

How to Register for Courses

UNE Staff

STEP 1: REGISTERING FOR COURSES USING WEB KIOSK

- Log in to Web Kiosk
- Choose *Skills & Development* folder
- Select *Training Requests*
- Select *Add new record*
- Choose from IT courses, Online courses or Professional Development (this includes everything not covered by the other 2 categories)
- Choose from list of courses – hit *details* for more information
- Select course and hit *nominate*
- You will receive a message stating that your registration has been successful – **this message is not the confirmation for course attendance, but simply refers to the fact that you have successfully entered the data into Web Kiosk.**
- **If the course is in the next 2 working days, call or email OD to notify us.**

STEP 2: SUPERVISOR'S AUTHORISATION

- An automatic request to authorise your attendance will be sent to your Supervisor.
- Once your Supervisor has approved this, a **Training Notification** email is automatically sent to Organisational Development (OD).

STEP 3: ACKNOWLEDGEMENT OF COURSE REGISTRATION

- Please note that your nomination will be **confirmed only when you receive an *Acknowledgement of registration* email from Organisational Development.**

Alternatively, if the course you have registered for is fully booked, you will receive an email informing you that you have been placed on a waiting list. You will then be informed the next time the course is provided.

We encourage all UNE staff to take advantage of the convenience of registering for courses using [Web Kiosk](#).

External Applicants

Please register for a course by using our [Course Registration Form](#)

Remember to include full billing details.