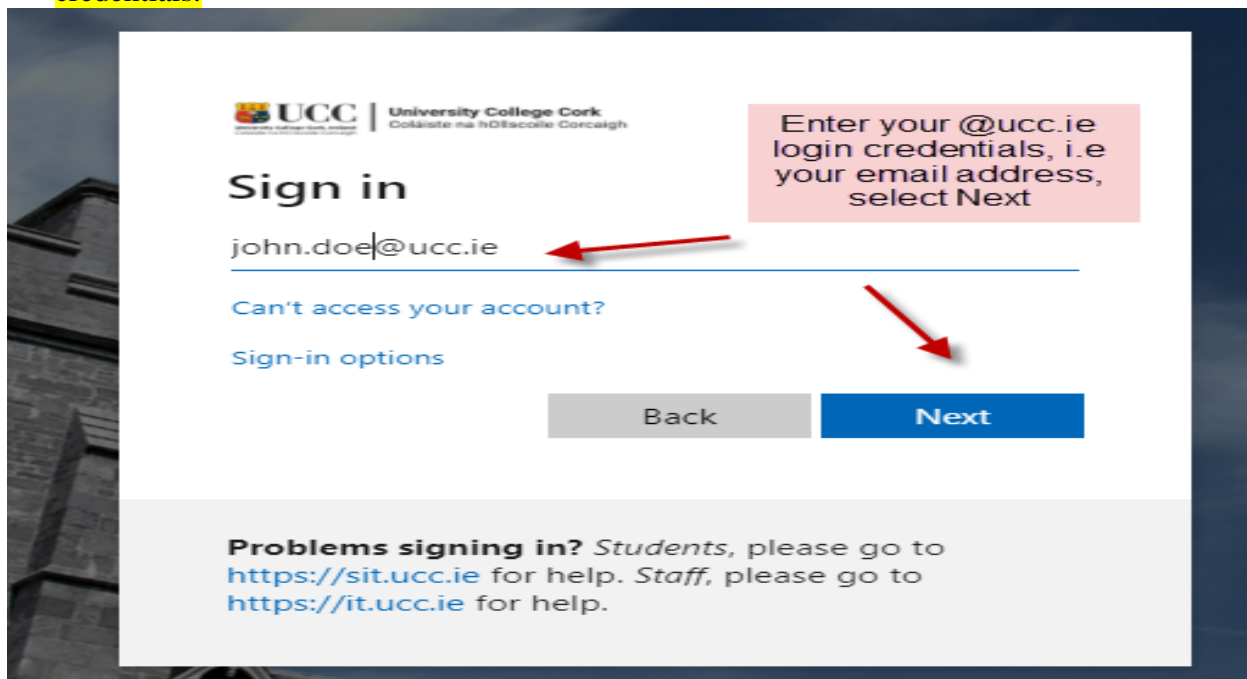## How to Book a training course online via UCC Employee Self Service (ESS)

1. Type the following URL into a web browser http://www.ucc.ie/en/ess
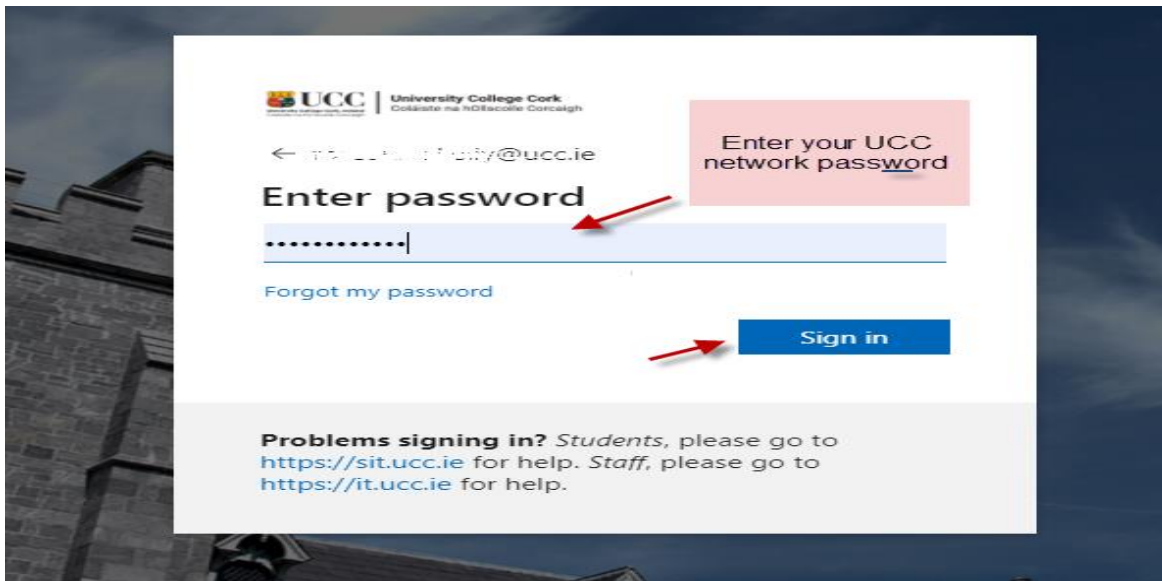2. This brings you to the main UCC Employee Self Service (ESS) webpage

