Registering for Arts Lab courses via HR Core portal Employee dashboard

Go to: https://hrportal.mis.gla.ac.uk/

- Enter GUID and Password.
- Go to ‘Employee Dashboard’ under COREHR Drop-down menu on top of the page.
- Select the ‘Learning and Development’ tab on the left hand side of the screen: this will update the screen and training information will display.
- Use the widget on the right-hand side entitled ‘Book a Course’.
- On the Category dropdown menu, select ‘ArtsLab’.
- Click ‘Search’.
- [Category on ‘Book a Course’ screen should default to ‘ArtsLab’ – if not, select Category ‘ArtsLab’]
- On the ‘Type’ dropdown menu, select ‘Scheduled’
- Click Search
- Scroll through results to find your desired course.
- Click on magnifying glass if you want more info on the course.
- Click on the plus sign to register.
- Click on course date underlined under ‘Instance detail’. Box will show in green with checkbox appearing under selected.
- Enter reason for training from drop-down menu.
- Click submit.
- Box will appear showing all of your Courses Scheduled. Sign out of HR Core.

More information on HR Core registrations at: https://www.gla.ac.uk/myglasgow/humanresources/systems/processnotes/empguides/training/