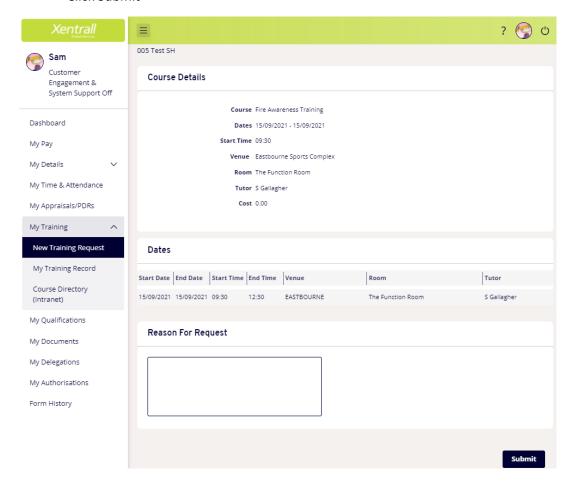
- Courses that have an event available, can be booked (courses with no events can book waiting list places)
- Click on the Course Description



- 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



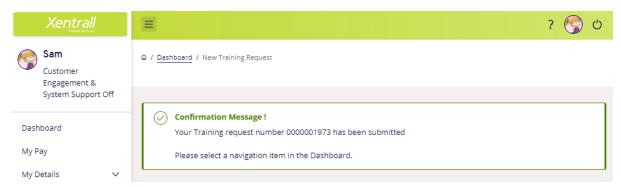
- Double check the course details
- Use the Reason for Request field to add a message to your manager (if required)
- Click Submit



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

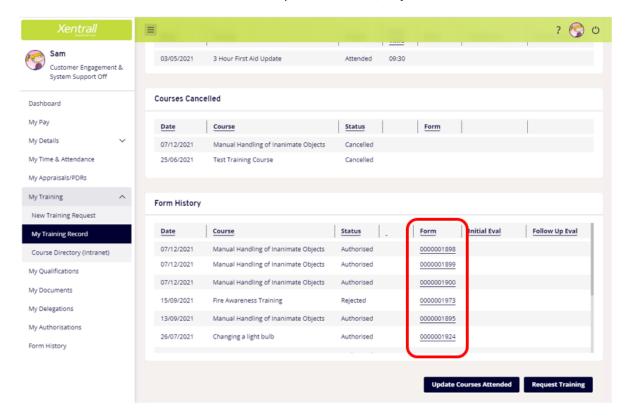


- You will see a confirmation message when your request has been submitted.
 - This does not mean you are booked on the course. The request is sent to your manager for approval.



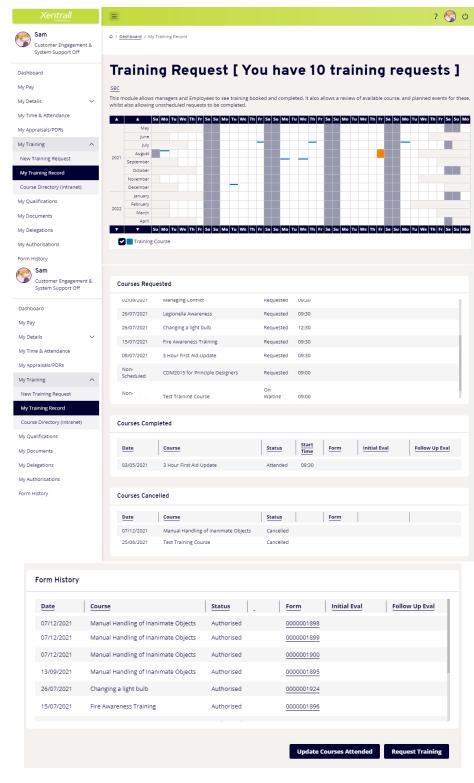
You will receive an email to confirm if your request has been approved or rejected.

- 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



My Training Record

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



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