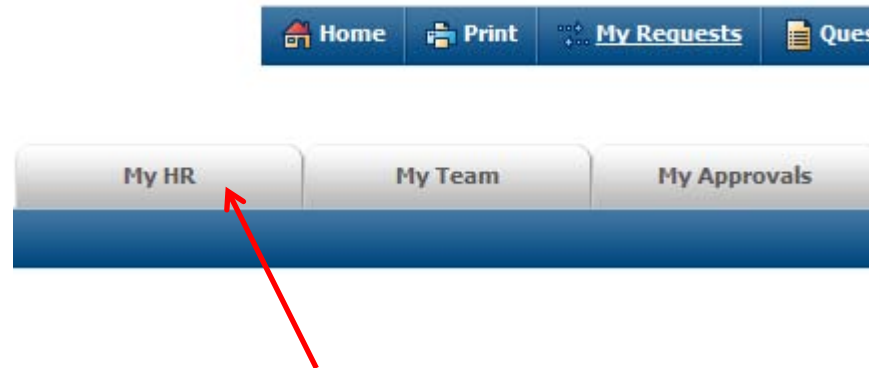


To nominate for a course in Web Kiosk

1. Log into Web Kiosk
2. From the opening page, select the My HR tab

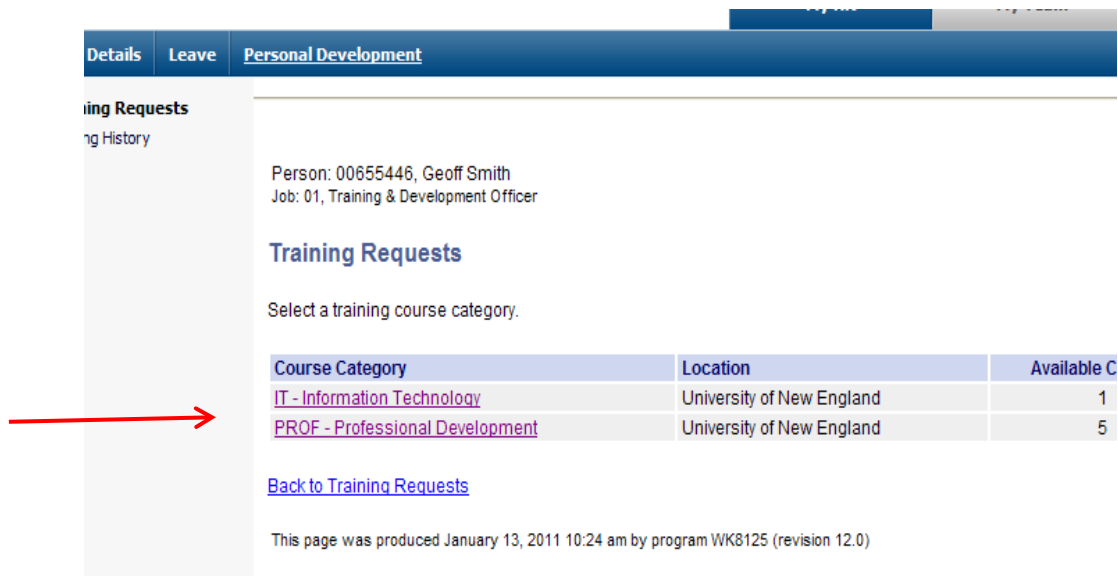


3. Then, on the LHS of the screen the Personal Development menu is visible. Select this and then the Training Requests & Training History options are available. Select Training Requests



4. Then, according to the course type, select either the IT or Prof Course Category.

Software courses (Trim, Moodle, Excel etc.) are under the IT category, Professional Development courses (PPR, Communication Skills etc.) are under the PROF category.



The screenshot shows a web application interface with a navigation bar at the top containing 'Details', 'Leave', and 'Personal Development'. Below the navigation bar, there is a sidebar on the left with 'Training Requests' and 'Request History'. The main content area displays the user's information: 'Person: 00655446, Geoff Smith' and 'Job: 01, Training & Development Officer'. Below this, the section 'Training Requests' is titled, followed by the instruction 'Select a training course category.'. A table lists two categories: 'IT - Information Technology' with 1 available course and 'PROF - Professional Development' with 5 available courses. A red arrow points to the 'IT - Information Technology' row. At the bottom, there is a link 'Back to Training Requests' and a footer note: 'This page was produced January 13, 2011 10:24 am by program WK8125 (revision 12.0)'.

