



**Maynooth
University**
National University
of Ireland Maynooth

**Ollscoil
Mhá Nuad**
Ollscoil na hÉireann
Má Nuad

Employee Self Service (ESS)

User Guide for Learning & Development tab

Table of Contents

Recommended Browsers	3
Contact Us.....	3
1. Login.....	4
2. How to find a Course	5
3. How to request a place on a course.....	8
4. Special Requirements.....	12
5. How to request to go on a waiting list	13
6. How to cancel from a course	14
7. View the status of your course requests.....	16
8. Certificate of Completion	17
9. Add Qualifications in 'My Profile' Record	21
10. Access your Training Details.....	24

Updated: July 2024

Recommended Browsers

Windows users are advised to use the Microsoft Edge browser. MAC users are advised to use the Firefox browser.

Contact Us

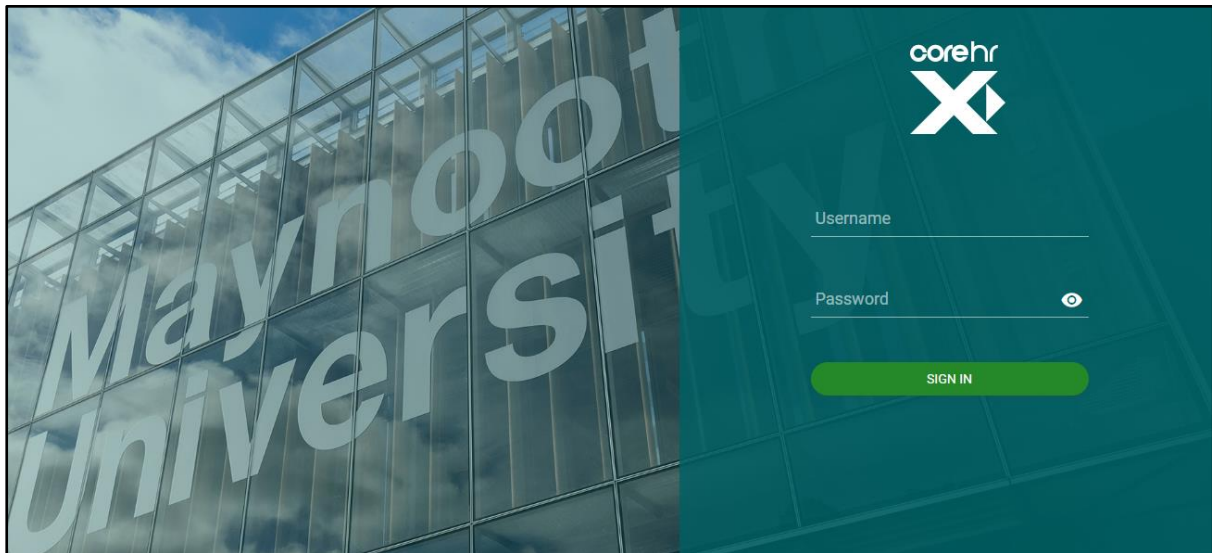
If you have further questions or need assistance, please contact People Development at the following email address learning.development@mu.ie

1. Login

Using the link below, login with your standard MU login details:

<http://mu.ie/hrportal>

You can also navigate to ESS from the [Human Resources webpage](#)



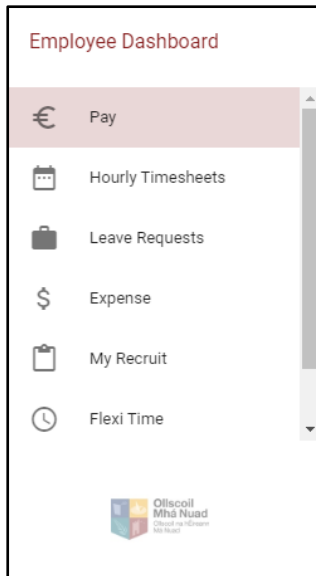
- To login, enter your Maynooth University username and password in the corresponding fields and press enter on your keyboard or click on **Sign In**

2. How to find a Course

Once you have successfully logged in you will be brought to your **Employee Dashboard** page. The Employee Dashboard opens on the **Pay > My Payslips** screen.



