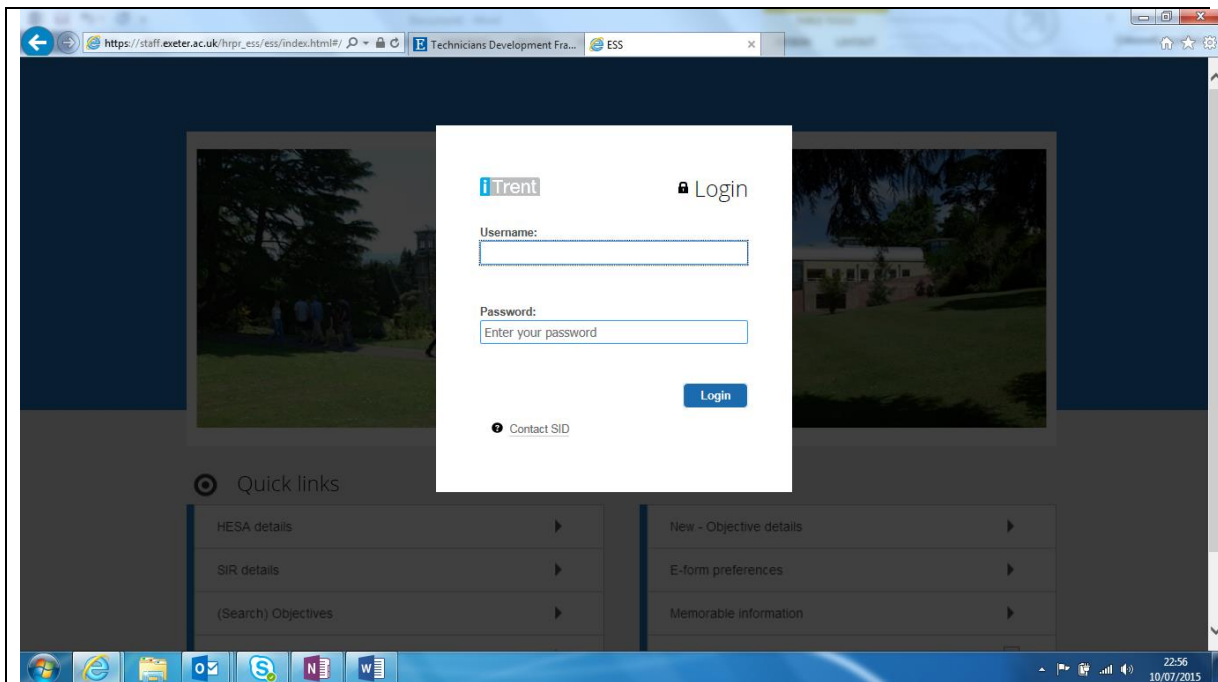


Adding course/training events to your Trent personal Learning account



The screenshot shows a web browser window with the URL https://staff.exeter.ac.uk/hrpr_ess/ess/index.html#/. The page features a central login form for 'iTrent' with the following fields:

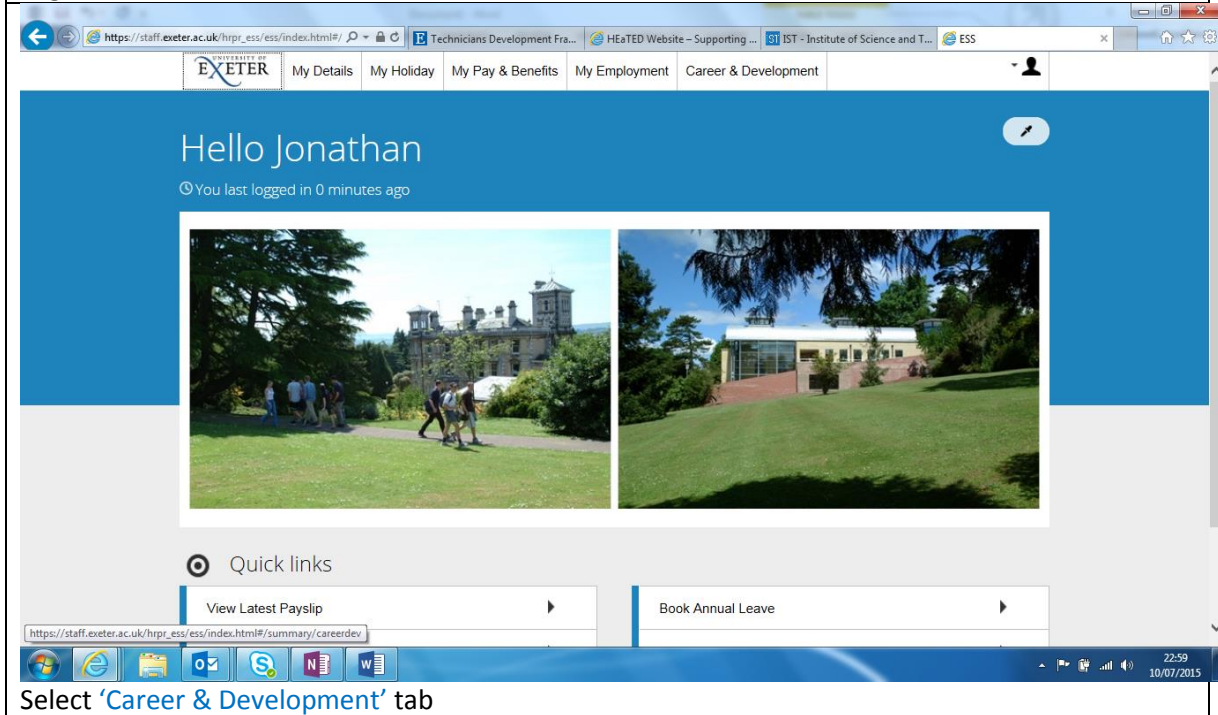
- Username:** [Text input field]
- Password:** [Text input field with placeholder 'Enter your password']
- Login:** [Blue button]
- Contact SID:** [Link]

