Introduction

This user guide has been designed to help you view and edit your personal learning activities within HR Organiser. It will show you how to:

- View past, booked and cancelled learning activity records
- Book a learning activity
- Cancel a learning activity

Logging in to HR Organiser

You can log in to HR Organiser here: [https://hrorganiser.essex.ac.uk](https://hrorganiser.essex.ac.uk)

You will need your University username (without the @essex.ac.uk) and your University password. This is the same password you use to log on to the network and your emails.

**Having trouble logging in?** Your password must not contain any of the following characters " £ ¬ ¦ | \ if it does you will need to reset it which can be done here: [https://www.essex.ac.uk/password/login.aspx](https://www.essex.ac.uk/password/login.aspx)

If you are still having problems please contact hrorg@essex.ac.uk.

Please note you can only log in to HR Organiser whilst you have a current contract with the University. If you have left and your contract has ended you will no longer be able to gain access to the system.

You should ensure that you have downloaded and saved all of your payslips and P60’s to your personal PC before your account is closed.
**Professional Development**

Once you have logged in to HR Organiser select the **Professional Development** tab at the top of the main homepage. You will then be presented with the below screen.

**What are learning activities and how do I view them?**

A learning activity is any type of learning, for example: an event, a course, a workshop, a conference etc

This screen allows you to view, book and cancel learning activities.

Where possible, past learning events have been uploaded in to HR Organiser from legacy systems.

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**Here is a list of the learning events you have attended/are booked on. You can amend the view by choosing an option from the drop down list to the right hand side. You can choose between all, booked, current, cancelled, completed and expired.**

**Here you can add your own personal learning activities to the system. For example if you have attended an external course, workshop, conference etc**

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**How do I find out what learning activities are available?**

To search for a course click on the magnifying glass, which can be found on the main **Professional Development** tab next to **Add personal learning**.
You are then presented with the below screen:

Use the **Search for** box to search for available courses. For example enter 'manage' to load all the courses with the word manage in them. You can press enter or click on the **Search** button at the bottom of the window.

You can narrow your search by using start and end dates. For example you might want to show all courses being held in the Autumn Term.

Un-tick **Only show courses with availability** to view all courses that the system holds.

Click **Search** to search and display results.

Click **Cancel** to cancel the search and return to the Professional Development screen.
Viewing learning activity results

The results are displayed below. Each result details the course name, the training hours, start and end date(s), start and end time(s) and the room number.

The symbol indicates a particular course is made up of modules

Click Cancel to cancel the search and return to the Professional Development screen
Viewing modular course details

A modular course is a programme of courses. **Participants must only book if they are able to attend all dates.**

Here is a brief description of the course details

Click here to proceed to the **Course booking details** page

Click in this area to view individual dates of the course, spaces available and a list of attendance dates that you are expected to attend are displayed.

Please note that times may vary so **do not** book if you cannot attend all dates

Click the **Cancel** button if you decide you do not wish to book on the course
Booking a course

The course title, start and end date and start and end times are displayed. The attendance dates that you are expected to attend are displayed. Please **do not** continue booking if any dates are inconvenient.

You can select why you are booking on the course using the drop down menus. You need to select the *Origin of request* and the *Reason*.

The course overview is displayed and also a list of objectives.

1. **Management essentials (LDEV070(m))**
   - **Course information**
     - Date: 29 May 2018 - 29 May 2018
     - Time: 09:30 - 16:30
   - **Event booking details**
     - **Origin of request**: Employee request
     - **Reason**: Broader professional development

   Other information includes any mobility constraints or dietary requirements.

   Mobility constraints are uploaded from iTrent. To add or amend details, please update the information on your *Personal details* page (instructions follow on the next page).

   - **Objectives**
     - By the end of the session, participants will have:
       - To develop confidence in giving effective feedback
       - To gain key management skills in delegation and motivating, developing and coaching others
       - To identify the role of a manager
       - To understand the importance of using different management styles

   - **Supplier**
     - Learning and Development, Human Resources

   - **Other information**
     - **Origin of request**: Employee request
     - **Reason**: Broader professional development
     - **Mobility constraints**: No

2. **Click the **Save** button to book your place. Please save the automated confirmation email/diary appointment to your outlook calendar and set a reminder.**

3. **Click the **Cancel** button if you decide that you do not wish to book a place**
Adding/editing mobility constraints

If you have any special requirements you can enter them by clicking on the Personal tab and then on Special Requirements which is on the right hand side. Adding these will automatically notify the trainer of your requirements when you book your place on a course.

Here you can add/edit any special requirements you may need when attending a learning event. For example, visual or dietary requirements.

Click the Save button to add the event to your diary.

Click on the Cancel button to close the page without saving your changes.

Click on the Save button to confirm your changes.
How do I cancel my place?

If you wish to cancel a course you have already booked on, select the course from the **Professional Development** tab. Your course booking details will be displayed. Here you have a drop down list for cancel reason. Select the appropriate reason from the list. Click the **Save** button to confirm cancelation of the course. Click on **Cancel** to close the window without saving your changes.

If dates scheduled are not convenient please cancel your place and rebook on an alternative date.

Click on relevant Learning activity to load the **Course booking details** form.

Select the appropriate reason from the **Cancel reason** drop down box.

Click the **Cancel** button if you decide that you still wish to attend.

Click the 'Save' button to cancel your place. An automated email will be sent requesting you to remove your outlook diary appointment.
How do I add details of a personal learning event?

Here you can add details of other courses you have attended. For example external courses, workshops, conferences etc.

Click on the Add personal learning button on the right hand side of the screen.

The below screen appears. Here you can enter the details of your learning event.

Contact Us

For queries relating to your learning events; ldev@essex.ac.uk
For HR Organiser system queries; hrorg@essex.ac.uk
For more information on HR Organiser; https://www.essex.ac.uk/staff/starting-at-essex/using-hr-organiser