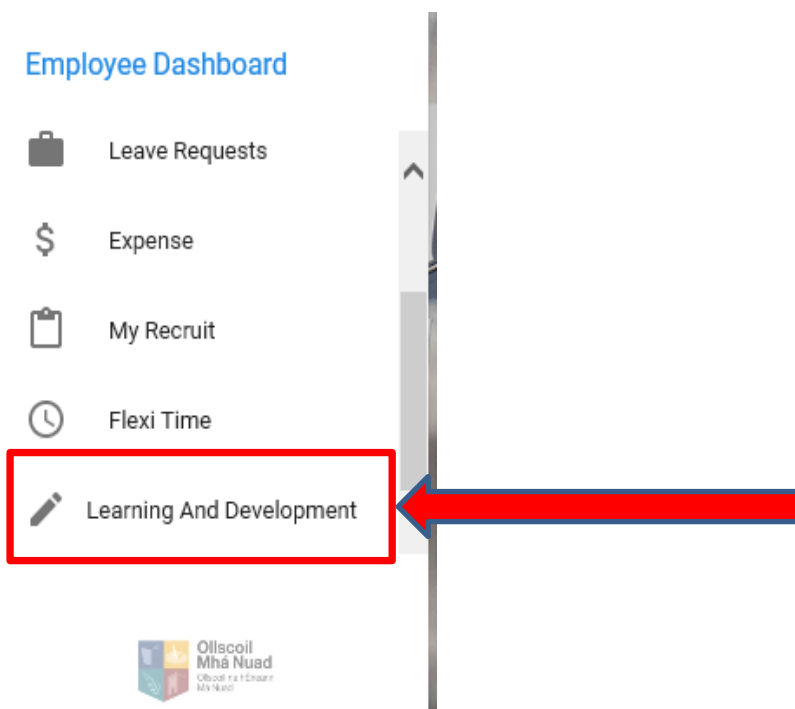
Wide View



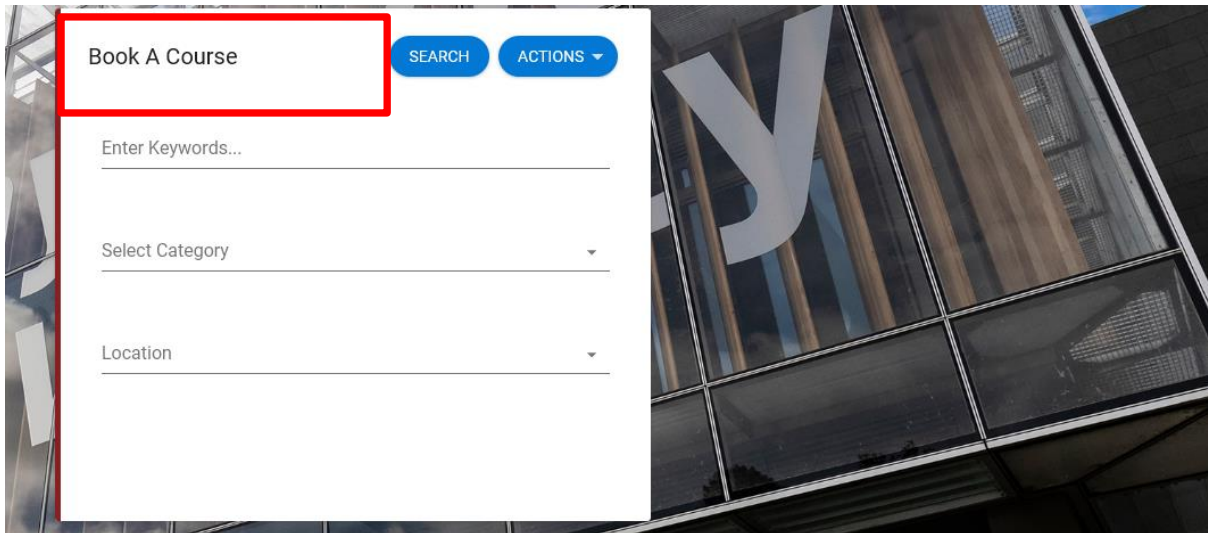
Narrow View



Scroll down and select Learning & Development

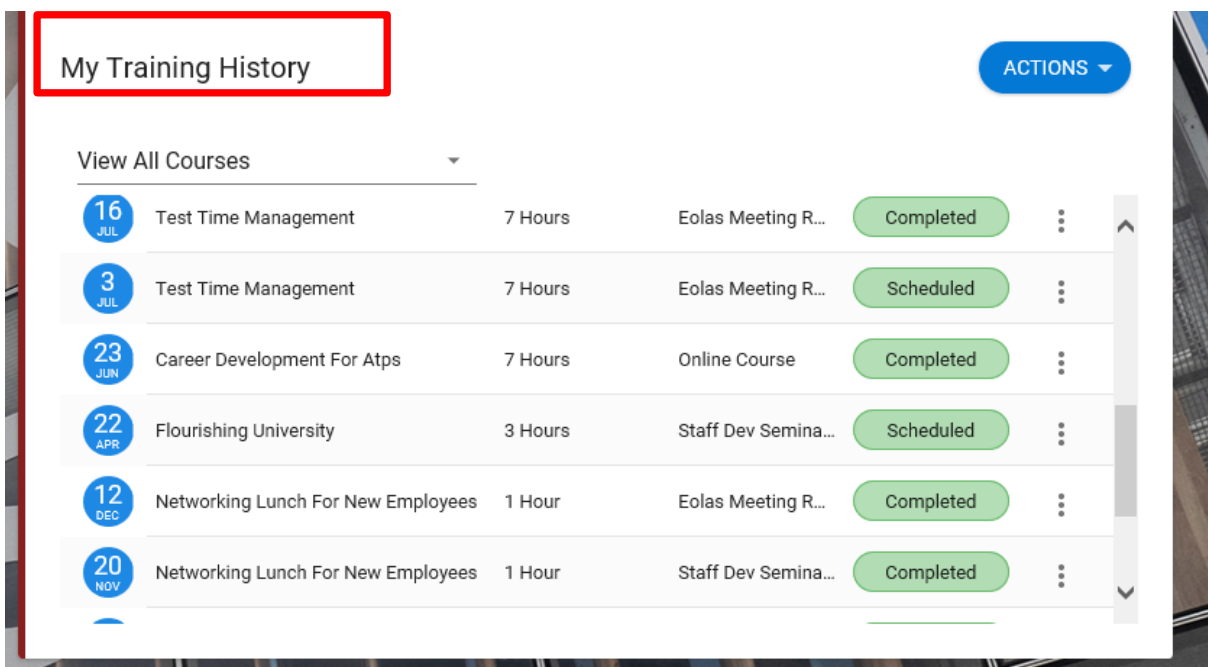


The first screen you will see is the 'Book A Course' screen. This screen also contains your 'My Training History' scroll down under 'Book A Course'

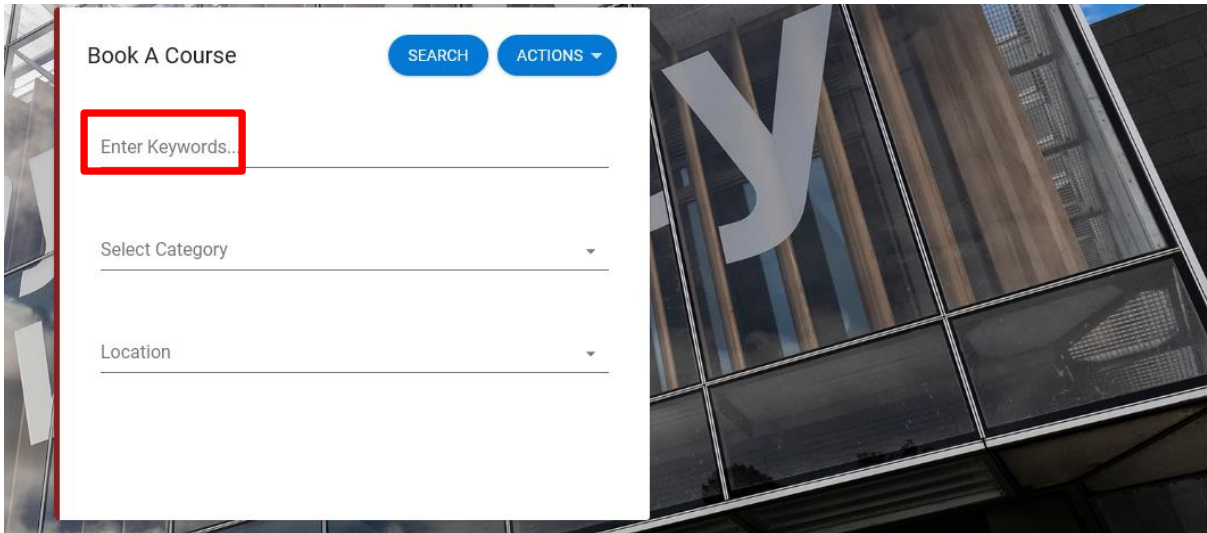


In this 'My Training History' you can see courses that you have completed, courses that you are scheduled to attend and any course pending approval to attend.

