How to Book on a Course run by Learning & Development, HR

Applications to book onto a scheduled course or onto a waiting list for when the course runs again, should be made through the Employee Self Service (ESS) portal under the Learning & Development section. You will need your MU username and password to log in.

1.   Log in to your [Employee Self Service (ESS)](). (ESS) portal

2.   Click on the *Learning & Development* tab on the left-hand side (pen icon)

3.   Type the course code (located on the course outline) or type in the title of the course into the *Keywords* search field and click *Search.*

4.   In the *Book a Course* window, select the course and date you wish to attend by clicking on the 3 dots menu and then on the *Request to Attend Course* option, complete your *Request Details* **-** Reason to attend and any *special requirements* you may have.

Reason to attend - Employee Request

Special requirements – Is for any access requirements you may have and/or any special dietary requirements for courses that catering is provided for.

5.   Click *Submit*

You will receive an email to confirm your request to attend the course has been received and a confirmation email <u>when you have been approved</u> on the course by Learning & Development.

If you receive notification that you have been wait-listed after requesting a specific date, this will be due to a large number of requests for this date. You will be prioritised for the next available date or possibly offered a cancellation on the date you initially requested.

Further guidelines are available in the [ESS L&D User Guide]()