Below the login form, there is a 'Quick links' section with several menu items:

- HESA details
- SIR details
- (Search) Objectives
- New - Objective details
- E-form preferences
- Memorable information

The Windows taskbar at the bottom shows the time as 22:56 on 10/07/2015.

Log in to [Trent Self Service](#)



The screenshot shows the 'Trent Self Service' dashboard for a user named Jonathan. The page includes a navigation menu with the following tabs:

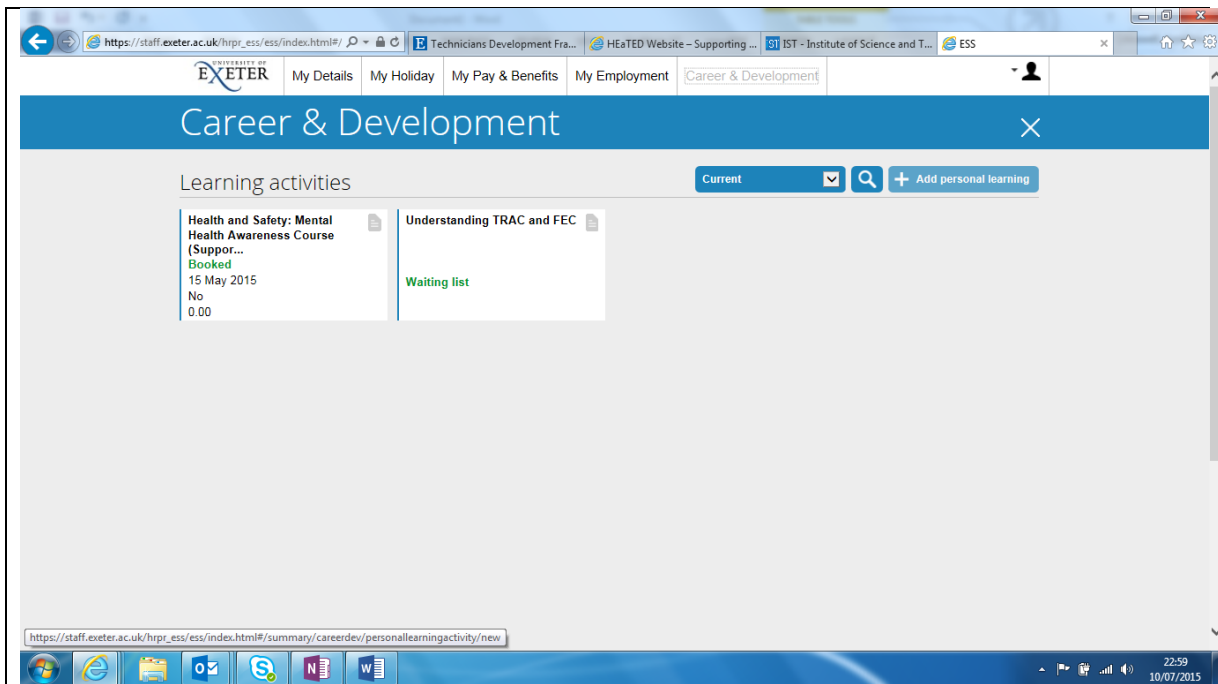
- My Details
- My Holiday
- My Pay & Benefits
- My Employment
- Career & Development

The main content area displays:

