

How to book a space on a training course via HR Connect

You will be required to access HR Connect to book your place on an L&D activity. HR Connect is the University self-service platform where you can:

- Book/cancel a place on a University learning event
- View and maintain your personal and HESA details
- View, print, and set up delivery of your payslips
- Submit annual leave requests or time and expense claims for approval
- Apply for any vacancies

To access HR Connect, please follow the steps below:

1. Please go to [Staff Intranet](#), then click on 'Quick links'.

The screenshot shows the Edinburgh Napier University Staff Intranet homepage. At the top, there is a navigation bar with links for Schools, Service Depts, University Groups, Email, My Workplace, Staff Directory, Quick links (highlighted with a blue box and a blue arrow), Service Status, and Student Charter & Code of Conduct. Below the navigation bar is a banner for 'Returning to Campus Life' with the text 'Get all the latest information here'. The main content area is divided into three columns: a left sidebar with a list of categories (Campuses & Travel, Committees & Remits, Covid-19 Health & Safety, Key Information, Learning & Teaching, Report and Support, Research & Innovation, Resource Booker, Returning to Campus Life, Safety & Wellbeing, Social & Sports), a central 'University News' section with three articles (Breaking news..., Moving on up!, Resource Booker launches!), and a right 'Announcements' section with three items (18th September 2020, 17th September 2020, 14th September 2020).

2. Upon selecting Quick links, please scroll down and click on 'HR Connect Self-Service'. This will take you to HR Connect.

*** Please note that if you would like to access HR Connect, off-campus, you would need to use the [University's Virtual Desktop Service \(VDS\) or the Virtual Network \(VPN\)](#) (platforms allowing you to remotely access the University's systems).

HR Connect People Manager

Access to HR tools for line managers such as authorising annual leave, viewing team HR records etc.

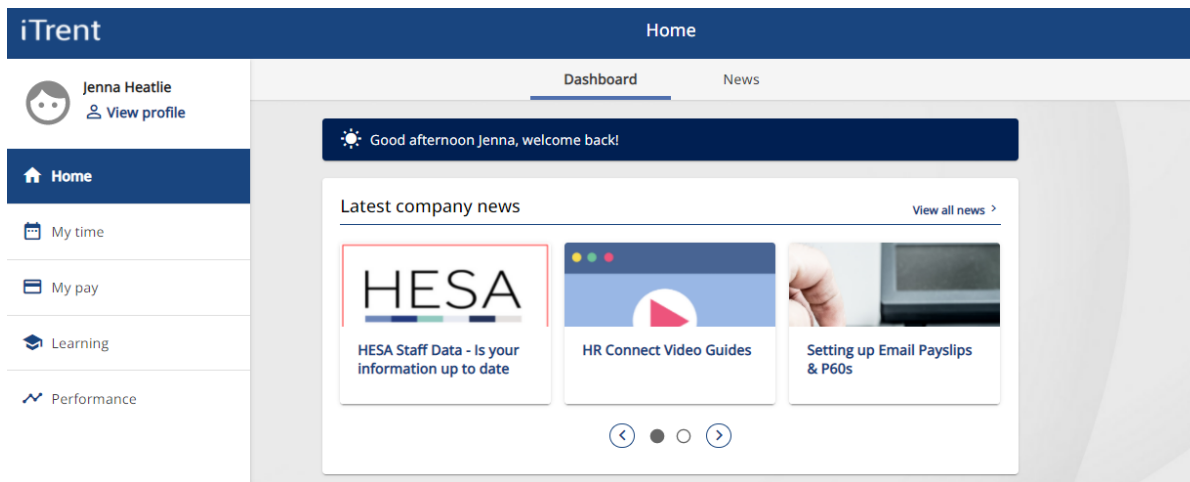
HR Connect Self Service

Self-service access to HR tools and records such as booking annual leave, updating personal details, booking on a course and viewing your payslip & P60.

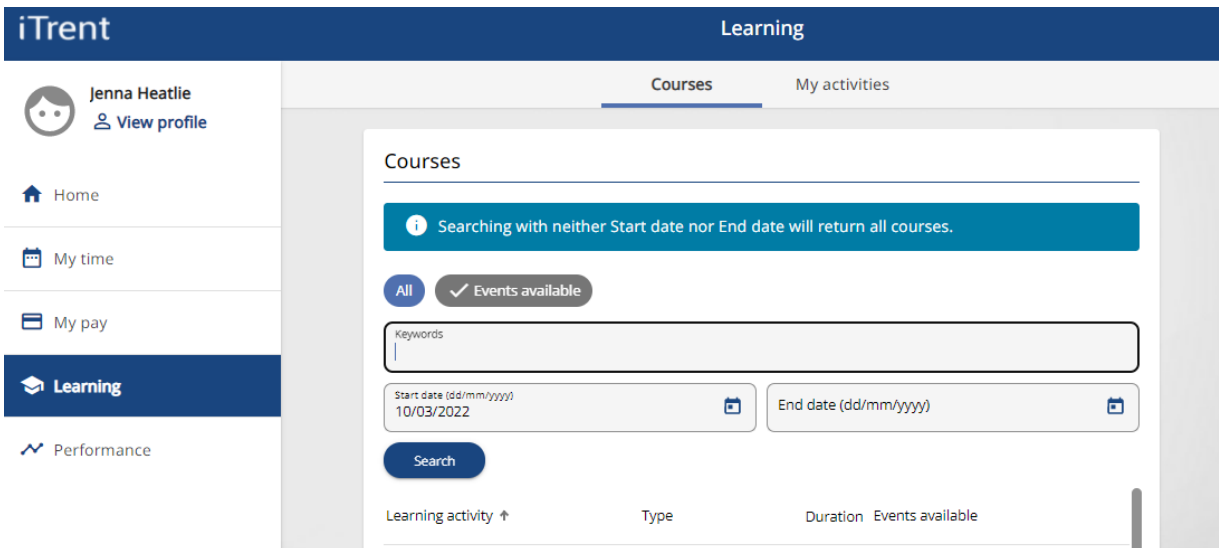
HR Policies

Edinburgh Napier has a range of policies in place to support colleagues – you'll find our policies on everything from Leave & Absence to Recruitment, and from Payroll to Redundancy, here.