Course Category	Location	Available C
IT - Information Technology	University of New England	1
PROF - Professional Development	University of New England	5

5. In this example, the IT Course Category was chosen and the IT courses are available. Either select the **Course** to nominate, or select **Details** to see what the course is about

Personal Development

Person: 00655446, Geoff Smith
Job: 01, Training & Development Officer

Training Requests

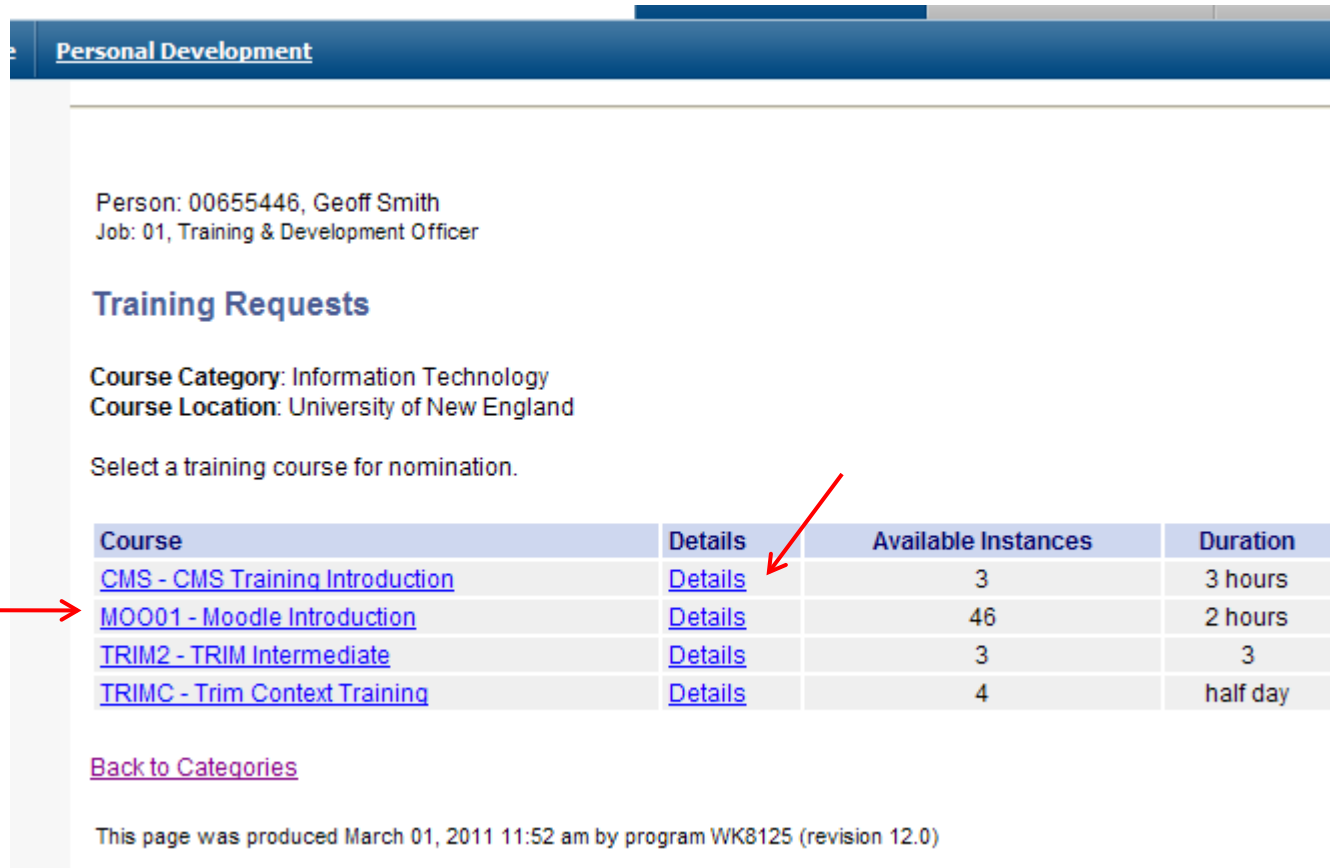
Course Category: Information Technology
Course Location: University of New England

Select a training course for nomination.

Course	Details	Available Instances	Duration
CMS - CMS Training Introduction	Details	3	3 hours
MOO01 - Moodle Introduction	Details	46	2 hours
TRIM2 - TRIM Intermediate	Details	3	3
TRIMC - Trim Context Training	Details	4	half day

[Back to Categories](#)

This page was produced March 01, 2011 11:52 am by program WK8125 (revision 12.0)



6. This shows the Window that opens if **Details** is selected. Just select Close Window to return to the course information.

MOO01 - Moodle Introduction

Content

Please refer to the training schedule for target group specific details. Please see:

Objective

To provide an introductory overview of Moodle.

