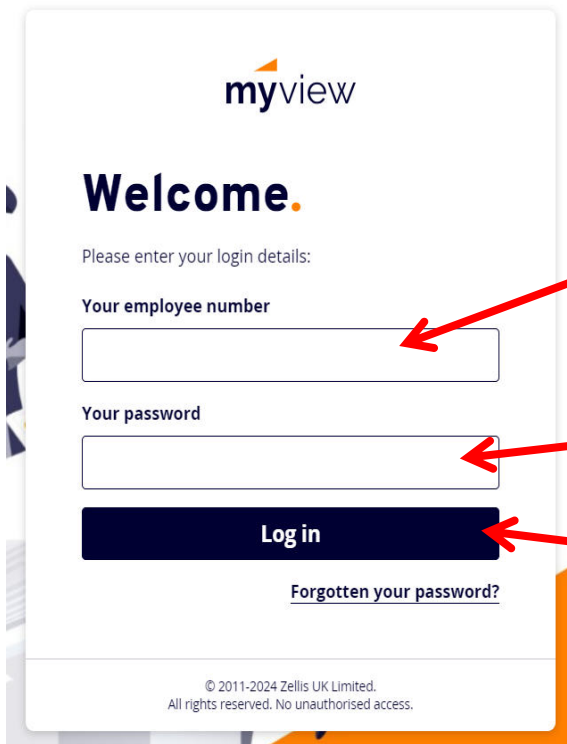


## Requesting Training

To see what courses are available and to book a place on a training course, log in to your MyEmployment account <https://myemployment.coventry.gov.uk>

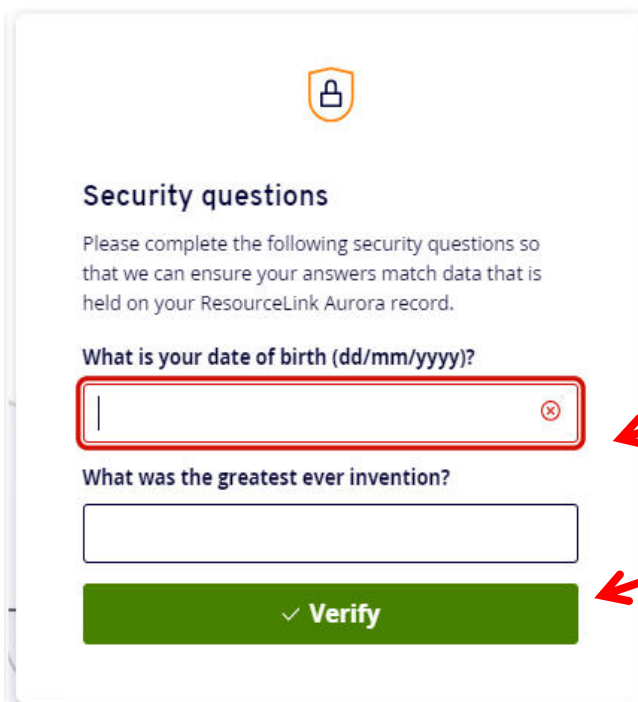


The image shows the 'myview' login page. At the top is the 'myview' logo. Below it is the heading 'Welcome.' followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. Below these is a dark blue 'Log in' button. A link for 'Forgotten your password?' is located below the button. At the bottom, there is a copyright notice: '© 2011-2024 Zellis UK Limited. All rights reserved. No unauthorised access.'

Enter **Employee Number** (6 digit payroll number).

Enter **Password**.

