

My Training

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: <u>https://xentrall.hcm.zellis.com/myview/dashboard-ui/index.html#/landing?alt=true</u>

Xentrall Buret Service		E	
Sarah Law Centre Administrator	ħ	Welcome Sa	ah
Dashboard		My Pay	:
My Pay My Holidays		You've been paid Your payslip for 31 January	is now
My Details	~	available	w Summary
My Time & Attendance			, ,
My Training	\sim	View All Pay Documents	autio
My Journey	~	- Aysip	aysiip E
My Qualifications		31 Jan	11 Dec
My Delegations	Ť		
My Documents			
Form History			
Help & Support			
Total Rewards Booklet			
HR Briefing			

Booking a Course

Log into MyHR

- Click My Training
- Click New Training Request
- \star If you know the title of the course, type a word in Keywords 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

Xentrall		? 🌍 ଓ
Sam Customer Engagement &	ရာ / <u>Dashboard</u> / New Training Request	
System Support Off Dashboard My Pay	Search criteria	
My Details V My Time & Attendance	Search Criteria	
My Appraisals/PDRs My Training	Keywords 🗙 TypeSelect-	
My Training Record Course Directory (intranet)	RegionSelect V Start Date End Date End Date	
My Qualifications		Search
My Documents		Back

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

Search criteria	
Please enter search criteria for the course you are seeking and click the search button	
Search Criteria	
Keywords	
Type Corporate Procedure V	
RegionSelect	
Start Date End Date	
	Search
Search Results	
Description Min Max Reserve Attendees Attendees Standard Per Person Fee Fee Fee	Events
<u>Corporate Induction</u> 12 20 0 0.00 5.00	10
Equality & Diversity Training 2 20 0 0.00 5.00	4
Plain English Training 4 11 0 0.00 0.00	0
	Back

- Click on the Description (as shown below)

Search Results

Description	Min Attendees	Max Attendees	Reserve Attendees	Standard Fee	Per Person Fee	Events
Corporate Induction	12	20	0	0.00	5.00	10
Equality & Diversity Training	2	20	0	0.00	5.00	4
Plain English Training	4	11	0	0.00	0.00	0

- Available courses will display at the bottom of the page
- Courses with an event date, can be booked (courses with no event dates can be requested and placed on a waiting list)
- Click on the date you wish to attend
 - \circ $\;$ If none of the dates are suitable, click Non-Scheduled Request

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Sarah	- I					Type Corp	oorate Procedure				
(A) Law Centre						Attendance On-S	Site				
Administrator	(fft										
	-	Objectives									^
Dashboard		No more detail									
My Pay											
My Holidays		Pre-requisite	s								^
My Details	~	No more detail									
My Time & Attendance	_	Programme									^
My Training	^	No more detail									
New Training Request	- 1										
My Training Record		Rationale									^
New Course Notification		No more detail									
Corporate Outliner											
corporate outlines		Course Ever	nts								^
People Outlines											
*HELP - My Training		Start Date	End Date	Start Time	Venue		Region	Tutor	Booked	Maximum	Reserve Spaces
My Journey	Ň	20/03/2025	20/03/2025	09:30	Town Hall			Mr I Williams	4	10	0
My Qualifications	- 1	17/04/2025	17/04/2025	09:30	Town Hall			Mr I Williams	1	20	0
My Delegations	~	15/05/2025	15/05/2025	09:30	Town Hall			Mr I Williams	0	20	0
My Authorisations											
My Documents	v								Non-Sched	uled Request	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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Xentrall		E			۵ ? (٤) ٹ
Sarah		Course Details			
Law Centre Administrator	ţ.		Course Corporate Induction Dates 17/04/2025 - 17/04/2025		
Dashboard			Start Time 09:30		
My Pay			Venue Town Hall		
My Holidays			Room Committ Room 1		
My Details	~		Tutor Mr I Williams		
My Time & Attendance			Cost 0.00		
My Training	^				
New Training Request		Dates			
My Training Record		Start Date End Date Start Time End Time	Venue	Room	Tutor
New Course Notification		17/04/2025 17/04/2025 09:30 11:00	TOWNHALL	Committ Room 1	Mr I Williams
Corporate Outlines					
People Outlines		Reason For Request			
*HELP - My Training					
My Journey	~				
My Qualifications					
My Delegations	~				
My Authorisations					
My Documents					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 that you are booked on the course; a request has been sent to your manager for approval

