How to Book on a Course run by People Development, HR

Applications to book onto a scheduled course or onto a waiting list for when the course runs again, should be made through the Employee Self Service (ESS) portal under the Learning & Development section. You will need your MU username and password to log in.

1. Log in to your [Employee Self Service](#) portal.

2. Click the **Learning & Development** tab on the left-hand side (pencil icon).

3. Type the course code or course name into the **Keywords** search field and click **Search.** e.g. Project Management.

4. In the **Book a Course** window, select the course and date you wish to attend by clicking on the 3 dots menu and then on the **Request to Attend Course** option.

5. Complete your **Request Details -** Reason to attend (Employee Request in most cases)

You only need to complete the Comments area if you have and any special requirements (access or where there will be catering dietary requirements).

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 your name to a waitlist,** click on waitlist option for course and complete step 5 above.

6. Click **Submit**

You will receive an email to confirm your request to attend the course has been received and a confirmation email when you have been approved on the course by People Development.

If you receive notification that you have been wait-listed after requesting a specific date, this will be due to a large number of requests for this date. You will be prioritised for the next available date; or possibly offered a cancellation on the date you initially requested.

Please indicate any special requirements (physical or dietary) when booking your place on a course through ESS, under the *comments* section. This will be accommodated where possible.