By clicking on the 3 dots beside a scheduled course you have the option to Cancel Course.

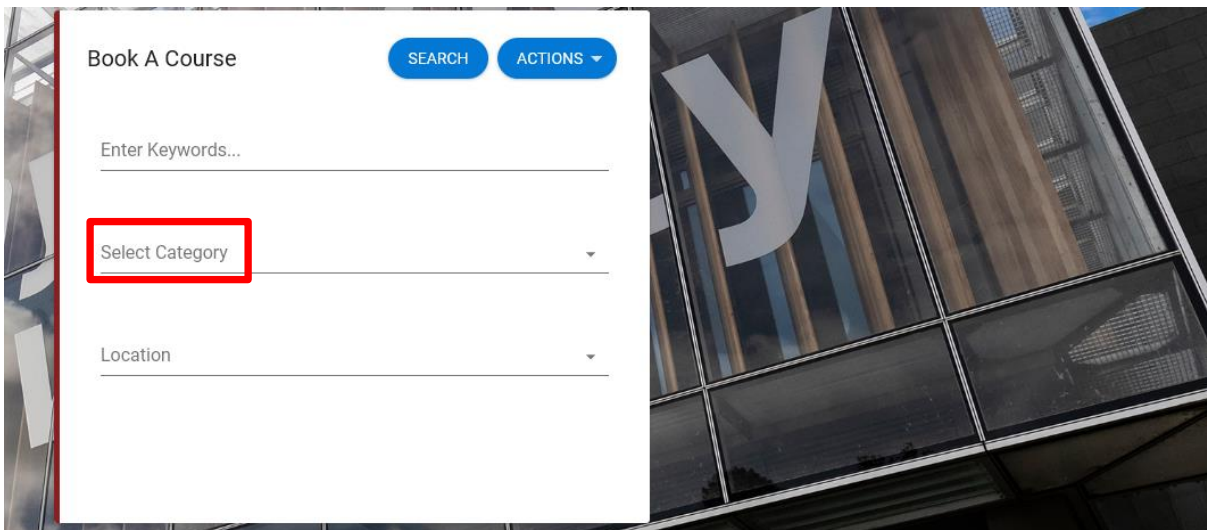


- You can find a particular course on the **Enter Keywords** line. These key words can be:
 - The full course name e.g. Time Management
 - Part of the course name e.g. Time
 - The course code (located on the course outline) e.g. TM0001
 - Click Search



The screenshot shows a 'Book A Course' form with a white background and blue accents. At the top right, there are two buttons: 'SEARCH' and 'ACTIONS' with a dropdown arrow. Below the title, there are three input fields: 'Enter Keywords..' (highlighted with a red box), 'Select Category' (a dropdown menu), and 'Location' (a dropdown menu). The form is overlaid on a background image of a modern building with large glass windows and a large 'y' logo.

If you wish to see the available courses in a particular category '**Select Category**' dropdown and click Search to view the different categories



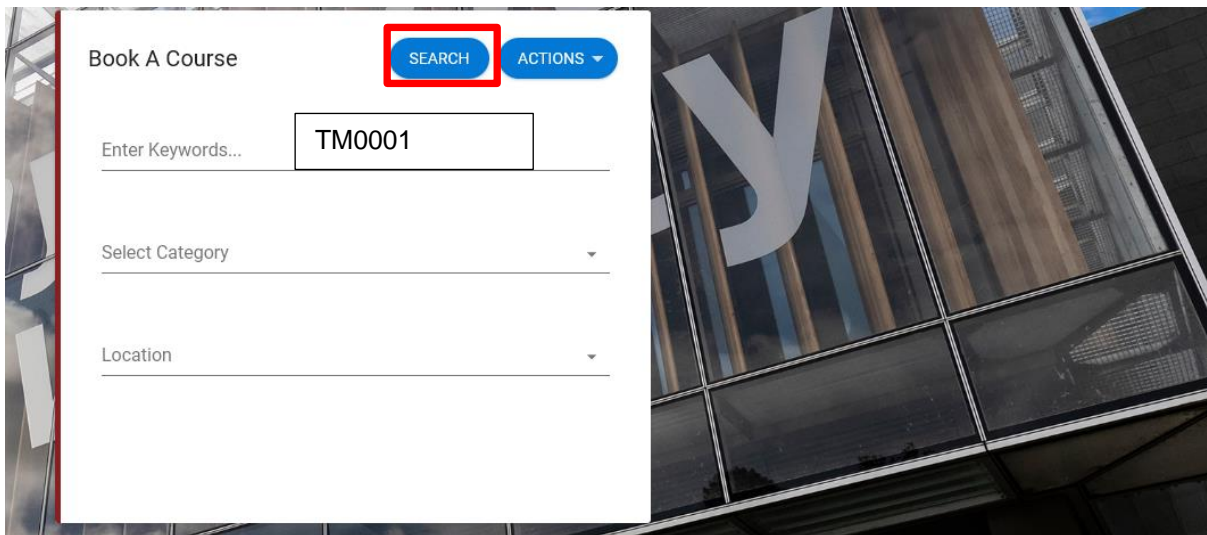
This screenshot is similar to the previous one, showing the 'Book A Course' form. In this instance, the 'Select Category' dropdown menu is highlighted with a red box. The 'Enter Keywords..' and 'Location' fields are now blank. The 'SEARCH' and 'ACTIONS' buttons remain at the top right.

If you wish to see all the available courses, leave the keyword, category, and location blank and click the '**Search**' button to view all the available courses.

