

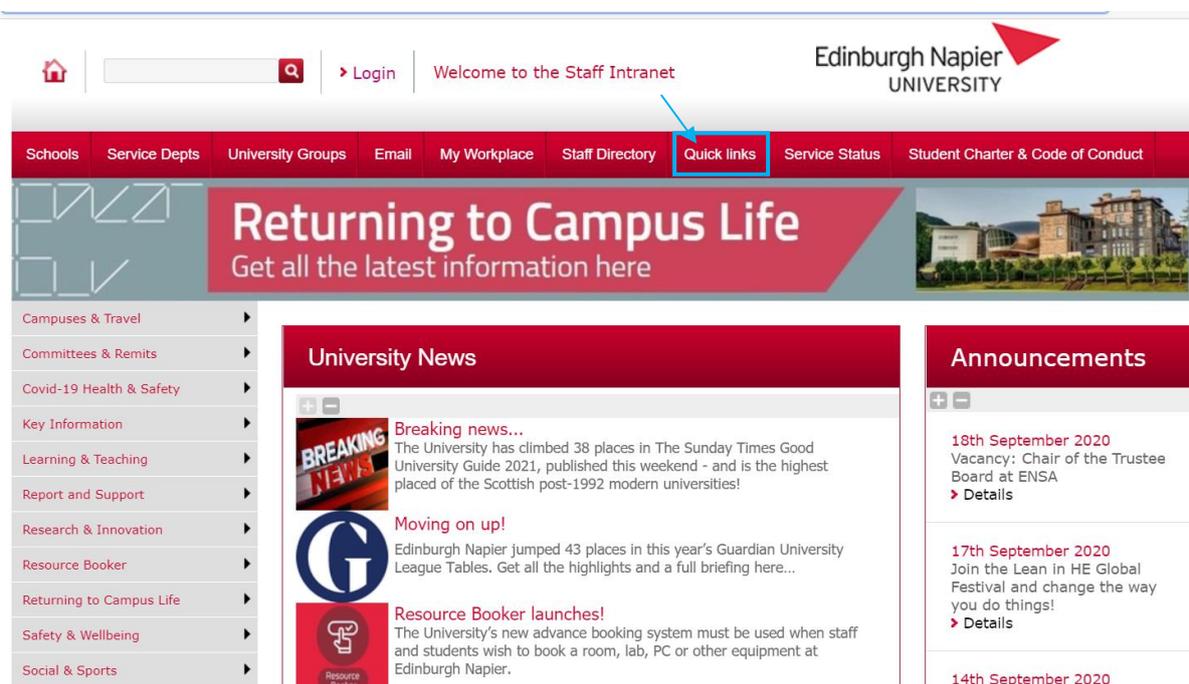
How to add my name to the waitlist for a training course.

You will be required to access HR Connect in order to add your name to the waitlist for a specific L&D activity. HR Connect is the University self-service platform where you can:

- Book 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. At the top right, the university logo is visible. A navigation bar contains several menu items: Schools, Service Depts, University Groups, Email, My Workplace, Staff Directory, Quick links (highlighted with a red box and a blue arrow), Service Status, and Student Charter & Code of Conduct. Below the navigation bar is a large banner for 'Returning to Campus Life' with the text 'Get all the latest information here'. To the left of the main content is a vertical menu with various categories like 'Campuses & Travel', 'Committees & Remits', etc. The main content area is divided into two columns: 'University News' and 'Announcements'. The 'University News' section includes three articles: 'Breaking news...' about the university's ranking, 'Moving on up!' about the Guardian University League Tables, and 'Resource Booker launches!' about a new booking system. The 'Announcements' section lists three dates: 18th September 2020 (Vacancy: Chair of the Trustee Board at ENSA), 17th September 2020 (Join the Lean in HE Global Festival), and 14th September 2020.

