How to book Training courses via Core Portal

Access Core Portal via this link https://my.corehr.com/pls/coreportal_tudp/

If I can't access Portal via the new link?

- Ensure you are logging on with your email address (firstname.surname@tudublin.ie) and current email password.

- If you are having issues with your password please visit www.tudublin.ie/password and perform a change.

How to book a Training Course

The 'Book Training' option is only available in Core Portal under 'Employee Dashboard'. Please ensure the correct dashboard is selected.
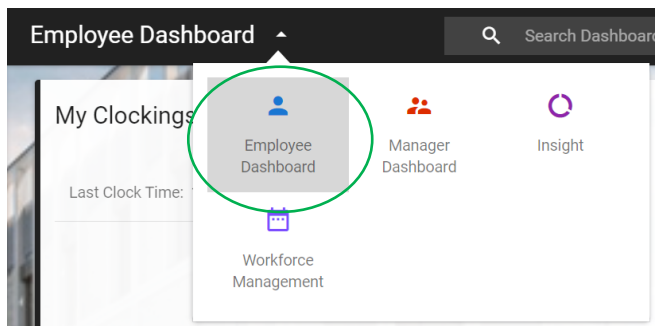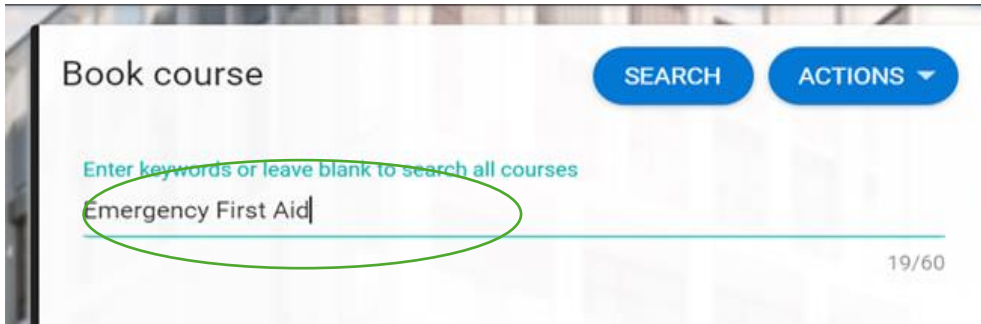

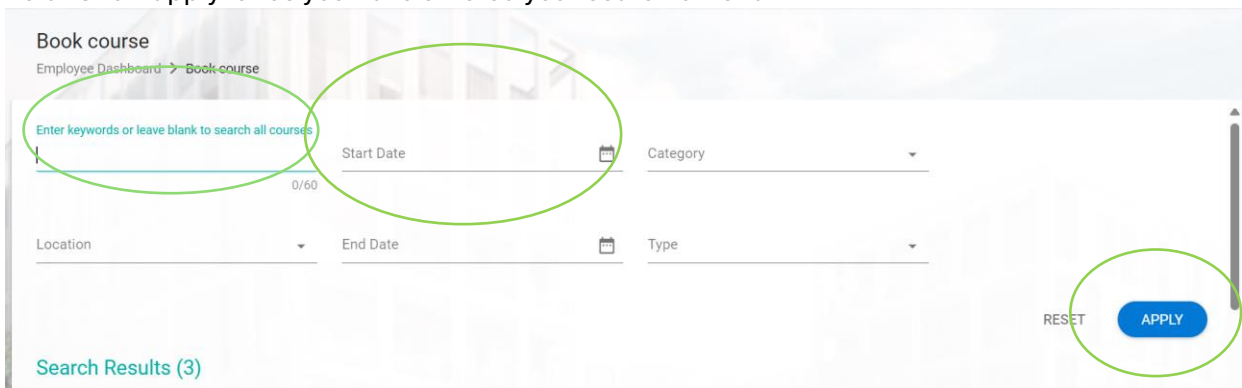Scroll down to the bottom of the task list on the left hand side of the screen
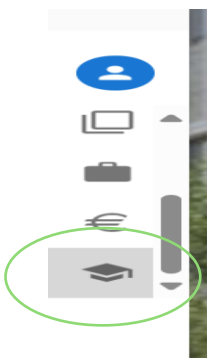
 Click the graduation hat icon 'book training'

Type in the specific course name or click 'search' to generate list of all available courses

All available courses will be listed in the lower half of the screen. If you want to search the list for a specific course you can search by date or by typing the course name into 'enter keywords' field. Click 'apply' once you have entered your search criteria

To select the course, click the 3 dots and then 'request to attend course'

If there are multiple dates available, these will all appear onscreen and indicate whether there are spaces available or if the course is fully booked.

Highlight the course that has spaces available and select a reason for attending from the drop down menu. Please do not enter a comment as this field is not in use. Then click 'Submit'

If your booking has been accepted by the people development team, you will receive a notification in the top right corner of the Core Portal account – click on the bell symbol to view the notification. The notification will be visible in Core Portal and an email will also be sent to your TU Dublin email address.
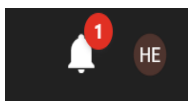
Course Booking Emergency First Aid

Dear Hannah

We wish to confirm that you have been allocated a place on the following course:

Emergency First Aid on 16-OCT-24 from 09:30 to 16:30

You will receive a confirmation nearer the time from peopledevelopment@tudublin.ie confirming the venue.

We would appreciate if you would provide adequate notice if you wish to withdraw from this course. If you need to cancel your place:

You may cancel your place on this course by selecting the three dots beside the course name under 'My Training History' section on Core Portal and then select the 'Cancel Course' option.
Please note: Charges may apply where less than 48 hours notice of cancellation is provided. Failure to attend without providing notice may also incur charges. Please refer to the 'Procedures on Charges for Failure to Attend Training Courses' on the People Development website.