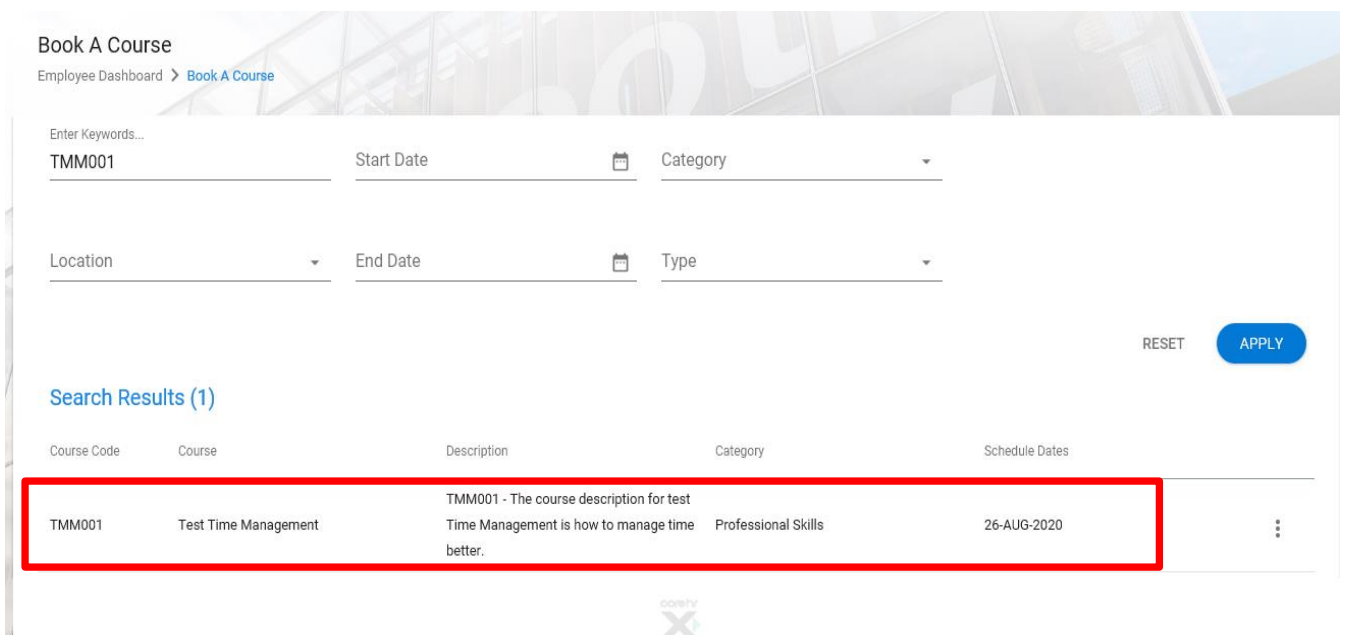
3. How to request a place on a course

Always ensure you have read the course outline on the [Employee Course Directory](#) in advance so you know the content of the course. a brief description is provided on the booking system.

- Search for the course you wish to book on to.
- Click **Search**



This brings you to a screen with details of the course and scheduled dates for that course.



You can *view the course details and/or request to attend a course* by selecting the **3 dots menu** on the right-hand side.

Book A Course
Employee Dashboard > [Book A Course](#)

Enter Keywords...
TMM001

Start Date [calendar icon] Category [dropdown arrow]

Location [dropdown arrow] End Date [calendar icon] Type [dropdown arrow]

RESET APPLY

View Course Details
Request to attend course

Search Results (1)

Course Code	Course	Description	Category	Schedule Dates	
TMM001	Test Time Management	TMM001 - The course description for test Time Management is how to manage time better.	Professional Skills	26-AUG-2020	[3 dots menu icon]

To view course details, select *View Course Details*. This will allow you to see the course description, start date, end date and location. You can book a place on the course from here by clicking on *Book This Course*. From here you will see if the course is fully booked or has spaces available. Highlight the course you wish to attend (if there are a number of date options).

It will then look for Your Request Details. Select a *Reason Employee Request*.

You only need to complete the Comments area if you have any special requirements (physical or where there will be catering, dietary requirements). This will be accommodated where possible.

Select the green *Submit* button.

An alternative way of booking on a course is...

Having selected the course, you wish to attend.

- To request a place on a course
 - Click on the 3 dots menu beside the course and choose '**request to attend course**'
 - Or
 - Select the blue '**Apply**' icon, you can view the course detail, and you can book on to the course by selecting '**Request to attend course**' from the **3 dots menu**

When you *request to attend course*, you will be brought to the **Request a Course Booking** screen.

On this screen you can see if there are spaces available on the course.

Request a Course Booking
Employee Dashboard > Book A Course > Request a Course Booking

Select a Course

Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability
Test Time Management	26-Aug-2020 - 26-A...	Online Course		TMM001 The objectives for Test Time Manageme... - How to manage time better	C00908	Spaces Available
Test Time Management	Add to waiting list			No suitable course date available - add to waiting ...	WaitList	

Your Request Details

Reason*
Select reason for training

➤ Select **Reason for Training** under the dropdown and click on **Submit**
The reason options are Employee Request or Manager Request. In most cases this will be an employee request

Select a Course

Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability
Test Time Management	26-Aug-2020 - 26-A...	Online Course		TMM001 The objectives for Test Time Manageme... - How to manage time better	C00908	Spaces Available
Test Time Management	Add to waiting list			No suitable course date available - add to waiting ...	WaitList	

Your Request Details

Reason*
Employee Request
Manager Request

→ SUBMIT

When you click on submit you will see a pop-up box indicating **'Your booking request was received and is pending approval.** This means your application has been submitted to People Development in HR and is pending approval by them. You will receive an email firstly to confirm your application is pending approval and then an email to confirm when your request is approved, and you have a place on the course.

The screenshot shows the 'Book a Course' interface. At the top, a dark red header contains a back arrow and the text 'Book a Course'. Below this, a breadcrumb trail reads 'Employee Dashboard > Book a Course > Request a Course Booking'. A green notification box in the top right corner, highlighted by a red border and a red arrow pointing down, contains the text: 'Your booking request was received and is pending approval'. The main content area is titled 'Request a Course Booking' and includes a table for course selection.

Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability
Test Time Management	01-Sep-2020 - 01-Sep-2020			Test course objectives for Time Management are...	C00908	Spaces Available
Test Time Management	Add to waiting list			No suitable course date available - add to waiting...	WaitList	

Below the table, there is a 'Your Request Details' section with a dropdown menu for 'Reason*' set to 'Employee Request', a text area for 'Select reason for training', and a 'Comments' field. A green 'SUBMIT' button is located at the bottom right.

