

My Training

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

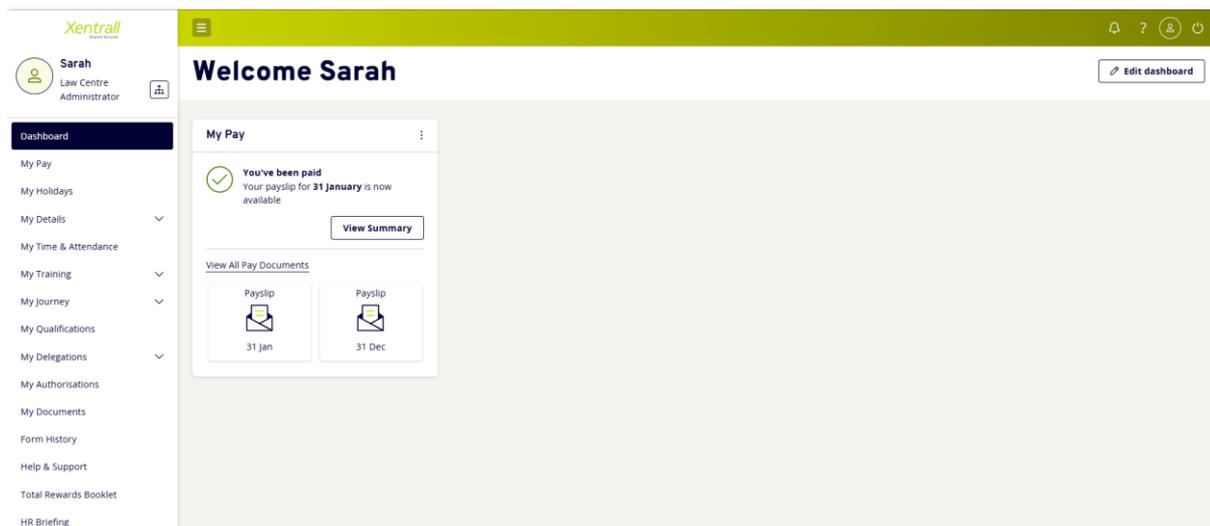
You do not have to be at work to book on a course, you can access the training module from any device.

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



Alternatively, enter the site address into your browser:

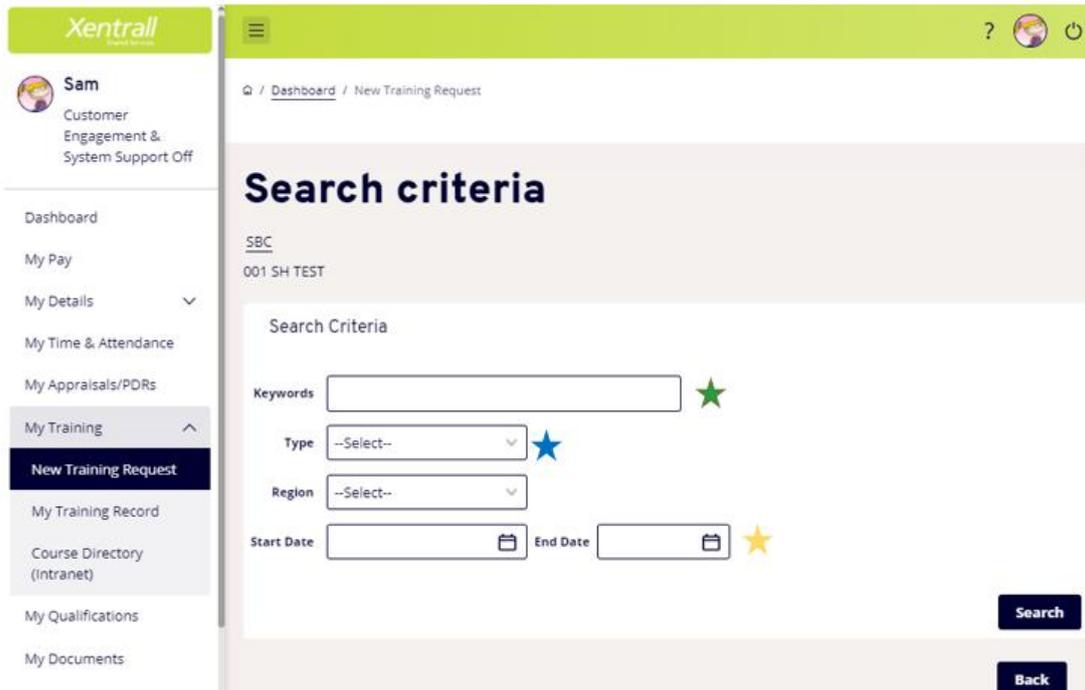
<https://xentrall.hcm.zellis.com/myview/dashboard-ui/index.html#/landing?alt=true>