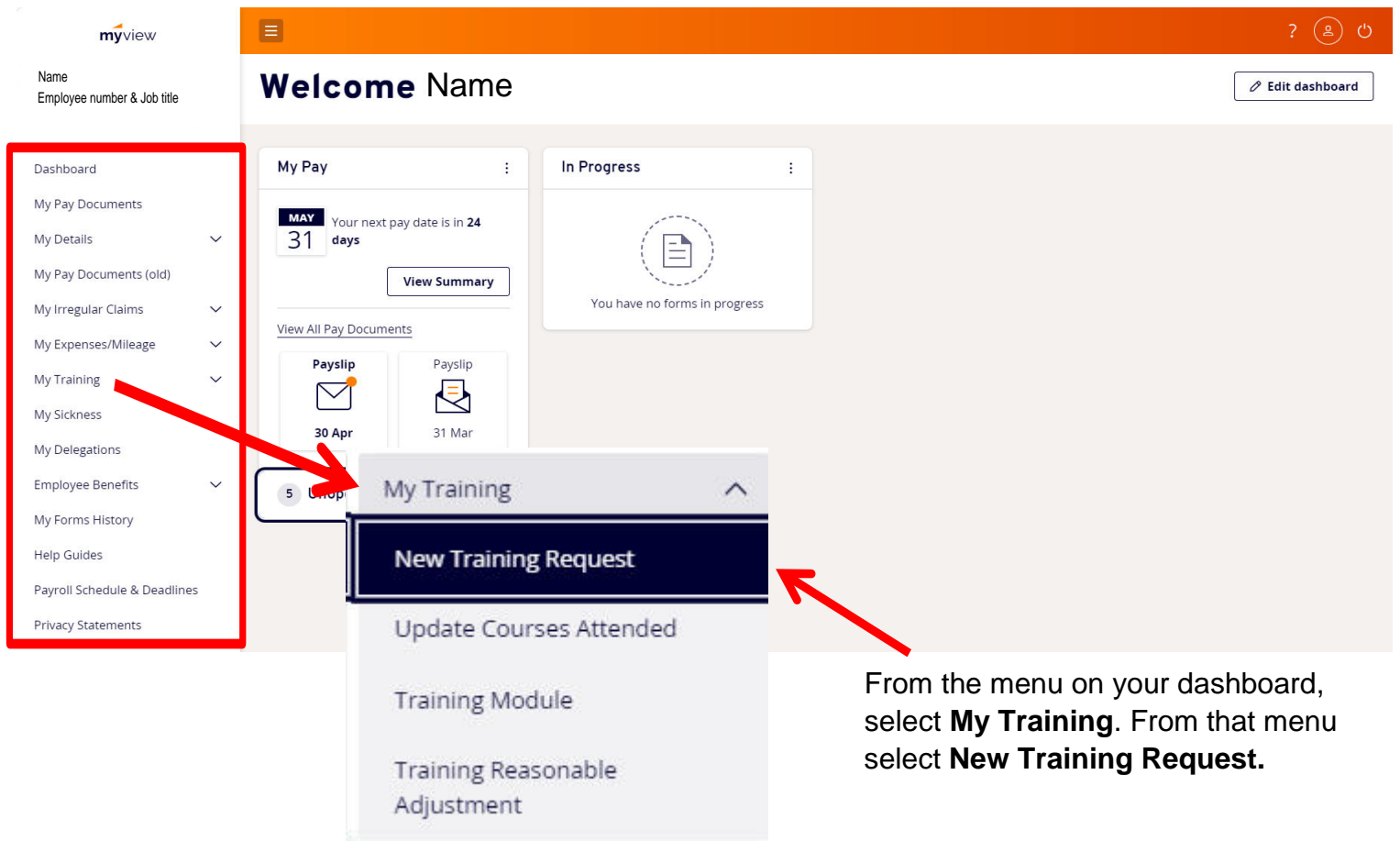
Click.



The image shows the 'Security questions' page. At the top is a lock icon. The heading is 'Security questions' followed by the instruction 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' There are two questions: 'What is your date of birth (dd/mm/yyyy)?' and 'What was the greatest ever invention?'. Each question has an input field. The first input field is highlighted with a red border and a red 'X' icon. Below the questions is a green 'Verify' button with a checkmark icon.

Enter the answers to your two **Security Questions**.

Click **Verify**.  
This will now log you into MyView



The **Training Course Selection** screen will appear, as shown below

The screenshot shows the 'Search criteria' section of the Training Course Selection screen. It includes a heading 'Search criteria' and a sub-heading 'Please enter search criteria for the course you are seeking and click the search button'. Below this is a form with the following fields: 'Keywords' (a text input field), 'Type' (a dropdown menu with '--Select--' selected), 'Region' (a dropdown menu with '--Select--' selected), 'Start Date' (a date input field with a calendar icon), and 'End Date' (a date input field with a calendar icon). A red arrow points from the text below to a dark blue 'Search' button located at the bottom right of the form.

Search for courses by entering a keyword into the **Keywords** field. Then click the **Search** button at bottom right. A list of matching courses will be displayed.