When you are in the **'Book A Course'** screen and you wish to view or register to attend a subsequent course, you can go back to the main page by clicking on the arrow next to the Employee Dashboard

The screenshot shows the 'Employee Dashboard' interface. The top header is dark red with a back arrow and the text 'Employee Dashboard'. Below the header, the breadcrumb trail reads 'Employee Dashboard > Book A Course'. The main content area is titled 'Book A Course' and features a search filter section with fields for 'Enter Keywords...', 'Start Date', 'Category', 'Location', 'End Date', and 'Type'. There are 'RESET' and 'APPLY' buttons. Below the search filters, the text 'Search Results (11)' is displayed, followed by a table with columns for 'Course Code', 'Course', 'Description', 'Category', and 'Schedule Dates'.

4. Special Requirements

- Complete the *Comments* area if you have any special requirements (physical, dietary where catering is provided or other specific requirements you may have). This will be accommodated where possible.

Select a Course

Course Name

Project Management - Advanced

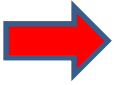
Your Request Details

Reason *

This field is required

Comments

Please note any special requirements here 0/200



5. How to request to go on a waiting list

If the course you wish to attend is fully booked, you can request to go on the waiting list.

Request a Course Booking
Employee Dashboard > Book A Course > Request a Course Booking

Select a Course

Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability
Test Recruitment Skills	24-Aug-2020 - 24-A...	Eolas Meeting Ro...		TRS001 The Objectives for Test Recruitment Skill... - The Recruitment and Selection policy in Maynooth	C00828	Fully Booked
Test Recruitment Skills	Add to waiting list			No suitable course date available - add to waiting ...	WaitList	

Your Request Details

Reason *
Employee Request

Select reason for training

SUBMIT

- If the course is on ESS but is not currently scheduled, you can add your name to the waitlist for when the course runs again. **To add you name to a waitlist** click on waitlist option for course and complete *Your Request Details*.
- Select **Reason for Training** under the dropdown.

The reason options are Employee Request or Manager Request. In most cases this will be an employee request.

- You only need to complete the *Comments* area if you have and any special requirements (physical or where there will be catering, dietary requirements). This will be accommodated where possible.
- Click on **Submit**

6. How to cancel from a course

Please note that each place we provide represents a cost to the University.

If an employee is unable to attend an activity, they should let People Development know at least 3 working days beforehand by cancelling the place online through the [Employee Self-Service](#) (ESS) so that efforts can be made to fill the place.

If an employee needs to cancel within 3 working days, they will need to contact People Development directly by email learning.development@mu.ie, as a cancellation fee may apply. If sufficient notice is not given (more than 3 working days), €150 will be charged to the employee's Department to reimburse the cost of their non-attendance. Extenuating circumstances will be taken into consideration.

- Choose the course you wish to cancel from **My Training History** on the People Development employee dashboard page
- Select the three dots menu on the right-hand side of the course and select **Cancel Course**
- Select '**Cancelled**' as **Reason for Cancelling** from the course and you must enter a comment in the **Enter Comments** line e.g. can no longer attend

The screenshot shows the 'My Training History' dashboard. At the top right is an 'ACTIONS' button. Below it is a 'View All Courses' dropdown menu. The main content is a list of courses with columns for date, course name, duration, venue, status, and actions. The 'Cancel Course' option in the actions menu for the 'Test Time Management' course is highlighted with a red box.

Date	Course Name	Duration	Venue	Status	Actions
24 AUG	Test Recruitment Skills	4 Hours	Eolas Meeting R...	Scheduled	⋮
26 AUG	Test Time Management	4 Hours	Online Course	Pending	View Course Details Cancel Course
-	Test Recruitment Skills	No Duration	No Venue	Pending	⋮
-	Test Five Ways to Wellbeing	No Duration	No Venue	Pending	⋮
16 JUL	Getting started with Social Media	3 Hours	Online Course	Pending	⋮
10 AUG	Project Management - Advanced	6 Hours	Online Course	Pending	⋮

Delete Training Course

Select a Reason for Canceling

Cancelled × ▾

Enter Comments...

CANCEL

OK

7. View the status of your course requests

All your current training history and requests are displayed on the employee dashboard of the Learning & Development tab.

My Training History

ACTIONS ▾

View All Courses ▾

-	Test Intro to Project Management	No Duration	No Venue	Pending	⋮
17 JUL	Test Intro To Project Management	2 Days	Council Room, Ri...	Scheduled	⋮
16 JUL	Test Time Management	7 Hours	Eolas Meeting R...	Completed	⋮
3 JUL	Test Time Management	7 Hours	Eolas Meeting R...	Scheduled	⋮
23 JUN	Career Development For Atps	7 Hours	Online Course	Completed	⋮
22 APR	Flourishing University	3 Hours	Staff Dev Semina...	Scheduled	⋮

The matrix below explains the different status types of the filter/funnel:

