SIEMENS Gamesa

Navigation Note

IT System Date Owner

Group Account 30/06/2021 SGRE HR ORG&DEV WU

How to book a training for a			
user			

Phase	Explanation	Navigation
Find the user	 From the main SG Training Web page go to My Group Account 	> My Group Account
	 Perform an employee search by entering search criteria as e.g. name, GID or department. NB! Please remember to put in % before the org. code and costcenter to ensure seeing every employee, e.g. %ON EXT 	Last Name: First name: Glo: Department: Tam: Search course: Gualification: Gualification: Cualification: Gualification: Gualification: Exercite value Beaccite value Beaccite value Beaccite Bea
	3. Click the Search button	search
Login as the user	 Find the user you need to book training for and click the Login as button. 	 ¢
Search for the training	1. Click on Training Search	Training Search
	2. Enter search criteria for the training; this could e.g. be a course title or course number	Search course title search Search course number search Search keywords search
	3. Click Start Search	start search
Book the training	 Select the training you want to book and click the shopping cart icon to book the training 	ŧđ
	 In the right side of your screen the booking will appear. Click Book the selected courses to continue 	Book the selected courses ☐
	3. Click the Next button	next
	 Click the Complete button A booking confirmation will be sent to the participant via email 	Complete