


Digital Training Portal (TAS) - Book a course for a colleague (for non-eCare roles)



How to book a classroom course for a colleague

The method given in this guide is for non-eCare role based courses. Role courses can only be booked through My Roles within the left menu bar. Please note that this functionality will be made available for the eCare rollout.

Prerequisites

You must be logged into your registered and verified TAS account. If you need help logging into TAS please review the help guide [Digital Training Portal \(TAS\) - How to login](#)

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

Booking the course

Selecting the course

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.

The 'Booking Form' page will 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.

For Are you booking for: tick the **Someone Else** box. If you are only booking

for yourself, please review the help guide [Digital Training Portal \(TAS\) - Book a course for myself \(non eCare role\)](#)

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

Ticking the **No** box does not ask the question.

Ticking the **No** box for the question 'Are you the manager of this person?' will require you to type in the manager's contact details. Ticking **Yes** will add YOU as the manager of this person.


Click the **Continue to book courses for another person** button. The 'Search for and add the Student' page will open.

Search for and add the Student

Course Chosen

Course Name	Date and Time	Location	Remove Course
PAS Inpatient	Thursday 01-06-2023 from 09:00 to 12:00	Teams	Remove
eNotes Overview	Wednesday 31-05-2023 from 09:00 to 10:00	CITS Testing Suite	Remove

Find the student



[Search](#)

[Complete booking for selected student](#)

Type into the search box a partial name of the student, then click the **Search** button



Search for and add the Student

Course Chosen

Course Name	Date and Time	Location	Remove Course
eRostering (Healthroster)	Tuesday 10-06-2025 from 09:00 to 16:00	B10 Knowledge Spa	Remove

Find the student

Select your Student:

	Joe Bloggs	joe.bloggs@nhs.net
	Joanne Bloggs	joanne.bloggs@nhs.net

Student not found?

If the student is not found, and you are using the correct email address, then they do not yet have a TAS account. [Please inform them to read](#) and register with NHS email address. You can only book students who have accounts.

A list of possible student matches will be displayed below the search box.

If the colleague is listed, click to highlight the row, then click the **Complete booking for the selected student** button. Please ensure that you choose the correct person.

The Booking confirmation screen will be displayed and your colleague will receive booking emails.

If the student cannot be found

If you cannot find the student's name, you will need to ask your colleague to register for a Digital Training Portal account. Once your colleague has registered you can then use the method outlined within this guide, or your colleague can self book for the course.

The booking confirmation

The Booking Confirmation page will be displayed listing each course booking and it's status, and a summary of your colleague's details. Email confirmations will be sent to your colleague and a copy to their manager for each course you have booked. The TAS account registration details will also be sent by email to your colleague if you had registered them on their behalf.

Your colleague's user profile will now contain an entry for each course in the 'Booked Classroom Courses' panel of their student training record.

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

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

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=313>