

# How to book Training courses via Core Portal

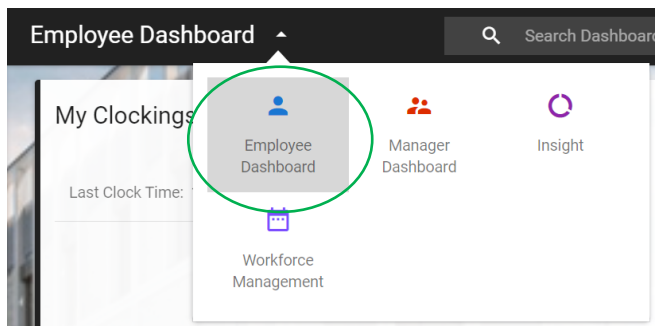
Access Core Portal via this link [https://my.corehr.com/pls/coreportal\\_tudp/](https://my.corehr.com/pls/coreportal_tudp/)

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

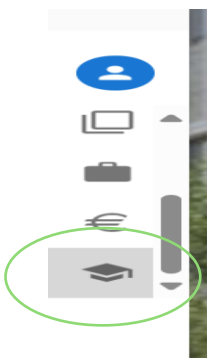
- Ensure you are logging on with your email address ([firstname.surname@tudublin.ie](mailto:firstname.surname@tudublin.ie)) and current email password.
- If you are having issues with your password please visit [www.tudublin.ie/password](http://www.tudublin.ie/password) and perform a change.

## 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.

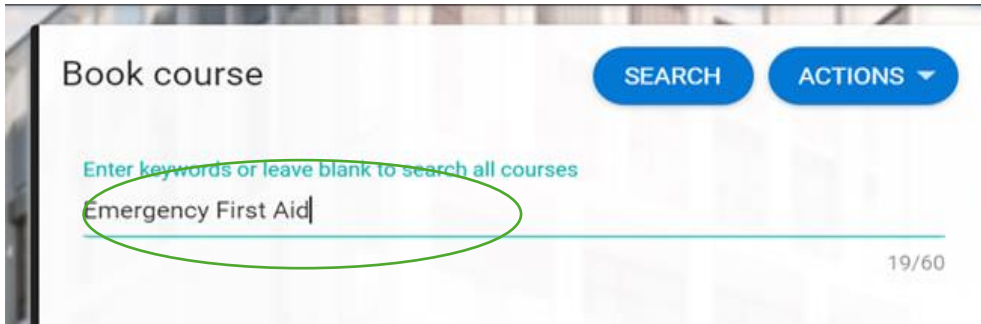


Scroll down to the bottom of the task list on the left hand side of the screen

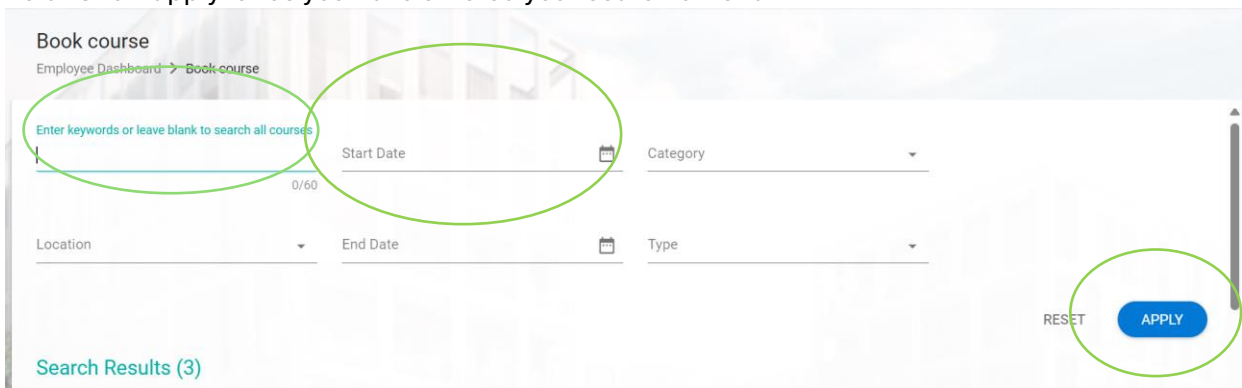


Click the graduation hat icon 'book training'