Summary

Close Window

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Personal Details	Leave	Personal Development					
Training Requests							
Training History							
To nominate for a training course click on the "nominate" link to the right of the course.							
Course#	Course Start Date	Provider	Details/Venue	Duration	Available	Vacancies	Nominate
63	20-APR-2011		Details	2 hours	Yes	14	Nominate
62	19-APR-2011		Details	2 hours	Yes	15	Nominate
61	18-APR-2011		Details	2 hours	Yes	10	Nominate
60	15-APR-2011		Details	2 hours	Yes	15	Nominate
59	14-APR-2011		Details	2 hours	Yes	15	Nominate
58	13-APR-2011		Details	2 hours	Yes	13	Nominate
57	12-APR-2011		Details	2 hours	Yes	14	Nominate
56	11-APR-2011		Details	2 hours	Yes	15	Nominate
55	08-APR-2011		Details	2 hours	Yes	14	Nominate
54	07-APR-2011		Details	2 hours	Yes	15	Nominate
53	06-APR-2011		Details	2 hours	Yes	14	Nominate
52	05-APR-2011		Details	2 hours	Yes	15	Nominate
51	04-APR-2011		Details	2 hours	Yes	14	Nominate
50	01-APR-2011		Details	2 hours	Yes	12	Nominate
49	31-MAR-2011		Details	2 hours	Yes	14	Nominate

7. If the **Course** had been selected then this window opens. Here you can nominate, and you can also see the Details/Venue for the course.

8. If you had selected **Details/Venue** from the previous page then this is the course window that opens which states date, time, venue etc.

MOO01 - Moodle Introduction

Date:	20-Apr-2011	Duration:	2 hours
Facilitator:		Location:	University of New England

Day	Date	Time	Venue
1	20-APR-11	09.00-11.00	Computer Lab 2, 218 - School of Education (E7)

Content

Please refer to the training schedule for target group specific details. Please see

Objective

To provide an introductory overview of Moodle.

Summary

Contact

Close Window

9. **Nomination** – When you select **Nominate** the following window opens which is shown on this page and the next.

9.A For the field **Cost Centre Code** you either enter N/A if there is no cost to the course, or your cost code.

Training Requests

Course	MOO01 - Moodle Introduction
Course Number	63
Course Start Date	20-APR-2011
Summary	
Content	Please refer to the training schedule for target group specific details. Please see your Moodle Mentor or Moodle Support person for a copy of this schedule if required.
Prerequisites	
Objectives	To provide an introductory overview of Moodle.
Sessions	<ul style="list-style-type: none">Day 1, Start Date: 20-APR-11, Time: 09.00-11.00, Description: Computer Lab 2, 218 - School of Education (E7).
Provider(s)	
Contact	
Your Details...	
Cost Centre Code: <i>(Mandatory field. Please enter your Cost Centre Code using one of these formats: PLxxxx; SPxxxxx; or RExxxxx-x For free courses, enter N/A.)</i>	<input type="text"/>
Disability/medical condition requiring special arrangements?	No <input type="button" value="v"/>

9.B The only other fields that require entries are the **Permission** field and to then select **Insert**

If Yes, please specify the details.	<input type="text"/>
How did you find out about this course?	1 - Email <input type="button" value="v"/>
<i>Your Objectives...</i>	
How does this training fit in with your Career Development Plan?	<input type="text"/>
What skills/knowledge do you want to gain from this course?	<input type="text"/>
I have obtained permission from my HOS/Manager	
Please tick the checkbox	<input type="checkbox"/>

Please select the INSERT button to complete this registration

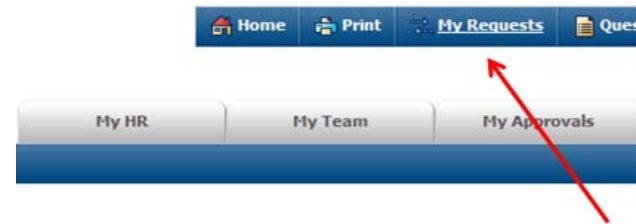
You will then receive this message back
Success! You have been nominated for the course '
but this only states that your request has been sent to
your supervisor's Web Kiosk, it does not mean that you are
confirmed for attending the course. Confirmation occurs
after supervisory approval.

Finally: **What has happened to my nomination? Or - I no longer wish to nominate.**

- For checking if your Leave request or Professional Development request is still pending your supervisor's approval.

Log into Web Kiosk

From the opening page select My Requests



Then in the main window frame you will see



The above picture indicates that there are no pending transactions. If there are any they will be listed here. For any pending transactions a Delete option will also appear