3. Click on **ESS Login**
4. This will open the Core Portal ESS@UCC login page

Staff can securely access ESS using Single Sign On (SSO) meaning your @ucc.ie login credentials.
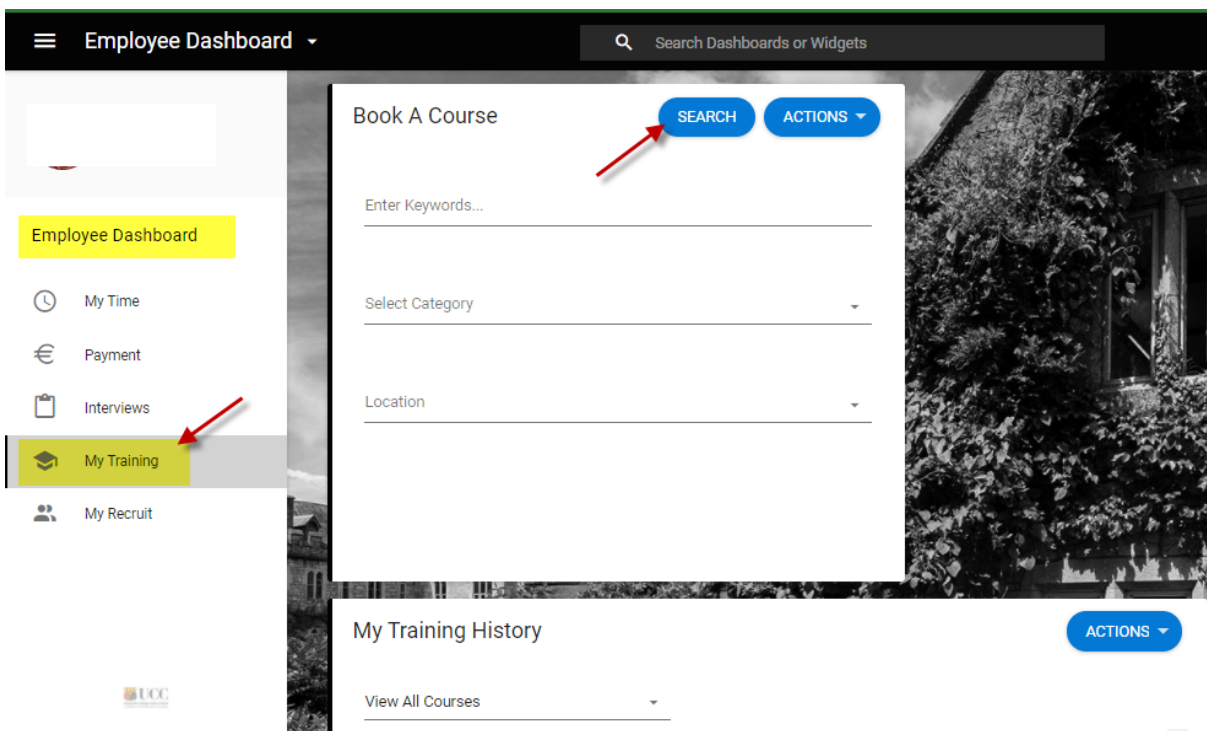
Select My Training from the menu options on the left (note this will be available under the Employee Dashboard)

On the 'Book a Course' window you can search for a course by keyword or category or it is recommended to simply leave these fields blank and click 'Search' to view all available courses

When you locate a course that you wish to attend, click on the Elipsis (⋮) icon on the right of the course name/details, this will open menu options including Request to attend. You can use the Course Type to select Scheduled & Apply to see upcoming training courses

A new window will open showing the specific course you wish to book:

Click on the Course Title to select. Use the dropdown arrow to choose a training reason. Enter a comment if you wish (please note there is a character limit of 200 **characters**) and Submit

After you select submit you should see a message confirming the request has been successfully added. Your request is automatically directed to HR and you should also receive an email notification within 24 hours advising you that a place has been reserved for you on the course.

Your booking request was successfully added.

	My Time
	Payment
	Interviews
	My Training
	My Recruit

My Training History   ACTIONS ▼

Scheduled Courses ▼

| 25 FEB | Virtual Wellbeing Cafe - Eat Well | 1 Day | No Venue | Scheduled | ⋮ |

If a course has already been booked by the maximum number of candidates then it will not be possible to book and a message will appear next to the course title that it is Fully Booked

You will also be able to view your upcoming training course on your Training History as well as completed courses