

How to book training via CoSy

Once you have identified what training is required for the level of system access needed, please refer to the guidance below.

Training available to complete via CoSy

The following table lists all of the required online training to complete via the University's Course Booking system, [CoSy](#). Although the Individual User Agreement isn't a course, it needs to be booked in the same way as the other courses.

If you haven't used CoSy before, you will be asked to register before booking the courses.

Only complete the training required for your level of access.

Course title	Format	Provided by
Introduction to PeopleXD	eLearning	Human Resources (University)
Recruitment Navigation	eLearning	Human Resources (University)
People Management Navigation	eLearning	Human Resources (University)
Approve Staff Requests	eLearning	Human Resources (University)
Approve Pay	eLearning	Human Resources (University)
Individual User Agreement	Knowledge Document	Human Resources (University)
Information Security and Data Privacy Awareness 2021/22	eLearning	CoSy Connect

Book training

The best way to search for courses is to enter the **Training Provider** (see list above) and click **Search**, see following screenprint:

The screenshot shows the 'Course search' interface. Under 'Search criteria', the 'Training Provider' dropdown is set to 'Human Resources (University)'. There are also fields for 'Course Title/Keyword' and 'Type of course' (set to 'Any'). Below these are checkboxes for 'Only show courses where I have completed the preferred awards' and 'Show courses with no dates'. A 'Date Range' section includes 'From' (27/01/2022) and 'To' (dd/mm/yyyy) fields. At the bottom, the 'Search' button is highlighted with a red box, next to a 'Show All' button.

This will then list all of courses from the training provider selected, see example below. Click in the **Action** column against the relevant course and follow the instructions on screen to book the training.

Search results		
Course	Type	Action
HRS PM: Appointing - new starters and new appointments (PeopleXD)	E-learning	▼
HRS PM: Approve Pay (PeopleXD)	E-learning	▶
HRS PM: Ending appointments (PeopleXD)	E-learning	▶
HRS PM: People Management navigation (PeopleXD)	E-learning	▶
HRS R: Managing applications (PeopleXD)	E-learning	▶
HRS R: Offering employment and managing rejections (PeopleXD)	E-learning	▶
HRS R: Preparing the vacancy for advertising (PeopleXD)	E-learning	▶
HRS R: Recruitment navigation (PeopleXD)	E-learning	▶
HRS: Approve Staff Requests (PeopleXD)	E-learning	▶
HRS: Individual User Agreement - open document to read and agree to terms (PeopleXD)	Documents	▶
HRS: Introduction to PeopleXD	E-learning	▶

Complete your training

Once you have booked all of your training, you can find and complete the training you have booked from the **My eLearning** tile from [CoSy dashboard](#).

Individual User Agreement

The Individual User Agreement will be available from the **My Knowledge Documents** tile, see details below (once you have booked it)

1. Open the document, by clicking 'Individual User Agreement (open document to read and agree to terms)' and then click 'Individual User Agreement.docx'
2. Read through parts 1 and 2 of the agreement and declaration
3. Close the document and return to CoSy
4. Click the back button in your browser
5. Click 'Mark Complete' and 'OK' to confirm that you agree to the terms