# TAS - Book a course for myself

# How to book a classroom course for myself using TAS

When booking a course, if you are not already logged in, the booking process will prompt you to log in. This guide shows this method.

## **Prerequisites**

You must be logged into your registered and verified TAS account. If you need help logging into TAS please review the help guide <u>TAS - How to login</u>

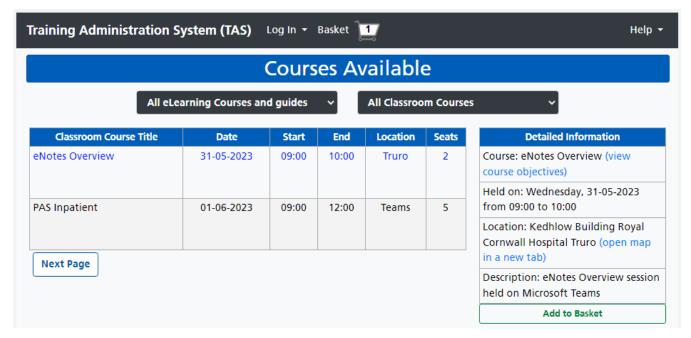
You must not already be booked for the selected course, The booking process will notify you that you are already booked and prompt you to select a new course.

# **Booking the course**

#### Selecting your course

Please note that if you are sent a link to a course offering then that course will be automatically added to your basket.

Locate the course you want to book on the Courses Available page.



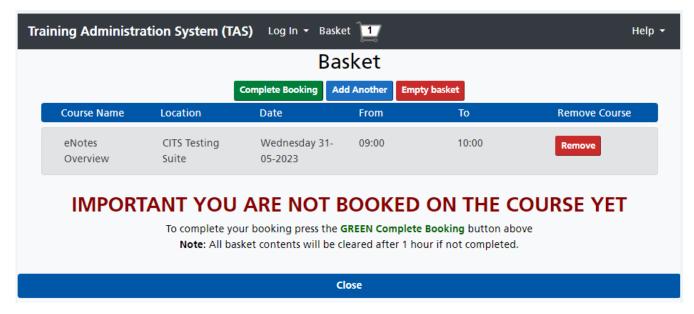
Click the row of the course offering.

The right hand 'Detailed Information' panel will display the course details including:

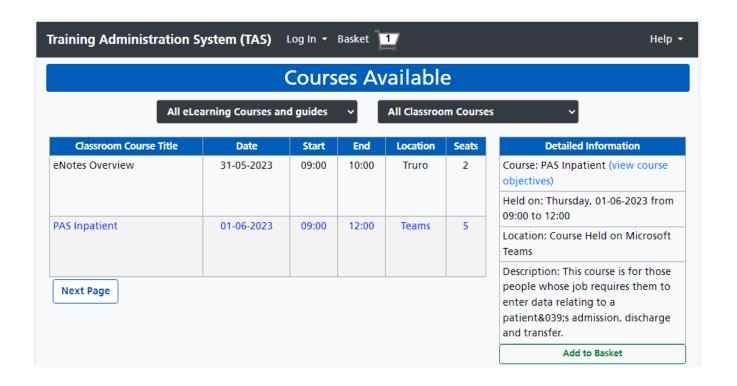
- Course with a view course objectives link in brackets
- Held on date and time
- Location the location may be a physical location with a map link within brackets, or a training session held on Teams
- Description a brief description of the course

#### Add the course to the basket

Click the Add to Basket button. The Basket page will open displaying a summary of the course.



You can book single courses or multiple courses at one time. Click the Add Another button to return to the Courses Available page. To reopen the basket without adding a new course, you can click the Basket on the top menu bar.



Click to highlight the next course and again click the Add to Basket button. The Basket page will open this time listing a summary of each course in the basket. You can repeat this process for all courses you want to add to the basket.

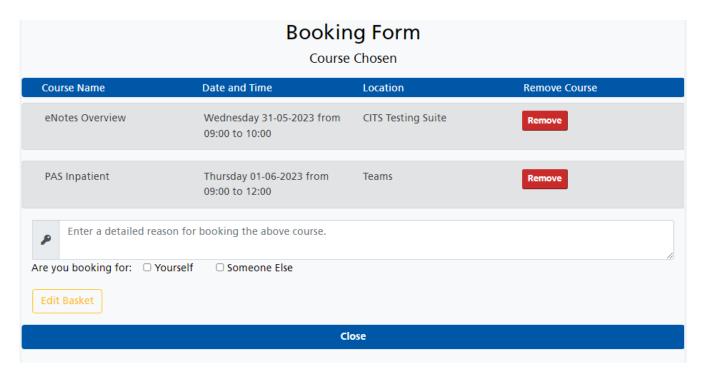


Please note that if you leave courses in your basket for more than one hour, the basket will automatically empty. Clicking the Empty basket button will remove all courses listed in your basket. Clicking the Remove button at the end of the course summary row will remove that item.