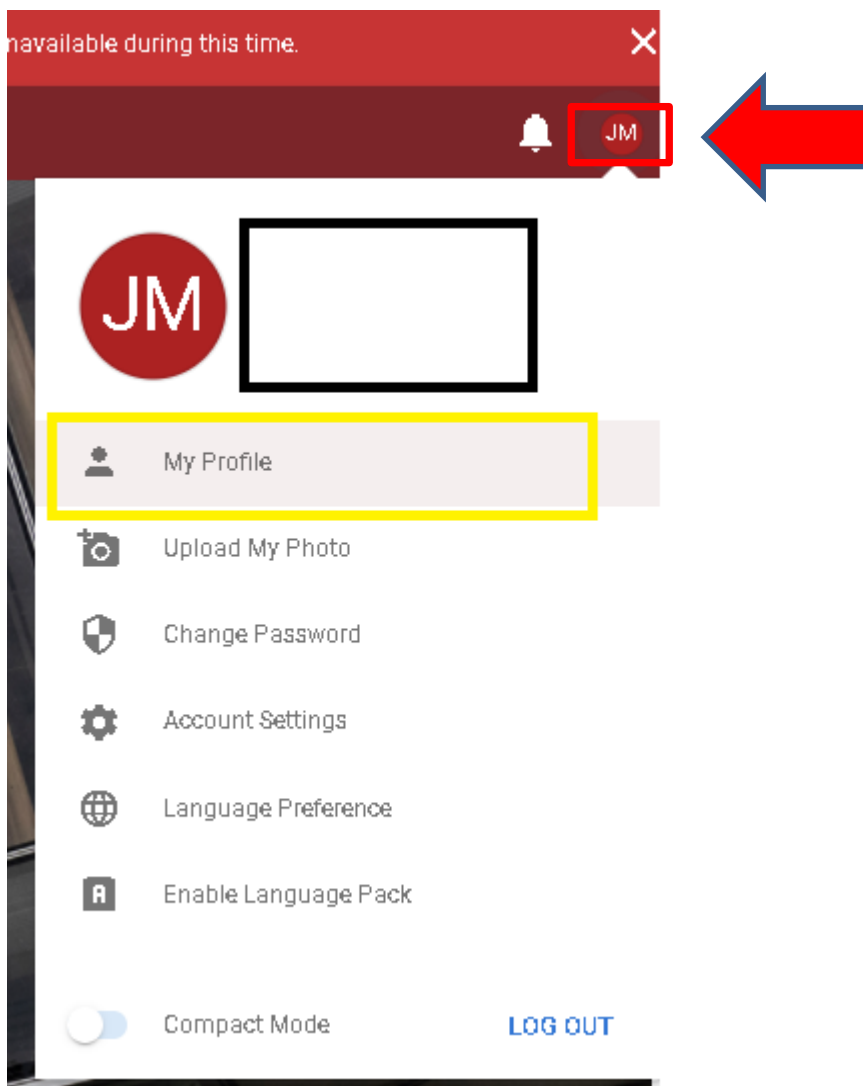
Status	Description
Scheduled Courses	Any scheduled course that you have been approved to attend
Pending Courses	Any course that you have applied to go on to or any mandatory course you are added to waiting list for
Requested Courses	When requires online approval is on and manager needs to approve this request, this will show as requested here – not currently in use
Rejected Courses	Any course requested where approval has been rejected
Completed Courses	Scheduled courses attended where status has been updated to completed
Ad Hoc Courses	N/A
Repeat Training	You will be added to this if you have been added to a waiting list to repeat training for a course previously completed

8. Certificate of Completion

You can view your *Course Certificate of Completion* for the course you have attended in full, within 2 working days after the course has taken place. The attendance at each course requires checking by People Development, when that is completed your *Certificate of Completion* will be available to download.

To *print* your Certificate of Completion,

- Go to the ESS portal <http://mu.ie/hrportal> and sign into your account
- Click on your initials on the top right corner of the screen and then select the **My Profile** section



- Select **Documents** on the left-hand side. A list of all your certificates will be displayed by the title of the course.
- Select the certificate you wish to print and click **Download**.

EMPLOYEE DETAIL

- EMPLOYEE DETAIL
- Contacts
- Next Of Kin
- Known As
- Dependants
- Documents**
- Bank Detail
- DIVERSITY TEST 123456778990-4444
- CONTRACT

My Documents

Certificate Template 2.pdf	Certificate	Friday 19th Mar 2021 @ 16:18	Yes	DOWNLOAD
Certificate Template 2.pdf	Certificate	Friday 26th Mar 2021 @ 14:11	Yes	DOWNLOAD
Microsoft Planner.pdf	Certificate	Tuesday 06th Jul 2021 @ 09:50	Yes	DOWNLOAD
Minute Taking Made Easy.pdf	Certificate	Never	No	DOWNLOAD
Minute Taking Made Easy.pdf	Certificate	Never	No	DOWNLOAD
Minute Taking Made Easy.pdf	Certificate	Monday 28th Jun 2021 @ 10:23	Yes	DOWNLOAD

31 - 40 of 42 < >

- Your certificate will open up in a new browser window. **Note the print options screen may differ slightly depending on your browser and printer.**
- Click on **Print** and when the print window opens click on the **More Settings/Page Setup** option.

Print
Total: 1 sheet of paper

Printer
NPI93B49B (HP LaserJet 400 c...)

