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 <u>all</u> of the required online training to complete via the University's Course Booking system, <u>CoSy</u>. Although the Individual User Agreement isn't a course, it needs to be booked in the same way as the other courses.

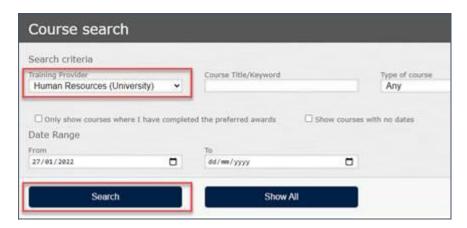
If you haven't used CoSy before, you will be asked to register before booking the courses.

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 | Human Resources (University) |
| | Document | |
| | | |
| Information Security and | eLearning | CoSy Connect |
| Data Privacy Awareness 2021/22 | | |

Book training

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



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.



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 <u>CoSy dashboard</u>.

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