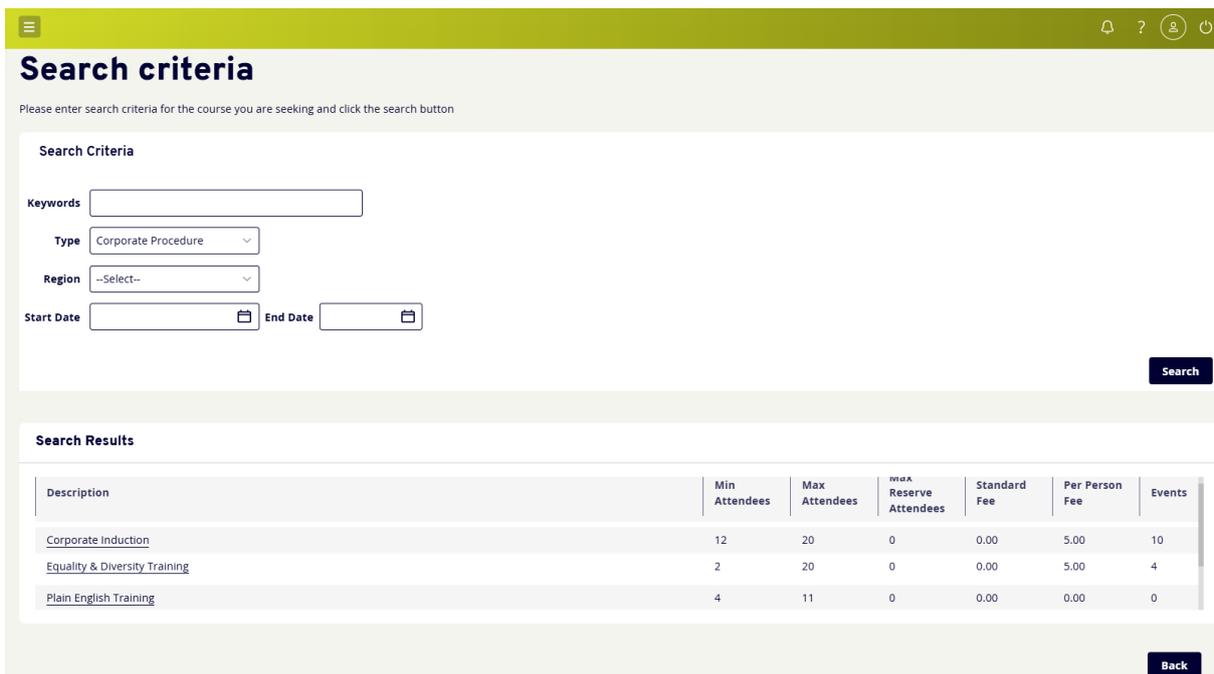
Booking a Course

Log into MyHR

- Click My Training
- Click New Training Request
- ★ 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



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



- Click on the Description (as shown below)

Search Results

Description	Min Attendees	Max Attendees	max 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
 - o If none of the dates are suitable, click **Non-Scheduled Request**

The screenshot shows the Xentrall interface for a user named Sarah, Law Centre Administrator. The main content area displays details for a 'Corporate Procedure' course, including sections for Objectives, Pre-requisites, Programme, and Rationale, all of which currently show 'No more detail'. The 'Course Events' section contains a table with the following data:

Start Date	End Date	Start Time	Venue	Region	Tutor	Booked	Maximum	Reserve Spaces
20/03/2025	20/03/2025	09:30	Town Hall		Mr I Williams	4	10	0
17/04/2025	17/04/2025	09:30	Town Hall		Mr I Williams	1	20	0
15/05/2025	15/05/2025	09:30	Town Hall		Mr I Williams	0	20	0

At the bottom right of the page, there are two buttons: 'Non-Scheduled Request' and 'Back'.

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

The screenshot shows the Xentrall interface for the same user, Sarah. The main content area displays details for a 'Corporate Induction' course. The details include:

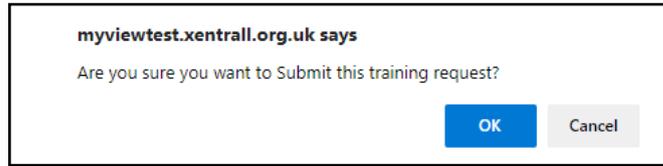
- Course:** Corporate Induction
- Dates:** 17/04/2025 - 17/04/2025
- Start Time:** 09:30
- Venue:** Town Hall
- Room:** Commit Room 1
- Tutor:** Mr I Williams
- Cost:** 0.00

The 'Dates' section contains a table with the following data:

Start Date	End Date	Start Time	End Time	Venue	Room	Tutor
17/04/2025	17/04/2025	09:30	11:00	TOWNHALL	Commit Room 1	Mr I Williams