Copies
1

Pages
 All
 e.g. 1-5, 8, 11-13

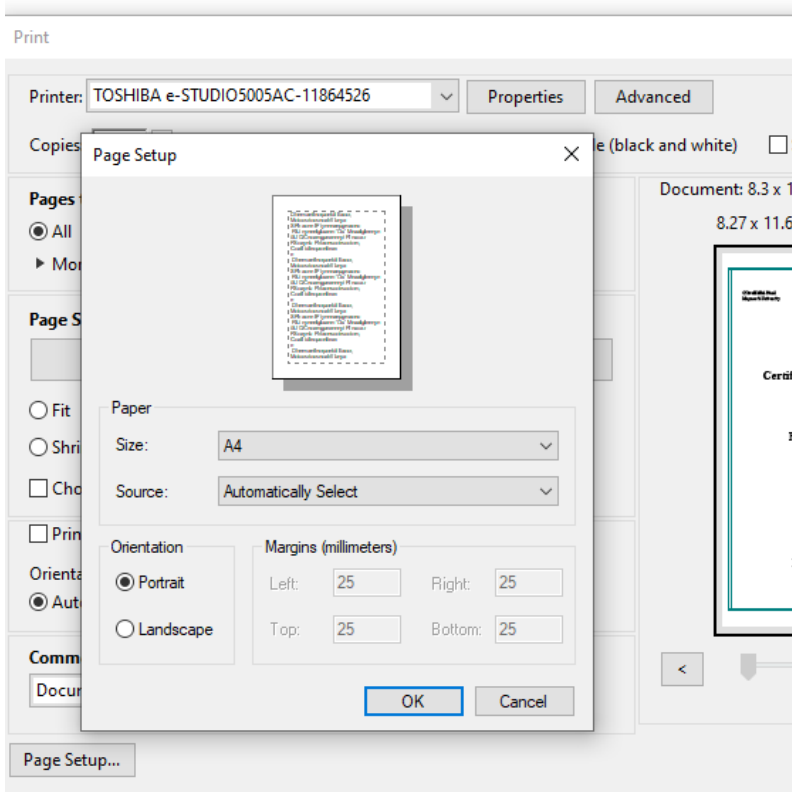
Colour
Colour

More settings ▾

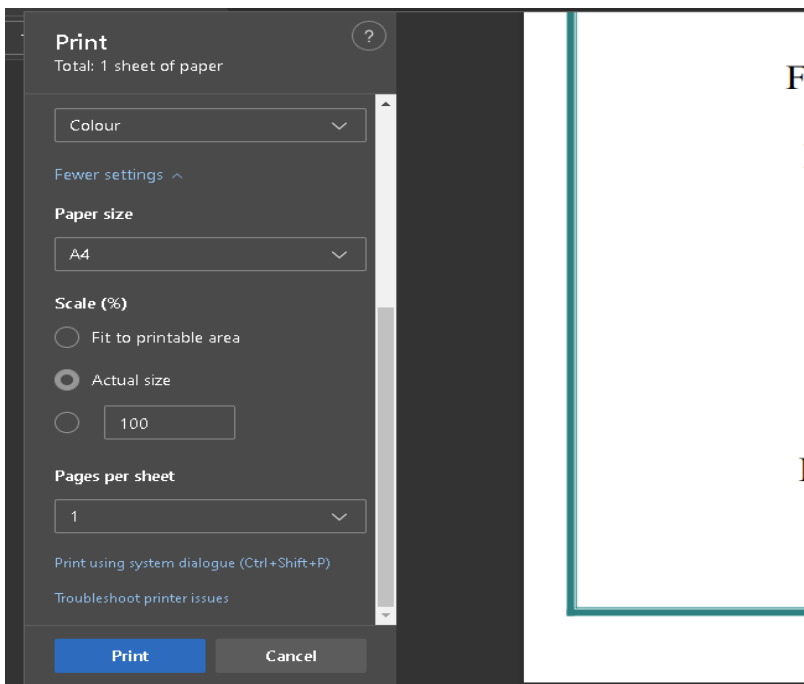
Print using system dialogue (Ctrl+Shift+P)
Troubleshoot printer issues

Print **Cancel**

For successful completion of
Minute Taking Made Easy
on
Thursday, June 24, 2021
Administered by
Learning and Development
Human Resources



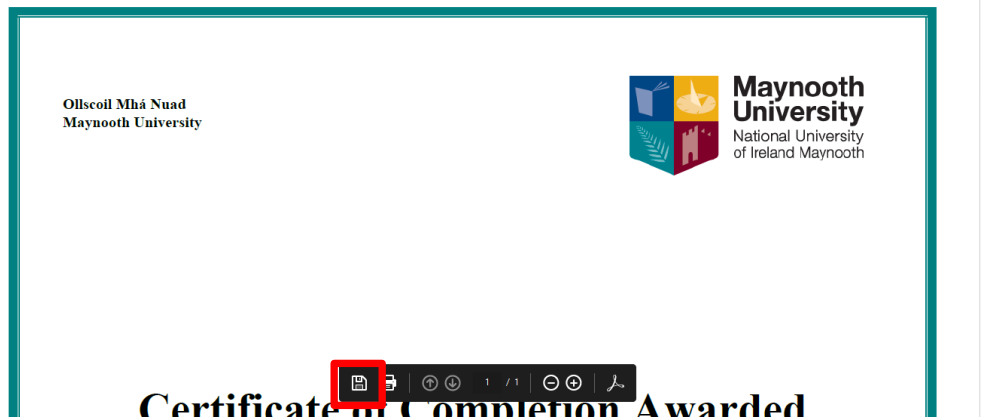
- Ensure that the following is selected, these may already be set as the default on your printer
 - Document type is A4
 - Print size is Actual size/scale is set to 100%



Alternatively, you can download and save the certificate to your PC/Laptop.

- Select the certificate you wish to save and click **Download**.

- **Save as** to save to your PC/laptop (different browsers may require you to save as a pdf first)

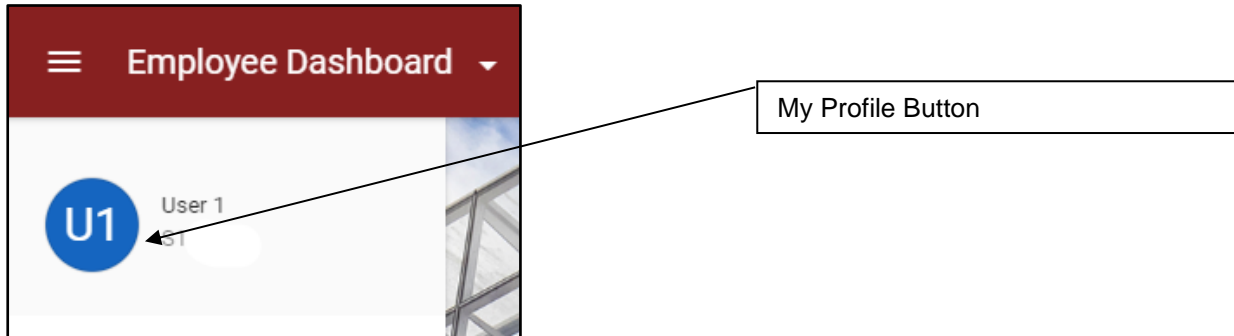


An Irish Language version of the Certificate of Completion can be requested by emailing learning.development@mu.ie

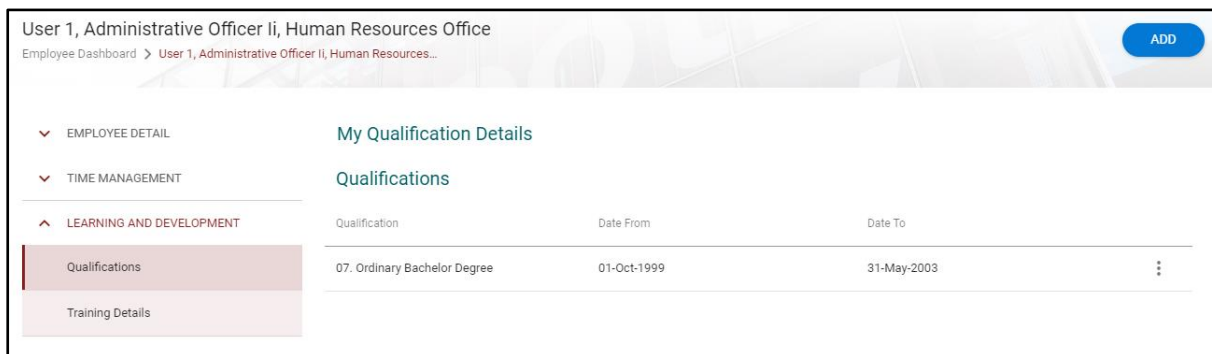
9. Add Qualifications in 'My Profile' Record

You can view and update your Qualifications in 'My Profile' on the **Employee Dashboard**

