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'.**

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.
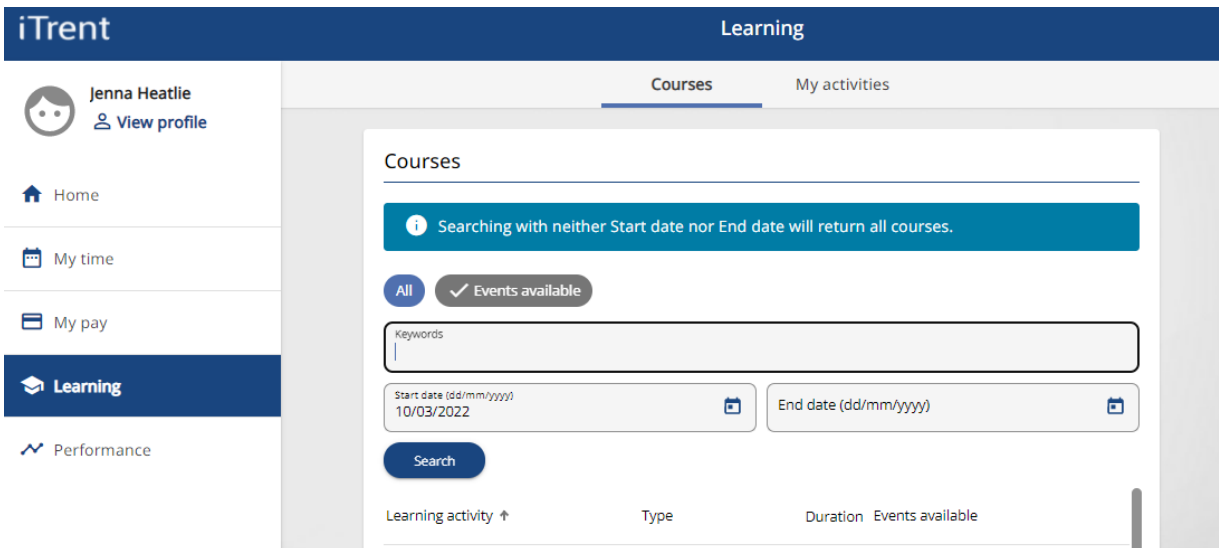
HR Policies
Edinburgh Napier has a range of policies in place to support colleagues – you'll find our policies on everything from Leave & Absence to Recruitment, and from Payroll to Redundancy, here.
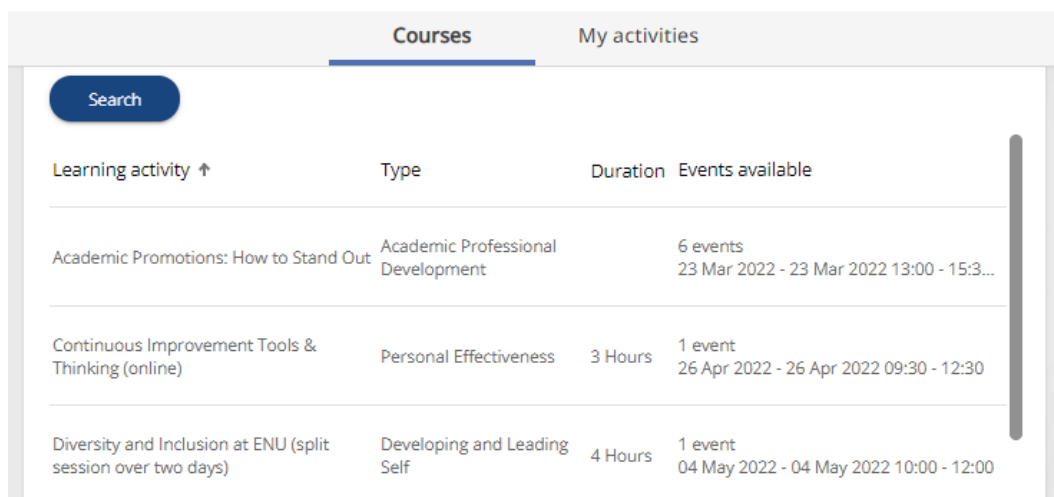
3. Once you are in HR Connect, please click on '**Learning'** on the left hand tab.
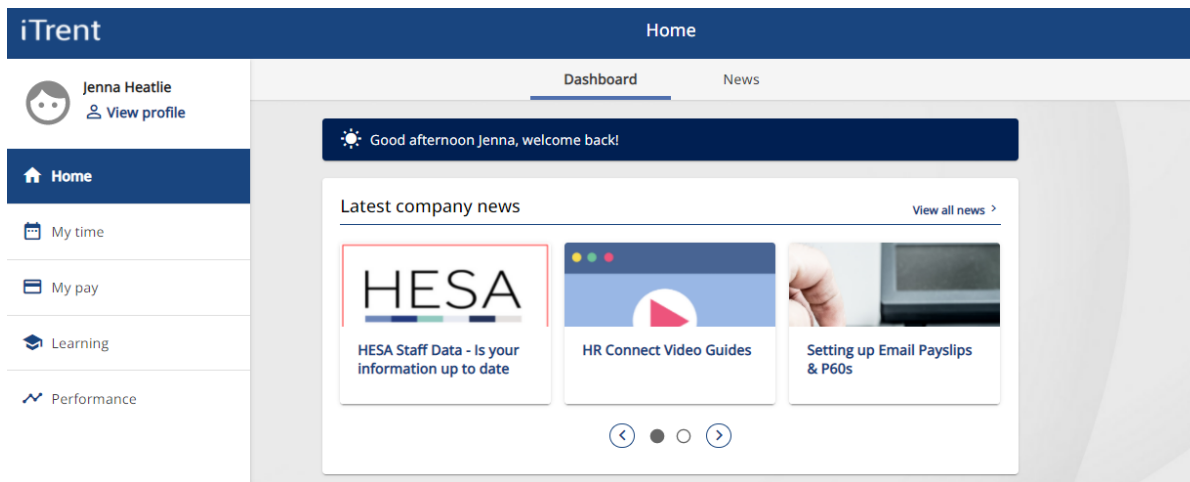
4. Please click on '**Courses'** and type in what you want to search for in the '**Keywords'** box, ie Induction.

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.

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.

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.

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

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:

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