Employee Self-Service (ESS) 
Core HR, Learning & Development 
User Guide

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Browsers

The following are the recommended browsers for the Employee Self-Service (ESS) on the Core HR portal. Windows users are advised to use the Internet Explorer (IE) browser. MAC users are advised to use the Firefox browser.

Internet Explorer v9, v10 or v11.
Mozilla Firefox v32
Google Chrome v38
Mobile Safari IOS 8

Contact Us

Learning & Development (L&D), Human Resources

If you have further questions or need assistance, please contact L&D at the following email address learning.development@mu.ie

1. How to Login

1.1 Navigate to the Employee Self-Service (ESS) login page using the link below: https://www.maynoothuniversity.ie/ess

1.2 To login, enter your MU username and password in the corresponding fields and press enter on your keyboard or click on Sign In
2. How to Book on a Training Course with Human Resources

Training can now be booked on using the Employee Self-Service (ESS)

2.1 Navigate to the Learning and Development tab, on the left-hand side
This will bring you to the following screen:

2.2 To search for a course, go to the **Book a Course** section on the top left of the screen. Enter a keyword to help you find the course you are looking for; this can be the **course code**, or a word that is included in the course title or description e.g. Orientation or OR0001. **We recommend you search using the course code from the course outline.** You can also search by using the course categories dropdown list, however, we recommend you leave the course category box empty and use the course code.

2.3 Once you have made your selection, click the **Search** button.

**Note:** If you wish to see all the available courses, leave the keyword and category section blank and click the **Search** button.
2.4 All the courses that meet your search criteria will be displayed in a new window.

2.5 Click on the magnifying glass icon to view course details (including times).

2.6 Select the course you wish to attend by clicking the **Green Plus** button.
The **Request a Course Booking** screen will display with the available dates for the course you have selected:

2.7 Select the course date you wish to attend and ensure the **Green Tick** icon is present for that course.
2.8 Enter the **reason for training** from the drop-down menu.
2.9 Enter any additional comments re: **special requirements** etc. (Dietary or physical requirements).
2.10 Click **Submit** and a notification will appear in green to advise that your request is pending approval.

Your request to attend the training will be sent to the Learning & Development team for approval/confirmation.

Once the Learning & Development team has confirmed your request for training has been approved, you will receive an email confirming your place on the course. Pending applications do not receive an email, these are available to view under the table icon on the **My Current L&D** section of the Learning & Development tab landing page.
3. Cancel Your Place on a Course

3.1 Navigate to the Learning and Development tab, on the left-hand side.

3.2 Refer to the ‘My Current L&D’ section. Use the funnel icon ‼️ ‼️ to view scheduled courses.
3.3 Select the course that you wish to cancel and select the settings icon beside the course. Then select 'Cancel Course'.

![Course cancellation interface]

3.4 Enter Cancellation details in the pop up that appears and click 'OK' to confirm cancellation.
4. Booking onto a Waiting List

If there is no space available on the course you wish to book onto, you may have the option to book onto the Waiting List. The Learning & Development team will make a Waiting List available only when a course is scheduled to run (the purpose of the waiting list is, if this course is full and a place becomes available on it you will be chosen from the waiting list to take that place).

Note: When you book a place on the waiting list you should ensure that the date of the course is suitable for you to attend. The waiting list is not for future unscheduled courses.

If a course is Fully Booked:

![Image of booking page]

You will not be able to book onto the course if it is fully booked.

If a course has a Waiting List:

![Image of booking page]

Note: When you book a place on the waiting list you should ensure that the date of the course is suitable for you to attend. The waiting list is not for future unscheduled courses.
To book onto a **Waiting List**:  

4.1 Click on **Add to Waiting List**  
4.2 Enter the **reason for training** from the drop-down menu. (You do not need to complete the 'training required by' field)  
4.3 Enter any additional comments re: **special requirements** etc.  
4.4 Click **Submit**  
4.5 The Learning & Development team will review your request and approve your addition to the **Waiting List**, if the course is appropriate for you. You will then receive an email confirming your place on the **Waiting List**.  
4.6 You will be notified if a space becomes available on the course.  

Once the course date has passed the **Waiting List** is cleared. You will need to reapply to attend the course again the next time a course is scheduled.
5. How to View Training Course Details

To view the details of a training course including the start and end times:

5.1 Click on course details from the drop-down list for your scheduled course
5.2 Click ‘View Course Details’ which will bring you to the ‘View Course Instance’

The course details including start and end time are displayed. (Select an ‘instance’ refers to selecting a course date or a place on a waiting list.)

If you wish to see further detail on the course, click on the View Master Course Detail button.
6. How to View the Status of my Training Request

All training you have currently scheduled will be displayed on the main page of the Learning & Development screen.

You can also see details of other training by clicking on the funnel icon and selecting one of the available options to see the courses relevant to that option e.g. Pending Courses are the courses you have requested to attend and are awaiting the Learning & Development team to approve.
The matrix below explains the different status types of the filter/funnel:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Courses</td>
<td>Any scheduled course that you have been approved to attend</td>
</tr>
<tr>
<td>Pending Courses</td>
<td>Any course that you have applied to go on to or any mandatory course you are added to waiting list for</td>
</tr>
<tr>
<td>Requested Courses</td>
<td>When requires online approval is on and manager needs to approve this request, this will show as requested here – not currently in use</td>
</tr>
<tr>
<td>Rejected Courses</td>
<td>Any course requested where approval has been rejected</td>
</tr>
<tr>
<td>Completed Courses</td>
<td>Scheduled courses attended where status has been updated to completed</td>
</tr>
<tr>
<td>Ad Hoc Courses</td>
<td>N/A</td>
</tr>
<tr>
<td>Repeat Training</td>
<td>You will be added to this if you have been added to a waiting list to repeat training for a course previously completed</td>
</tr>
</tbody>
</table>

Alternatively, you can view a summary of these details by clicking on the notepad icon 📝.
7. Viewing Your Learning & Development Training Record

To view your Learning & Development Training Record:

7.1 Select the *My Profile* option under your name on the top right of the screen

7.2 Expand the **Qualifications** widget on the left-hand menu and click on **L&D Training Record**

Training you have completed and scheduled (not yet completed) will be displayed here. This area is useful if you wish to print off your training record/history.