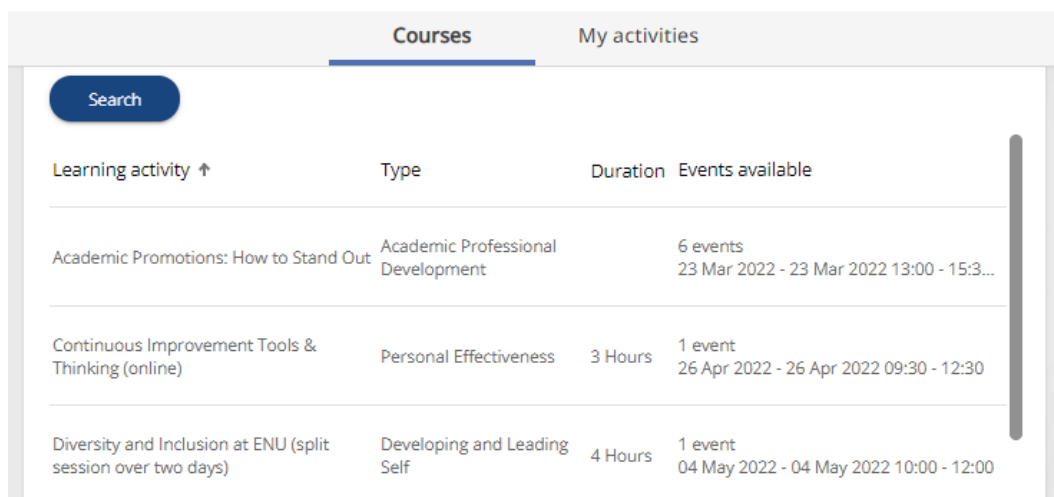
3. Once you are in HR Connect, please click on 'Learning' on the left hand tab.



4. Please click on 'Courses' and type in what you want to search for in the 'Keywords' box, ie Induction.



5. Please note that searching with neither a start date nor end date will return all courses. You can also search for courses by scrolling down, they are listed in alphabetical order.



6. Once you click on the **'Search'** button you will see a list of available L&D opportunities within the period you specified.

Keywords: mental health

Start date (dd/mm/yyyy): 10/03/2022

End date (dd/mm/yyyy):

Search

Learning activity ↑	Type	Duration	Events available
Mental Health Awareness (online)	Personal Effectiveness	1 Days	1 event 30 Mar 2022 - 30 Mar 2022 13:00 - 16:30
Mental Health in the Workplace for Managers (online)	Leadership & Management Development	1 Days	4 events 14 Mar 2022 - 14 Mar 2022 13:30 - 17:00...

7. Please select the course you are interested in and then press the relevant button to either book a space or add your name to the waitlist.

Date ↑	Time	Tutor	Venue	Spaces	
14 Mar 2022 - 14 Mar 2022	13:30 - 17:00		MS Teams	13	Book onto course
25 Apr 2022 - 25 Apr 2022	09:00 - 12:30		MS Teams	17	Book onto course
18 May 2022 - 18 May 2022	13:00 - 16:30		MS Teams	14	Book onto course
23 Jun 2022 - 23 Jun 2022	09:30 - 13:00		MS Teams	18	Book onto course

[Add to waiting list](#)

8. Once you click on **'Book onto course'** you will see the following window. Click on the **'Save'** button at the bottom of the page. Please note that you do not need to fill in the other drop-down boxes.

Course booking details Close X

Mental Health in the Workplace for Managers (online) (CLD119)

Course information
Date: 14 Mar 2022 - 14 Mar 2022
Venue: MS Teams
Time: 13:30 - 17:00

Event booking details

Origin of request

Reason

Learning objectives

9. Once you clicked on the Save button, you will see that the course is listed in your **'My Activities'** section.

Learning

Courses **My activities**

Learning activities [View my talent profile >](#)

Learning activities: Current

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
Mental Health Awareness (online)	Booked	30 Mar 2022	No			
Mental Health in the Workplace for Managers (online)	Booked	14 Mar 2022	No			

10. If you are no longer available to attend the course that you booked on, please make sure that you cancel your place. To do, so please select the specific course:

Learning

[< Back to My activities](#)

Course booking details

Mental Health in the Workplace for Managers (online) (CLD119)

Course information

Date: 14 Mar 2022 - 14 Mar 2022
Venue: MS Teams
Time: 13:30 - 17:00

Event booking details

*** Cancel reason (required)**

Please choose ▼

Join waiting list

11. Click on the **drop-down** box under '**Cancel reason**' and select the reason for your cancellation, then tick/untick the 'Join waiting list' box depending on whether you wish to join the waitlist, and then click on the 'Save' button.

Learning

[< Back to My activities](#)

Course booking details

Mental Health in the Workplace for Managers (online) (CLD119)

Booked in error
Date allocated not suitable
Family reasons
Illness
Jury Service
Manager request
Please choose ▲

Join waiting list