Search Criteria

Keywords

risk

Type

--Select--

Region

--Select--

Start Date

End Date

Search

Search Results

Description	Min Attendees	Max Attendees	Max Reserve Attendees	Standard Fee	Per Person Fee	Events
<a href="#">16 &amp; 17 Year Olds At Risk Of Homelessness</a>	0	15	0	0.00	0.00	0
<a href="#">Assessing Unborn Babies at Risk of Harm</a>	0	15	0	0.00	0.00	0
<a href="#">Fire Risk Assessment-Managers Buildings</a>	0	0	0	0.00	0.00	2

Back

For each course listed there will be a number in the **Events** column. This number shows how many sessions of the course are currently scheduled to run.

If the course you wish to book onto has a zero in the **Events** column, there are currently no sessions available to book onto. In this case you can put your name onto a waiting list and you will be contacted IF another session is scheduled. For instructions on how to put your name on the waiting list, see the **Non Scheduled Request** section at the end of this guide.

If the course you wish to book onto has a number other than zero in the **Events** column, click on the course title (in the **Description** column in blue text on left hand side). This will display information about the dates available at the bottom of the screen – see below

Course Details

Course

Fire Risk Assessment-Managers Buildings

Type

Health & Safety

Attendance

On Site (On CCC Premises)

Objectives

No more detail

Pre-requisites

No more detail

Programme

No more detail

Rationale

No more detail

Course Events

Start Date	End Date	Start Time	Venue	Region	Tutor	Booked	Maximum	Reserve Spaces
<a href="#">15/08/2024</a>	15/08/2024	09:30	Thomas Yeoman House		TO BE ADVISED 1	1	0	0
<a href="#">25/11/2024</a>	25/11/2024	09:30	Thomas Yeoman House		TO BE ADVISED 1	0	0	0

To book onto a course, click on the date you want to attend.

Once the date has been selected, the Training Request screen will appear as below

Course Details

Course

Fire Risk Assessment-Managers Buildings

Dates

15/08/2024 - 15/08/2024

Start Time

09:30

Venue

Thomas Yeoman House

Room

To be confirmed

Tutor

TO BE ADVISED 1

Cost

To be confirmed

Dates

Start Date	End Date	Start Time	End Time	Venue	Room	Tutor
15/08/2024	15/08/2024	09:30	11:00	THYEHS		TO BE ADVISED 1

Reason For Request

Submit

Save

This screen summarises the course and course date you have selected. If applicable, you can type a reason why you wish to attend the course in the **Reason for Request** field. This will explain to the authorising manager why you wish to attend.

Finally click the **Submit** button at bottom right.

You will receive a confirmation message that your training request has been submitted. PLEASE NOTE – this request will be sent to your line manager for authorisation – you do not have a confirmed place on the course until your request is authorised. When your manager authorises your request you will receive an email confirmation and joining details will be sent to you about a week before the session date. So, here are some suggested next steps

- Ask your manager to approve the request.
- Add the training into your Outlook Calendar as a reminder.
- If you need a Reasonable Adjustment for the training, submit it through MyEmployment. To do this go to the MyTraining section on the homepage dashboard and then select **Training Reasonable Adjustment**.

## Non Scheduled Requests

As mentioned above, if the course you wish to book onto has a zero in the **Events** column, there are currently no sessions available to book onto. In this case you can put your name onto a waiting list and you will be contacted IF another session is scheduled. To add your name to a waiting list follow the procedure below.

Search for the course as above. In the example below there are no dates listed at the bottom of the screen in the Course Events section. This means no sessions are scheduled to run.

Course Details

Course

16 & 17 Year Olds At Risk Of Homelessness

Type

Corporate Core & Service Specific Skills

Attendance

On Site (On CCC Premises)

Objectives

No more detail

Pre-requisites

No more detail

Programme

No more detail

Rationale

No more detail

Course Events

Start Date	End Date	Start Time	Venue	Region	Tutor	Booked	Maximum	Reserve Spaces
------------	----------	------------	-------	--------	-------	--------	---------	----------------

Non-Scheduled Request

Back

To add your name to the waiting list, click the **Non Scheduled Request** button at bottom right. This will display the Training Request screen, but no course details are shown

Course Details

Course

16 & 17 Year Olds At Risk Of Homelessness

Dates -

Start Time

To be confirmed

Venue

To be confirmed

Room

To be confirmed

Tutor

To be confirmed

Cost

To be confirmed

To be confirmed

To be confirmed

Reason For Request

Submit

Save



Type a reason why you wish to attend the course in the **Reason for Request** field. This will explain to the authorising manager why you wish to attend.

Finally click the **Submit** button at bottom right.

Your name will be added to the course waiting list and you will be contacted IF further dates are organised.