- Select the **My Profile** button



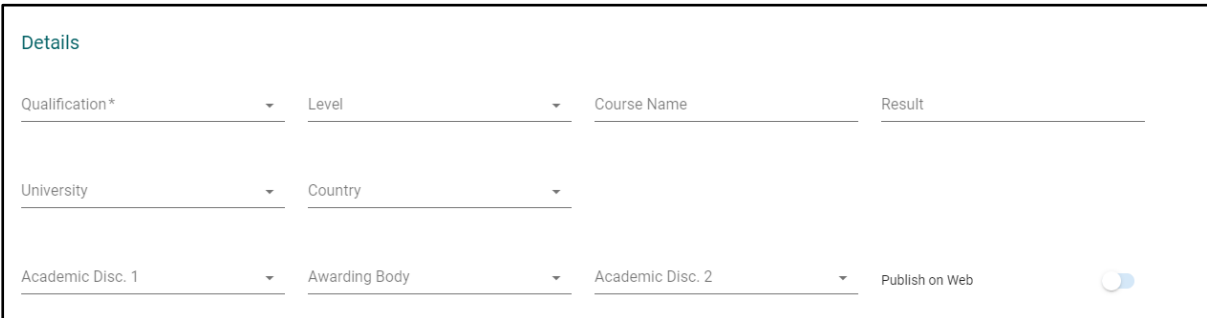
- Click on Learning & Development on the left-hand side
- Click on **Qualifications** on the **Learning & Development** menu. Here you can add details of your qualifications



- To add a qualification, click on **Add**.

On the **Qualifications** screen you can enter **Details**, **Course Dates** and **Subjects** of your qualifications.

Details:



The screenshot shows the 'Details' form for adding a qualification. It consists of several fields:

- Qualification* (dropdown menu)
- Level (dropdown menu)
- Course Name (text input field)
- Result (text input field)
- University (dropdown menu)
- Country (dropdown menu)
- Academic Disc. 1 (dropdown menu)
- Awarding Body (dropdown menu)
- Academic Disc. 2 (dropdown menu)
- Publish on Web (toggle switch)

- Select your qualification i.e., Masters Degree etc. from the **Qualification** drop-down menu

- Select the level of your qualification i.e. NFQ (National Framework of Qualifications*) Level 07 etc. **Level** drop-down menu
- Enter the **Course Name** of your qualification i.e. Computer Science
- Enter the **Result** you achieved i.e. 2.1 etc.
- Select the Institute you attended from the **University** drop-down menu
- Select the Country of the Institute you attended from the **Country** drop-down menu
- Select the **Academic Disc. 1**, **Awarding Body** and **Academic Disc. 2** from the drop-down menus

Note: Where a drop-down menu has many entries, if you type the first letters of the item you are searching for, you will then see a shortened drop-down containing the letters you have entered, i.e. entering 'may' in the University drop-down menu will allow you to find Maynooth University more quickly.

* Appendix 1 illustrates the National Framework of Qualifications which may help you with this field.

Note: If your **University**, **Academic Discipline** or **Awarding Body** are not listed, please contact the HR Office at essqueries@mu.ie and the list will be amended.

Course Dates:

The screenshot shows a form titled "Course Dates" with the following fields:

- Date From (with a calendar icon)
- Date To (with a calendar icon)
- Graduation Date (with a calendar icon)
- Conferral Date (with a calendar icon)
- Duration (with a dropdown arrow)
- Duration Type (with a dropdown arrow)
- Comments (text input field)

- Enter the **Date From** and **Date To** of your course
- Enter the **Graduation Date** and **Conferral Date** of your course
- Select the **Duration** of your course (numeral) and then **Duration Type** (Days, Months, Years)
- Add comments (if appropriate)

Subjects:

The screenshot shows a form titled "Subjects" with the following elements:

- A "Subject" dropdown menu.
- Two checkboxes labeled "First Year" and "Final Year".
- A blue "ADD SUBJECT" button.

You can also add specific **Subjects** which you studied either in **First Year** or **Final Year**, by clicking on **Add Subject**, selecting a subject from the **Subject** drop-down menu, clicking the tick-box for **First Year** or **Final Year** and clicking on **OK**.

Add Subjects

Subject ▼

First Year

Final Year

CANCEL
OK

- Once you have completed the **Details**, **Course Dates** and **Subjects Details**, click **Save** and you will be brought back to the **My Qualifications** screen, where the details you have entered are displayed.

User 1, Administrative Officer Ii, Human Resources Office ADD

Employee Dashboard > User 1, Administrative Officer Ii, Human Resources...

EMPLOYEE DETAIL

TIME MANAGEMENT

LEARNING AND DEVELOPMENT


Qualifications

Training Details

My Qualification Details

Qualifications

Qualification	Date From	Date To	
07. Ordinary Bachelor Degree	01-Oct-1999	31-May-2003	⋮

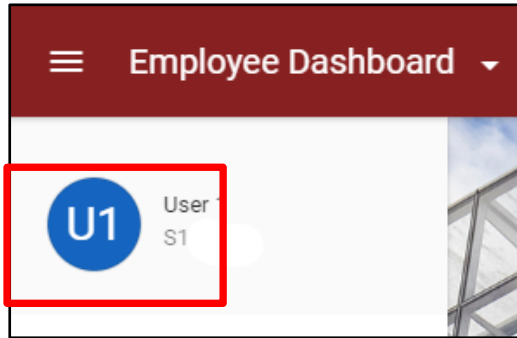
To edit or delete the details of an existing **Qualification**, click on the 3 dots **Menu** icon  and select **Edit or Delete**.

You can add further **Qualifications** by clicking on **Add** and repeating the steps outlined above.

10. Access your Training Details

You can view your Training Details in 'My Profile' on the **Employee Dashboard**

- Select the **My Profile** button



- Click on Learning & Development on the left-hand side
- Click on **Training Details** on the **Learning & Development** menu. Here you can view your training record/details

Training Details

Training History

Course Name	Course Id	Category	Start Date	End Date	Status
Test Recruitment Skills	C00828	Working In Maynooth ...	24-Aug-2020	24-Aug-2020	Scheduled
Test Intro to Project ...	C00770	Professional Skills	17-Jul-2020	18-Jul-2020	Scheduled
Test Time Managem...	C00769	Professional Skills	16-Jul-2020	16-Jul-2020	Completed
Test Time Managem...	C00888	Professional Skills	03-Jul-2020	03-Jul-2020	Scheduled
Career Development f...	C00473	Professional Skills	23-Jun-2020	23-Jun-2020	Completed