2. Upon selection of 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.

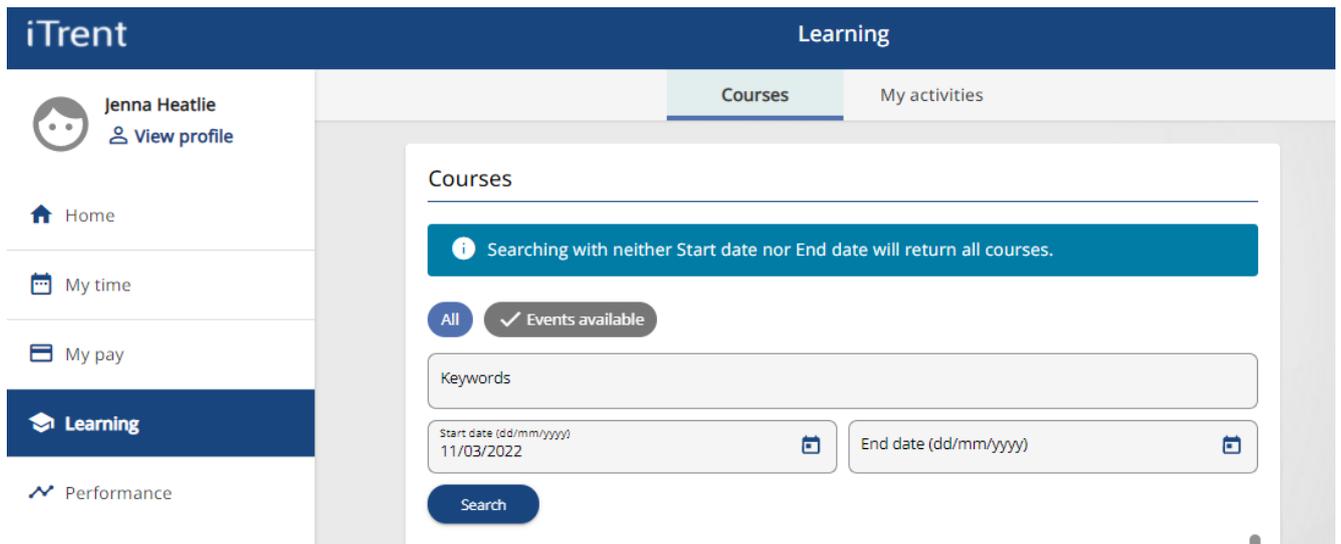
HR Connect Self Service

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.

