

How to book a training for a user

Phase	Explanation	Navigation
Find the user	<ol style="list-style-type: none"> From the main SG Training Web page go to 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 Click the Search button 	
Login as the user	<ol style="list-style-type: none"> Find the user you need to book training for and click the Login as button. 	
Search for the training	<ol style="list-style-type: none"> Click on Training Search Enter search criteria for the training; this could e.g. be a course title or course number Click Start Search 	
Book the training	<ol style="list-style-type: none"> Select the training you want to book and click the shopping cart icon to book the training In the right side of your screen the booking will appear. Click Book the selected courses to continue Click the Next button Click the Complete button A booking confirmation will be sent to the participant via email 	