Registering for Arts Lab courses via HR Core portal

- Go to: [https://hrportal.mis.gla.ac.uk/](https://hrportal.mis.gla.ac.uk/) and enter GUID and Password.

- On the ‘Employee Dashboard’, select 'Learning and Development' from the left hand menu.

- Use the widget on the right-hand side entitled ‘Book a Course’.

- On the Category dropdown menu, select ‘ArtsLab’ and click ‘Search’.

- On the ‘Type’ dropdown menu, select ‘Scheduled’ and click 'Apply'.

- Click on the three dots at the right hand end of the chosen course to access further information and to request to attend.

- Enter reason for training from drop-down menu and click 'submit'

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