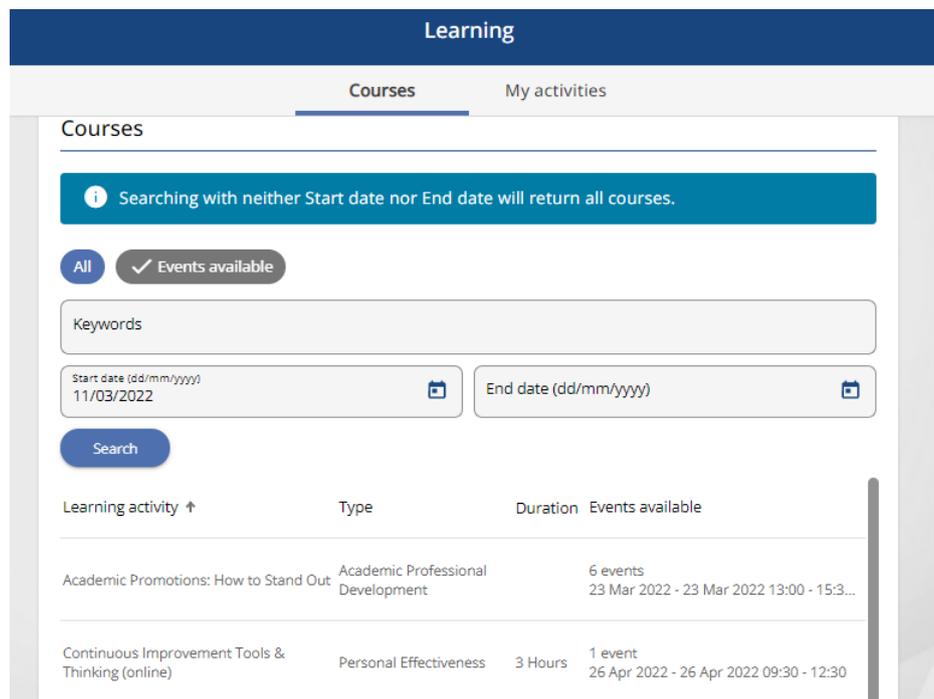
HR Policies

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'.



4. Please click on 'Search' and this will bring up all the events scheduled in L&D.



5. Please select the course you are interested in, and then press the 'Add to Waiting list' button

Learning

3) Applying continuous improvement in practice (Rich pictures exercise)

Participants will:

Complete a simple simulation to illustrate the process of continuous improvement, identify continuous improvement models used in the university and externally, and consider how to relate these to participant's work.

Requirements:

You will need to use a device (desktop, laptop or mac) where you can use Microsoft office 365 applications running in a web browser (note, this should be relatively easy for all staff members). This will allow you to fully interact in the online space. You will not be able to participate in this event without this prerequisite. Should you require assistance setting this up do contact the facilitator for support prior to the event. s.yorkstone@napier.ac.uk

Date ↑	Time	Tutor	Venue	Spaces	
26 Apr 2022 - 26 Apr 2022	09:30 - 12:30		MS Teams	9	Book onto course

[Add to waiting list](#)

6. Complete the requested fields below and then click 'save'

Continuous Improvement Tools & Thinking (online)

Overview

Continuous Improvement Tools and Thinking

Delivered on MS Teams

An introduction to Continuous Improvement, its place in the University, and how you can apply it. This short course provides an experiential continuous improvement simulation online, and enables attendees to reflect on how to apply learnings from this to their work.

Date requested (dd/mm/yyyy)

Origin of request

7. You are now on the Waitlist. If you want to remove yourself from the Waitlist, please follow the below steps.

8. Click on the **'My Activity'** tab and select the event you no longer want to be on the Waitlist for.

The screenshot shows the 'Learning' portal interface. At the top, there is a blue header with the word 'Learning'. Below it, there are two tabs: 'Courses' and 'My activities', with 'My activities' being the active tab. The main content area is titled 'Learning activities' and includes a dropdown menu for 'Learning activities' currently set to 'Current'. Below this is a table with the following columns: Event name, Status, Start date, Failed / reason, Renewal, Cost, and Attachments. The table lists four activities: 'Mental Health Awareness (online)' (Booked, 30 Mar 2022, No), 'Mental Health in the Workplace for Managers (online)' (Booked, 14 Mar 2022, No), 'Continuous Improvement Tools & Thinking (online)' (Waiting list), and 'Excel (intermediate level) - online' (Waiting list). At the bottom of the table area, there is a blue button with a plus sign and the text '+ Add personal learning'. A link 'View my talent profile >' is located in the top right corner of the content area.

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			
Continuous Improvement Tools & Thinking (online)	Waiting list					
Excel (intermediate level) - online	Waiting list					

9. Click **'Delete'** and this will remove you from the Waitlist.

The screenshot shows the 'Waiting list details' for the course 'Continuous Improvement Tools & Thinking (online) (CLD151)'. The page has a blue header with 'Learning'. The main content area is titled 'Waiting list details' and contains the following information: 'Overview' section with a description of the course; 'Date requested (dd/mm/yyyy)' field with the value '14/03/2022'; 'Requested by' field with the name 'Jenna Heatlie'; 'Priority' field with the value 'Medium'; and 'Authorisation status' field which is currently empty. At the bottom of the page, there are two buttons: a red 'Delete' button and a grey 'Cancel' button.