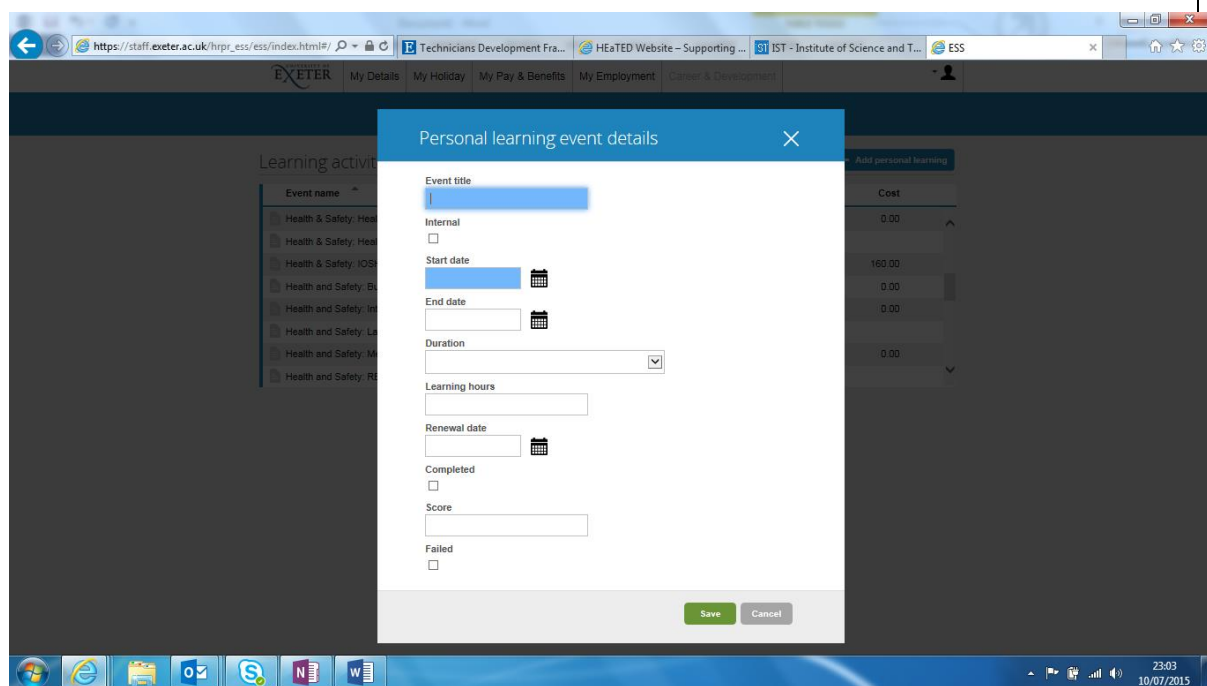
- Hello Jonathan**
- You last logged in 0 minutes ago**
- Two large images of the University of Exeter campus.
- Quick links** section with two buttons: [View Latest Payslip](#) and [Book Annual Leave](#).

The Windows taskbar at the bottom shows the time as 22:59 on 10/07/2015.

Select 'Career & Development' tab



Select '+ Add Personal Learning'



Complete all relevant boxes.

- Event Title should be the official name of the training/course (as issued on the certificate if you have one).
- Tick internal if it was delivered through in-house or internal training.
- Learning hours should be 7.3 for a full day, or the exact amount rounded up to the nearest hour.
- Renewal date should be completed if the training has an expiry date (such as First Aid).
- Tick the 'completed' box
- Add a score (if relevant) – if not leave blank
- Click 'save' to complete the process.

The screenshot shows a web browser window with the URL https://staff.exeter.ac.uk/hrpr_ess/ess/index.html#/. The page title is "Career & Development" and it features a navigation menu with options like "My Details", "My Holiday", "My Pay & Benefits", "My Employment", and "Career & Development".

The main content area is titled "Learning activities" and includes a filter set to "Completed". Below this is a table with the following data:

| Event name | Status | Start date | Failed? | Renewal | Cost |
|----------------------------------|-----------|-------------|---------|---------|--------|
| Health & Safety: Health, Saf... | Completed | 22 Jan 2014 | No | | 0.00 |
| Health & Safety: IOSH Mode... | Completed | 6 Nov 2013 | No | | 160.00 |
| Health and Safety: Building... | Completed | 19 Sep 2014 | No | | 0.00 |
| Health and Safety: Introducti... | Completed | 10 Dec 2012 | No | | 0.00 |
| Health and Safety: Laser Sy... | Completed | 26 Feb 2014 | No | | 0.00 |
| Managing Staff Performance... | Completed | 11 Jun 2013 | No | | 50.00 |
| Managing Wellbeing - Best... | Completed | 12 Mar 2015 | No | | 50.00 |
| PDR Training for Reviewers... | Completed | 12 Nov 2012 | No | | 50.00 |

If you select 'completed' you should now see your training in your Trent record.

Note: all courses/training entered via this method will appear in a separate 'personal learning events' table in your line managers [Trent People Manager](#) HR system.