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'

Search Results (3)

Course Code	Course	Description	Category	Schedule Dates
EFA	Emergency First Aid	On completion of this basic first aid course, participants will be able to deal with common injuries and emergency situations until the services of a medical practitioner or emergency personnel arrives	Health & Safety Training	18-SEP-2024, 16-OCT-2024

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.

Select a Course

Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability
Emergency First Aid	18-Sep-2024 - 18-...	Greenway Hub, ...		Room GW302, Greenway Hub, Grangegorman	C37751	Fully Booked
Emergency First Aid	16-Oct-2024 - 16-...				C37950	Spaces Available

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'

Emergency First Aid 16-Oct-2024 - 16... C37950 Spaces Available

### Your Request Details

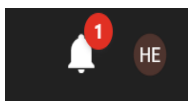
Reason \*  
 Health & Safety Training  
 Select reason for training

Comments  
 Enter comments if required

access PeopleXD

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.



Notifications Menu

Hannah Evers  
 HE Course Booking Emer...  
 09:24

### 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.

My Training History ACTIONS

View All Courses

20 Oct	Stress Management For Individuals	05 Day	Online	Scheduled	⋮
1 Oct	Interviewing Skills	1 Day	Greenway Hub...	Scheduled	⋮
16 Oct	Anti-Racism And Inclusive Campus Environment	1 Day	Online	Scheduled	⋮
16 Oct	Emergency First Aid	1 Day	Rathdown Hou...	Scheduled	⋮

## Course Waiting List option on Core Portal:

There may be a waiting list option for **selected courses only**, 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'

Request a Course Booking  
Employee Dashboard > Book course > Request a Course Booking

### Select a Course

Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability
Building Personal Resilience	02-Oct-2024 - 02-...	Online			C38051	Fully Booked
Building Personal Resilience				No suitable course date available - add to waiti...	WaitList	

### Your Request Details

Reason\*

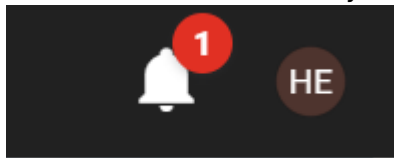
Date\*

Field not in use - Do not enter comment

access PeopleXD

**SUBMIT**

If you are 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



### Building Personal Resilience Fully booked

Dear Hannah

The training course below is fully booked, and unfortunately you have not been allocated a place.

Building Personal Resilience

We have placed your name on a waiting list for this course. If a place becomes available for this session, or for a future date we will contact you to see if you still wish to attend.

Kind regards  
People Development Team

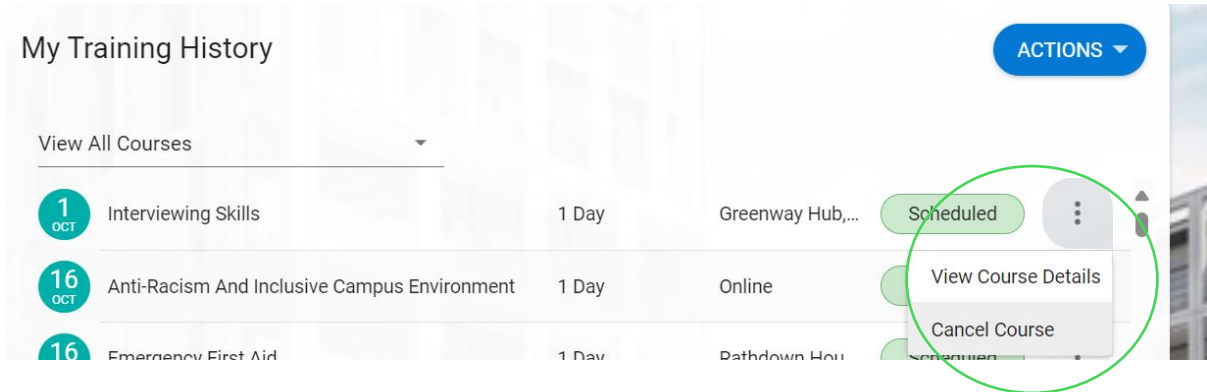
Please do not respond to this email as it is an automated response. If you wish to contact the People Development Team directly please email [peopledevelopment@tudublin.ie](mailto:peopledevelopment@tudublin.ie)