### Complete the booking

Click the Complete Booking button. It is at this point if you are not logged into TAS you will be prompted to login. If you need help logging into TAS please review the help guide <u>TAS - How to login</u>.

Once logged in the Booking Form page will automatically open.



Some courses may require you to enter a reason for booking the course, these courses are provisionally booked pending vetting by the IT Training staff. Type in the reason for booking, different courses may also ask you to enter a reason for each individual course.

P	This course is required for my job role.

For Are you booking for: tick the Yourself box. If you are booking for a colleague, please review the help guide <u>TAS - Book a course for a colleague</u>.

Are you booking for:	Yourself	□ Someon	e Else
Do you have any speci	al requirement	ts?* 🗆 Yes	□No
Is your Manager awar	e of your requ	est?* 🗆 Yes	□No

For the question 'Do you have any special requirements?', Ticking 'Yes' will ask you to type in details of any special requirements.

Do yo	ou have any special requirements?* 🗾 Yes 🗆 No
₽	Enter details of special requirements.

Ticking No does not ask the question.

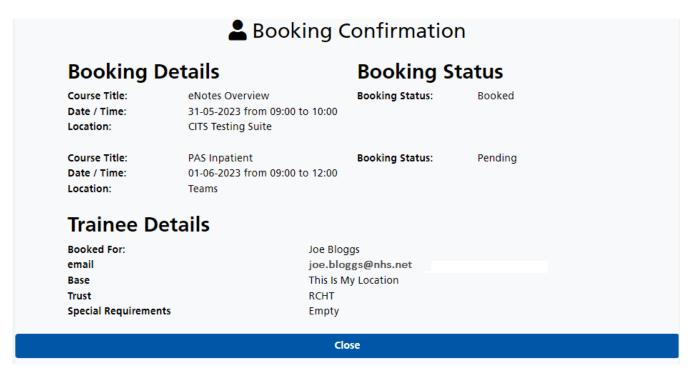
Ticking either Yes OR No to the question 'Is your Manager aware of your request? will display your manager contact details recorded in your user profile. You can change these details.



Click the **Continue to book course** button.

## The booking confirmation

The Booking Confirmation page will be displayed listing each course booking and it's status, and a summary of your details. Email confirmations will be sent to you and a copy to your manager for each course you have booked.



Your user profile will now contain an entry for each course in the 'Booked Classroom Courses' panel of your student training record, clicking one of these entries will open your course booking details. For help cancelling a booked course please refer to the help guide <u>TAS - Cancel my course booking</u>

# Viewing your email bookings

Open your email application, for example NHS Mail.

Subject	Correspondents	Date ∨
IT Training course booking - Pendin	Cornwall IT Training	10:43
IT Training course booking - booking	Cornwall IT Training	10:43

Your IT Training course booking emails will be displayed. A provisionally booked email will contain the word Pending in the subject. Opening the email will display the contact information specific to the course including the date, time and location.

#### **Training Administration System Notification**

#### Course booking - booking

Dear Joe

Important: Ensure you can login to your TAS account as you will be required to do this during your training. We suggest you have your login name & password at hand for when you need to do this. TAS account.

If you require assistance with this, please seek it "before" the course date, contact IT Training via cornwall.ittraining@nhs.net

Also If you need to review, amend or cancel login to your TAS account, access your User User Profile and booked courses.

Student: Joe Bloggs Course: eNotes Overview Location: CITS Testing Suite

Address: Kedhlow Building Royal Cornwall Hospital Truro

Date: 31-05-2023 Times From: 09:00 Times To: 10:00

Booked by: Joe Bloggs

Catering and Refreshments:

Catering facilities are available from the Mullions Cafeteria in the main hospital.

Directions

Within the Kedhlow Building, use the buzzer to contact admin team who will inform staff of your arrival.

Regards
Cornwall IT Training
Email: cornwall.ittraining@nhs.net

Once the provisionally booked course has been confirmed or denied and cancelled, you will receive an email informing you of the decision.

Before the date of the course you will also receive a booking reminder email containing a summary of your booking.

Online URL: <a href="https://elearning.cornwall.nhs.uk/site/kb/article.php?id=312">https://elearning.cornwall.nhs.uk/site/kb/article.php?id=312</a>