OK

The course will then be visible in your training history widget as 'scheduled'. This will change to completed once you have completed the training.

Course Waiting List option on Core Portal:

There may be a waiting list option for <u>selected courses only</u>, if this is available and you wish to book on the waiting list, click on the column 'add to waiting list'. Provide a reason and the date and click 'submit'

If you are is successful in receiving a place on the waiting list, you will receive a notification through the bell symbol in the top right corner. The notification will be visible in Core Portal and an email will also be sent to your TU Dublin email address
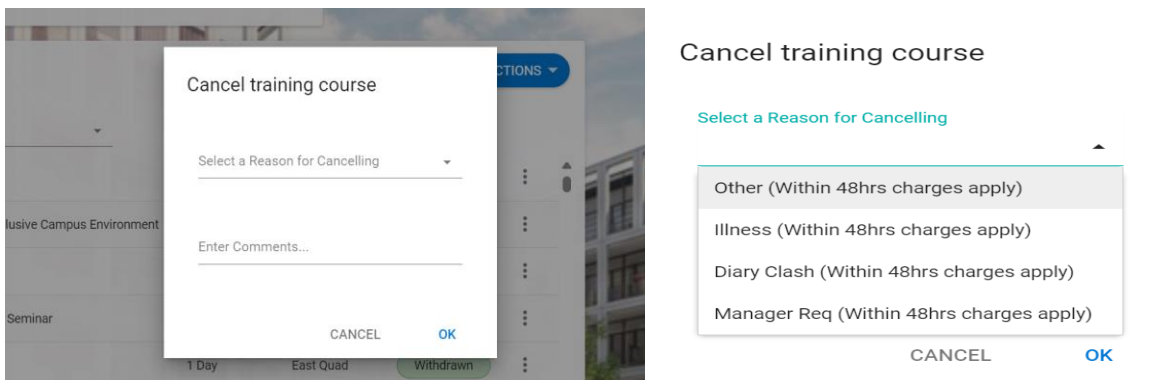

If a place becomes available, the People Development team will contact you directly.

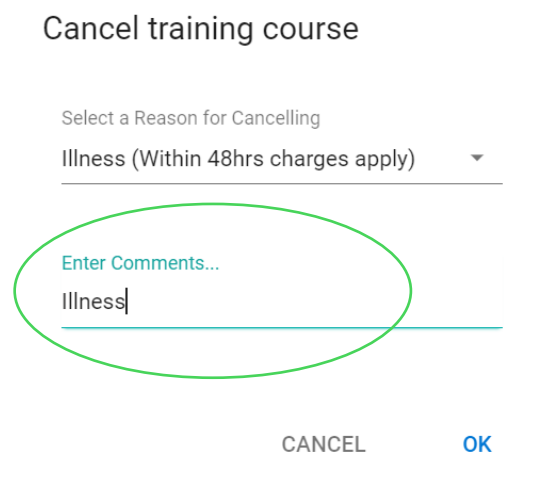# How to Cancel your place on Training courses via Core Portal:

Under 'My Training History' widget, click the three dots beside the course you wish to cancel and select 'cancel course'
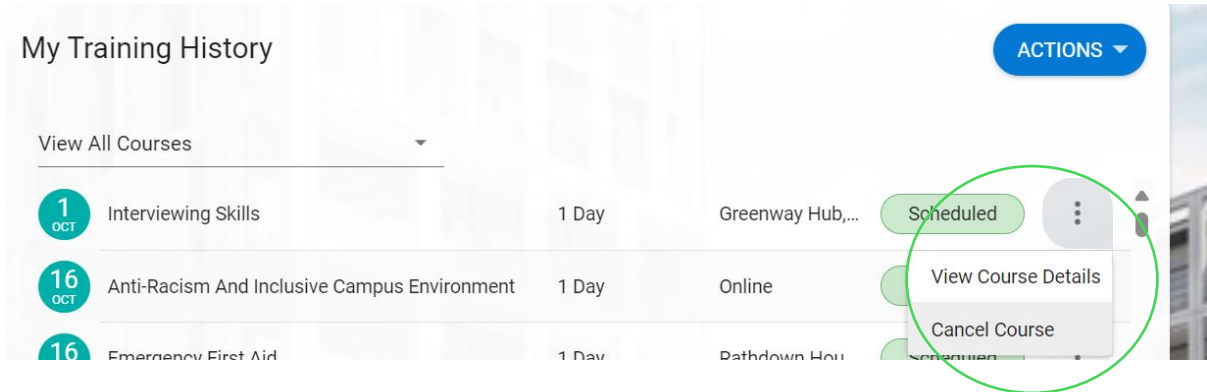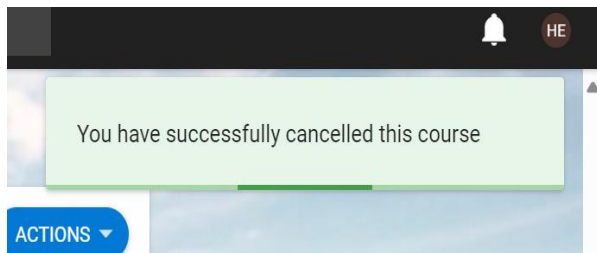

Select a reason from the drop down menu

A comment must also be entered and then click 'OK'

The following notification will appear briefly in the top right corner and the course is automatically removed from your training history widget

Please note charges may occur within the 48 hour cancellation period. Further detail and 'Charges for failure to attend' Policy available here