

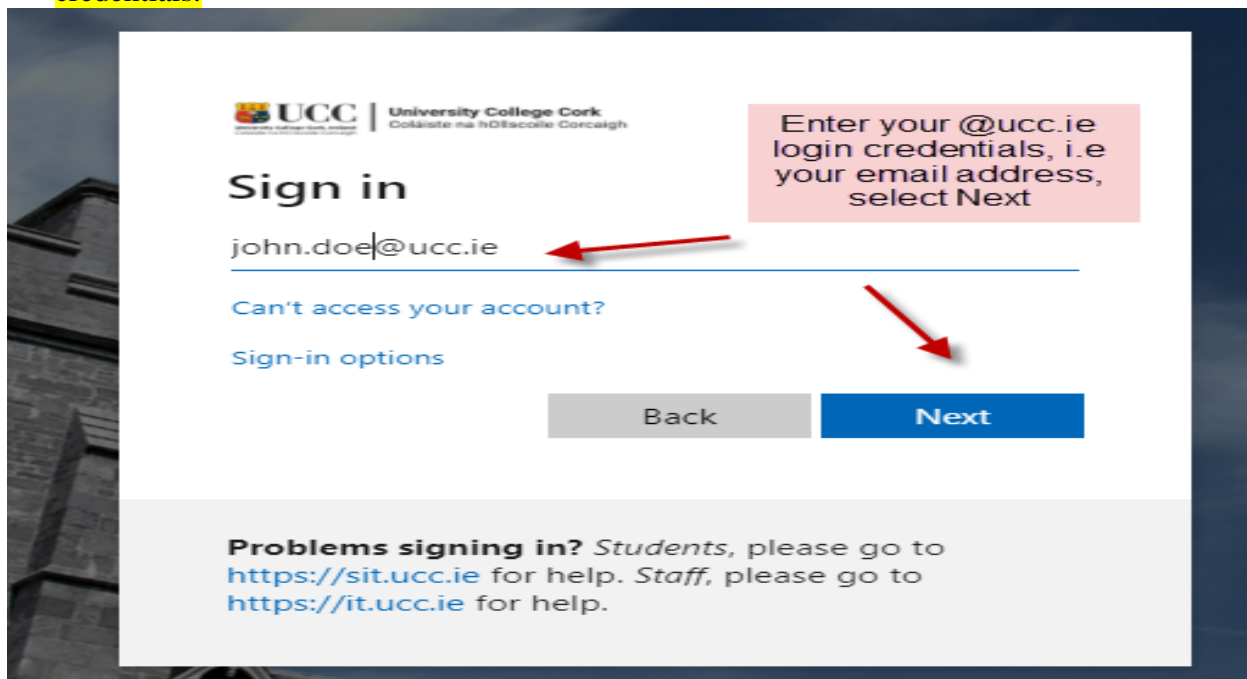
## How to Book a training course online via UCC Employee Self Service (ESS)

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

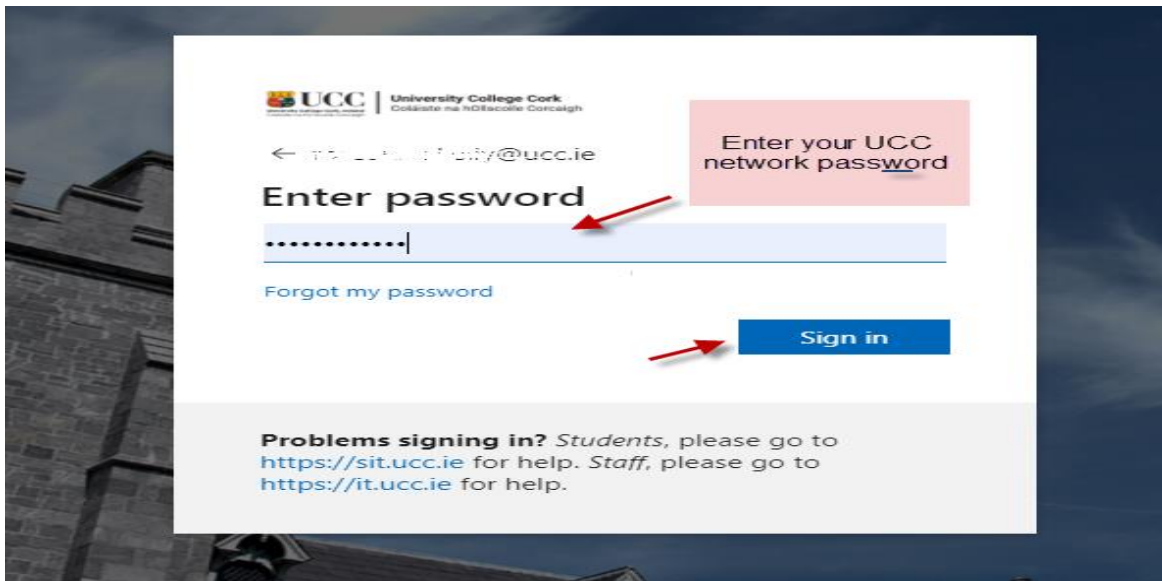


3. Click on **ESS Login**
4. This will open the Core Portal ESS@UCC login page

Staff can securely access ESS using Single Sign On (SSO) meaning your @ucc.ie login credentials.