Xentrall Brand Services		
Sarah Law Centre	لط ا	
Administrator		
Dashboard		Confirmation Message !
Bashbara		Your Training request number 0000004604 has been submitted
My Pay		Please select a navigation item in the Dashboard.
My Holidays		
My Details	~	
My Time & Attendance		
My Training	^	
New Training Request		

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
 - In the Event Filter, select Training Requests
 - In the Status Filter, click on Select All
 - Click on Search to see the list of forms
- If the status is showing as Authorised, you are booked on the course
- If the status is showing as Submitted, it is still with your manager and awaiting approval
- Click on the form number, to view any Authorisation / Rejection comments

Sarah		Courses Reques	sted						
Law Centre Administrator	ţ.	Date	Course	Status	Start Time	Form	Initial Eval		
Dashboard		17/04/2025	Corporate Induction	Requested	09:30				
My Pay									
My Holidays		Courses Comple	eted						
My Details	~	Date	Course	Status	Start Time	Form	Initial Eval	Follow Up Eval	i.
My Time & Attendance		01/05/2024	IOSH Day 3	Attended	09:30				
My Training	^	24/04/2024	IOSH Day 2	Attended	09:30				Т
New Training Request		17/04/2024	IOSH Day 1	Attended	09:30				
My Training Record		12/03/2024	Mgr Prg (Capability Policy & Procedure)	Attended	10:00				ł
New Course Notification									
Corporate Outlines		From Winters							
People Outlines		Form History							
*HELP - My Training		Date	Course	Status	-	Form	Initial Eval	Follow Up Eval	
My Journey	~	17/04/2025	Corporate Induction	Authorised		0000004604			
My Qualifications		12/03/2024	Mgr Prg (Capability Policy & Procedure)	Authorised		000003630			
My Delegations	~								
My Authorisations							Unda	te Courses Attended Request Training	

My Training Record

Xentrall	î	8						۵ ? (٤) t
Sarah	- 1		cord					
Law Centre Administrator	ф							
Dashboard	_	Training F	Request [You have or	ne traini	ng req	uest]		
My Pay	- 1	This module allows managers	and Employees to see trainign booked and completed. It also allo	ows a review of available of	ourse, and planned	events for these, whils	t also allowing unschedu	led requests to eb completed.
My Holidays	- 1	A A S	Su Mo Tu We Th Fr Sa Su Mo Tu We Th	Fr Sa Su Mo	Tu We Th Fr	Sa Su Mo Tu	We Th Fr Sa S	iu Mo Tu We Th Fr Sa Su Mo
My Details	~	January						
My Time & Attendance	- 1	March						
My Training	^	April May						
New Training Request		2025 June						
My Training Record		August						
New Course Notification		September October						
Corporate Outlines		November	Su Mo Tu We Th Fr Sa Su Mo Tu We Th	Fr Sa Su Mo	Tu We Th Fr	Sa Su Mo Tu	We Th Fr Sa S	iu Mo Tu We Th Fr Sa Su Mo
People Outlines		Training Course						
Xentrall Based Service								
Sarah Law Centre		Courses Requested						
Administrator		Date	Course	Status	Start Time	Form	Initial Eval	
Dashboard	- 1	17/04/2025	Corporate Induction	Requested	09:30			
My Pay	- 1							
My Holidays	- 1	Courses Completed						
My Details	~							
My Time & Attendance	_	01/05/2024	IOSH Day 3	Attended	09:30			
My Training	^	17/04/2024	IOSH Day 1	Attended	09:30			
New Training Request		12/03/2024	Mgr Prg (Capability Policy & Procedure)	Attended	10:00			
My Training Record		12/02/2020	Equality & Diversity Training	Attended	09:30			
New Course Notification								
Corporate Outlines		From History						
People Outlines		Form History						
*HELP - My Training		Date	Course	Status	-	Form	Initial Eval	Follow Up Eval
My Journey	× I	17/04/2025	Corporate Induction	Authorised		000004604		
My Qualifications		12/03/2024	Mgr Prg (Capability Policy & Procedure)	Authorised		000003630		
My Delegations	~							

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 <u>HR@darlingon.gov.uk</u>.