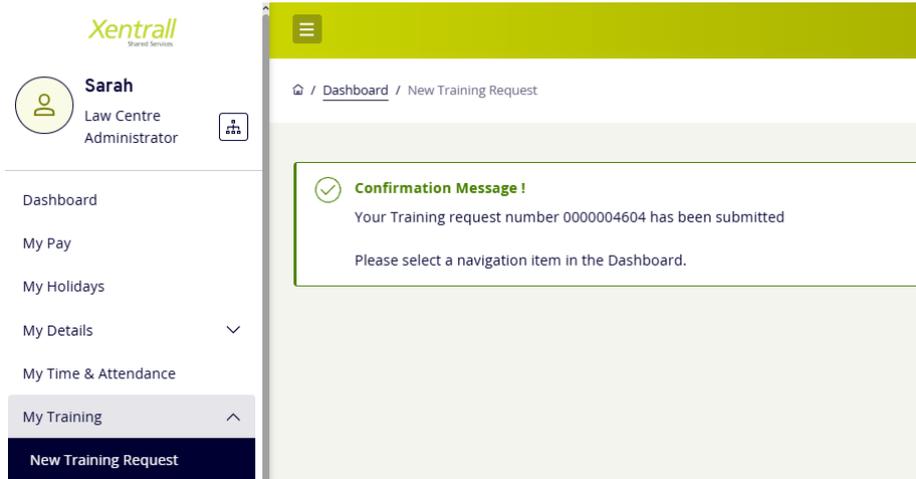
Below the table is a 'Reason For Request' section with a large empty text box for input. At the bottom right, there is a 'Submit' button.

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



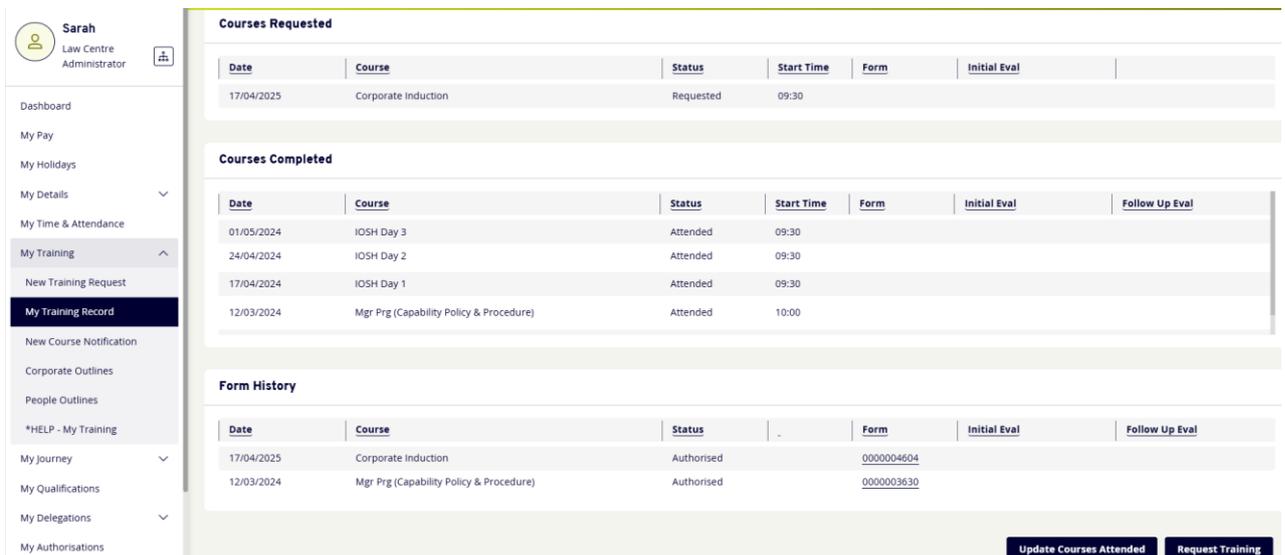
- You will see a confirmation message when your request has been submitted

This does not mean that you are booked on the course; a request has been sent to your manager for approval



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**
 - o In the Event Filter, select Training Requests
 - o In the Status Filter, click on Select All
 - o 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



My Training Record

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

The screenshot shows the Xentrall interface for Sarah, Law Centre Administrator. The main heading is "Training Request [You have one training request]". Below this, a calendar grid displays training requests for 2024 and 2025. A legend at the bottom indicates that blue squares represent "Training Course".

The screenshot shows the Xentrall interface for Sarah, Law Centre Administrator. The main heading is "Courses Requested". Below this, there are two tables: "Courses Requested" and "Courses Completed".

Date	Course	Status	Start Time	Form	Initial Eval
17/04/2025	Corporate Induction	Requested	09:30		

Date	Course	Status	Start Time	Form	Initial Eval
01/05/2024	IOSH Day 3	Attended	09:30		
24/04/2024	IOSH Day 2	Attended	09:30		
17/04/2024	IOSH Day 1	Attended	09:30		
12/03/2024	Mgr Prg (Capability Policy & Procedure)	Attended	10:00		
12/02/2020	Equality & Diversity Training	Attended	09:30		

Date	Course	Status	Form	Initial Eval	Follow Up Eval
17/04/2025	Corporate Induction	Authorised	0000004604		
12/03/2024	Mgr Prg (Capability Policy & Procedure)	Authorised	0000003630		

Buttons: Update Courses Attended, Request Training

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.