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.

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

- 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

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- 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
-

Xentrall

Sam
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

My Delegations

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

- 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.

  o **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.