

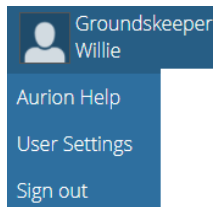



## Document overview

By selecting **Training & Courses** under the **Talent** tab in MyHR you can view available training courses, apply for training courses, view your booked courses, and view your training course history.

Additional/Comprehensive Help on how to use MyHR is available via the following options after successfully logging into the application:

- **Option 1 - General MyHR Help** – Click on Utilities Menu -> Aurion Help

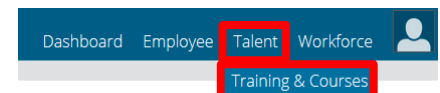


- **Option 2 – Module specific help** – Click on the blue  sign available on each page.

## View available Training Courses

### Steps:

- Select Training & Courses from the Talent menu. The Training & Courses page is displayed.
- Click the Requested Courses panel. Courses you have requested are displayed.
- Click the Add Button. The Available Learning page is displayed.
- Click the blue search button. Available courses are displayed.



Training & Courses



0

Requested Courses



+ Add

Available Learning ?

FROM

TO

TYPE

LOOK IN

COURSE

LEARNING AREA

PROGRAM

COMPETENCY

SHOW  ENTRIES FILTER:

COURSE	PROGRAM	START DATE	END DATE	LOCATION
Gender Sexual Diversity	Equity and Diversity	20/04/2018	20/04/2018	Gold Coast
Staff Selection Skills	Human Resources 2018	09/05/2018	09/05/2018	Gold Coast
Mental Health First Aid	Human Resources 2018	10/05/2018	11/05/2018	Lismore

## Apply for a Training Course

After viewing available training courses you can apply for a training course by following these steps:

- Select a Course. The Course Details page is displayed.
- Select an option from the Select Reason drop down box and click the Apply Button. The <course> on <date> page is displayed.
- Enter a Message, if required, and click the Submit Button. The Training & Courses page is displayed and the Course is added to your Requested Courses.

## Training & Courses ?



1

Requested Courses



## Cancel a Requested Course

The Cancel request button is only available if the requested course has not been approved, has not been actioned and if you have the required security access to this function.

### Steps:

- Select Training & Courses from the Talent menu. The Training & Courses page is displayed.
- Click the Requested Courses panel. Courses you have requested are displayed.
- Click on the course you wish to cancel. The Course Details page is displayed for the selected course.
- Click . The Training & Courses page is displayed with the cancelled course removed from the list.