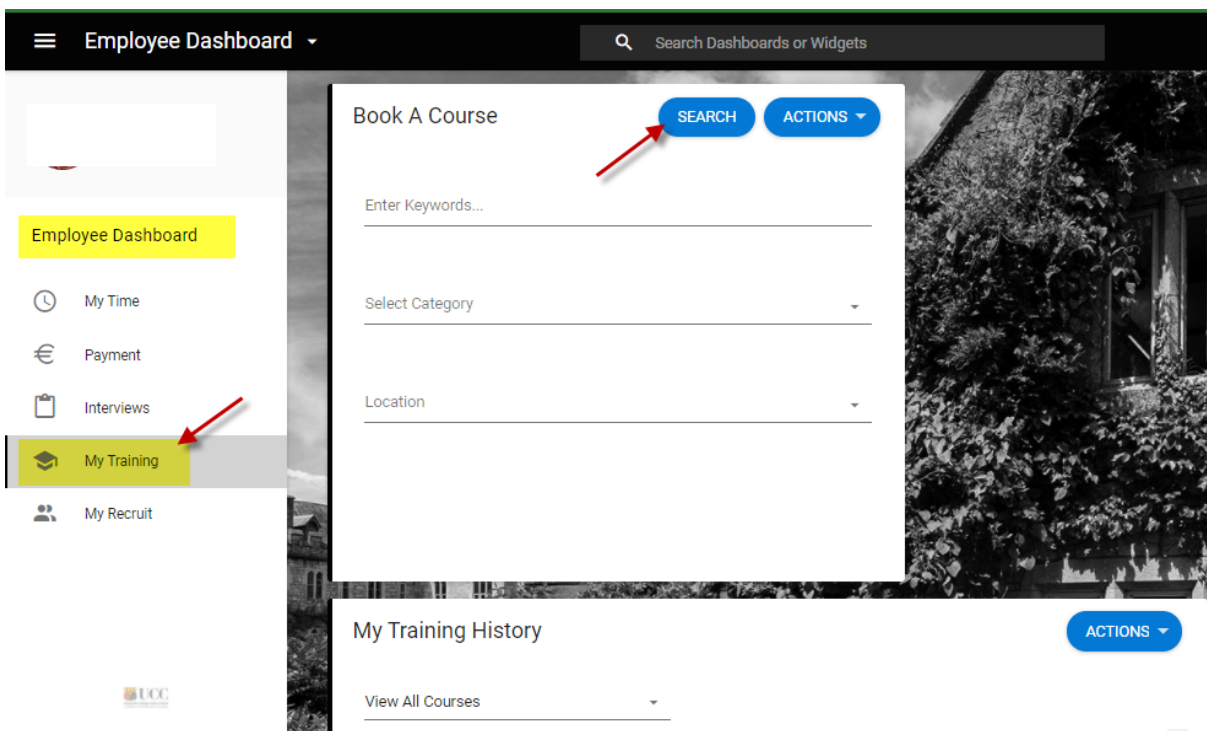


## MY TRAINING



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



## MY TRAINING

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

Employee Dashboard

Book A Course

Employee Dashboard > Book A Course

Enter Keywords... Start Date Category

Location End Date Type Scheduled

RESET APPLY

Search Results (5)

Course Code	Course	Description	Category	Schedule Dates
VWCE	Virtual Wellbeing Cafe - Eat Well	Due to the success of our virtual cafe series during June and July, we are planning a further series of virtual wellbeing cafes commencing in September. These virtual coffee meet ups are open to all UCC staff and staff in UCC subsidiaries, and will take place on a monthly basis on the last Thursday of each month at 11am. This offers an opportunity to meet and engage with colleagues across UCC, to network and to share good wellbeing practices. Each	Personal & Professional Effectiveness	25-FEB-2021

View Course Details  
Request to attend course  
Enrol employees on course

Menu

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

Request a Course Booking

Employee Dashboard > Book A Course > Request a Course Booking

Select a Course

Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability
Virtual Wellbeing Cafe - Eat Well	25-Feb-2021 - 25-Feb-2...			Due to the success of our virtual cafe series during June a...	C18588	Spaces Available

Your Request Details

Reason\*

Professional Development

Workplace Wellbeing

Team Development

Leadership Development

Equality,Diversity & Inclusion Awareness

Mbti, Eqi, Belbin

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.

## MY TRAINING

Your booking request was successfully added.

My Training History

Scheduled Courses

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

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