OK

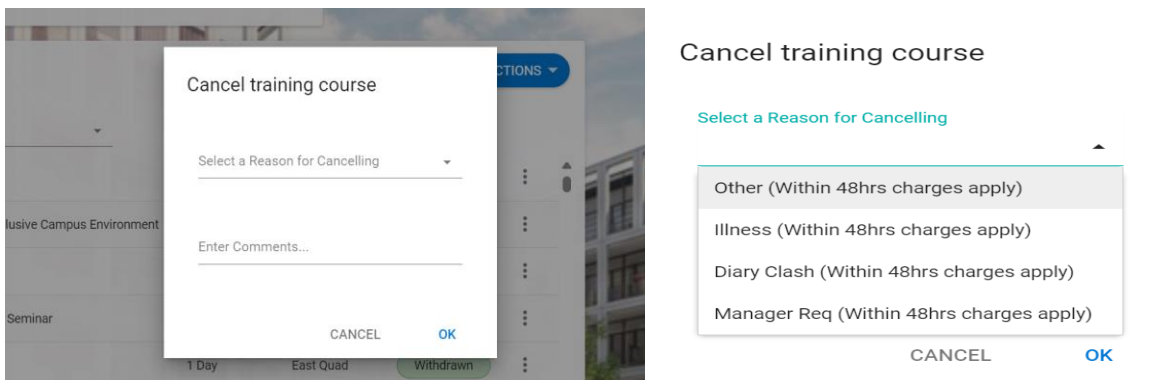
If a place becomes available, the People Development team will contact you directly.

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

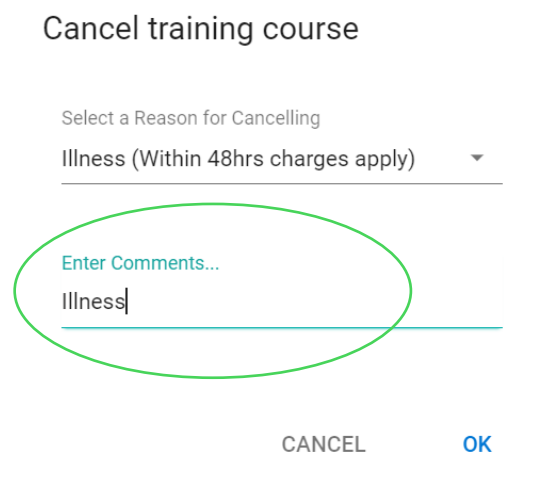
Under 'My Training History' widget, click the three dots beside the course you wish to cancel and select 'cancel course'



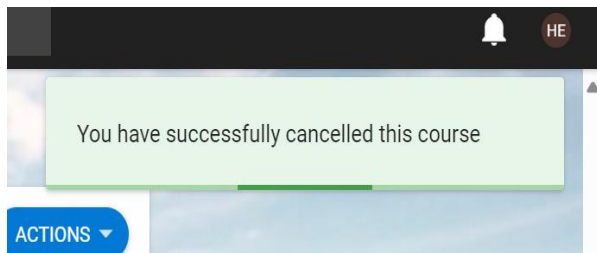
Select a reason from the drop down menu



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](#)