

# iTrent Self Service PGR User guide

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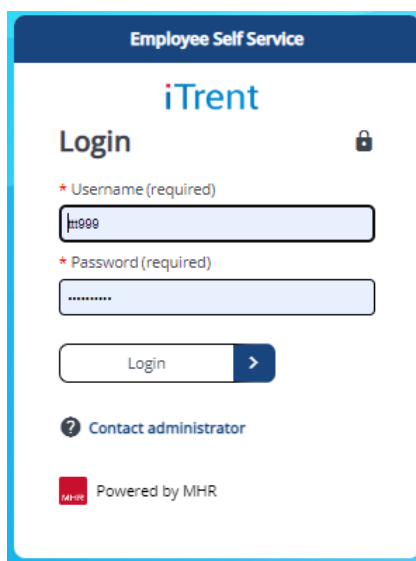
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# Welcome

This is the PGR User Guide for iTrent Self Service. This is a tool that allows PGR students to record holiday, sickness and other absence.

**To log in to the iTrent Self Service system, click [here](#).**

**Use your Student username and password to log in.**

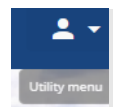
The screenshot shows the 'Employee Self Service' login interface for iTrent. It features a blue header with the text 'Employee Self Service'. Below the header, the iTrent logo is displayed. The main section is titled 'Login' and includes a lock icon. There are two input fields: 'Username (required)' with the text 'm900' and 'Password (required)' with masked characters. A 'Login' button with a right arrow is positioned below the password field. At the bottom, there is a link 'Contact administrator' with a question mark icon and a footer that says 'Powered by MHR' with the MHR logo.

***iTrent Self Service is available on all mobile devices.***

## IMPORTANT SECURITY ADVICE

As this Self-Service system includes some very sensitive information about you it is important that you use it responsibly to ensure that the security of your personal information is maintained. You should therefore always log out of Self Service once you have finished using it and should never let anyone know your University username & password.

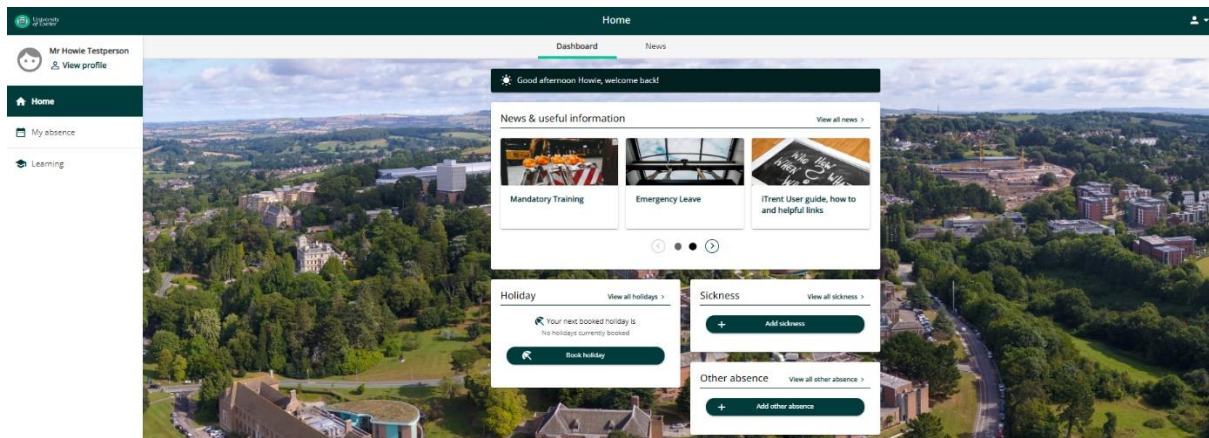
To log out of Self Service always click on 'Sign out' which can be found in the Utility menu in the top right-hand corner. Alternatively, please ensure you close the browser or tab as this will log you out automatically.



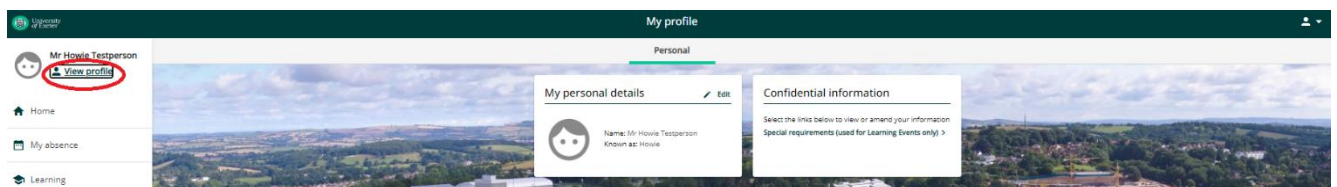
For information on how we manage and store data click [here](#).

# Navigation of iTrent Self Service

When first logging into iTrent Self-Service you will be met with the Home screen which brings together news and useful information and absence details.



From there you can view your profile, book annual leave, sickness and other leave.




Clicking on 'View profile' (circled red above) will allow you to view and edit personal details and special requirements.

My profile

[Back to Personal](#)

My personal details



\* Surname (required)

Testperson

\* Forename (required)

Howard

Forename 2

Forename 3

Preferred name

Howard

Additional fields

Please copy and paste the information from your ILP into the detail box below

Please note that if you are not providing a separate medical certificate for an absence of more than 7 days, it is your responsibility to ensure the reasons for the absence are covered by your ILP.

ILP detail

some ILP blurb

Save

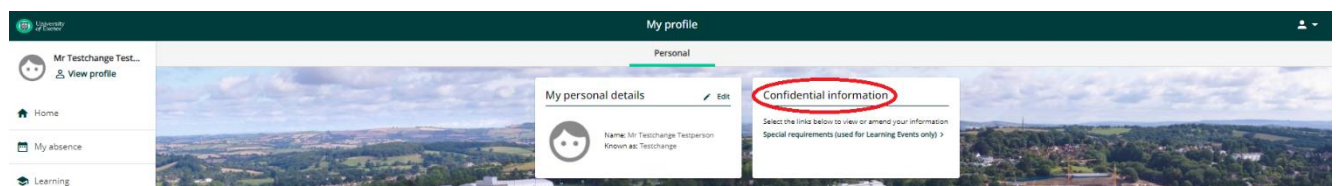
Cancel

If you want to change your name, this must be done in the Student Record System. To do this, you must either log an enquiry via SID online or bring an official document, such as your passport, driving licence or marriage certificate to the Student Information Desk (Forum Building, Streatham Campus or Info at St Luke's) or Registry Services in the Peter Lanyon Building, Penryn Campus.

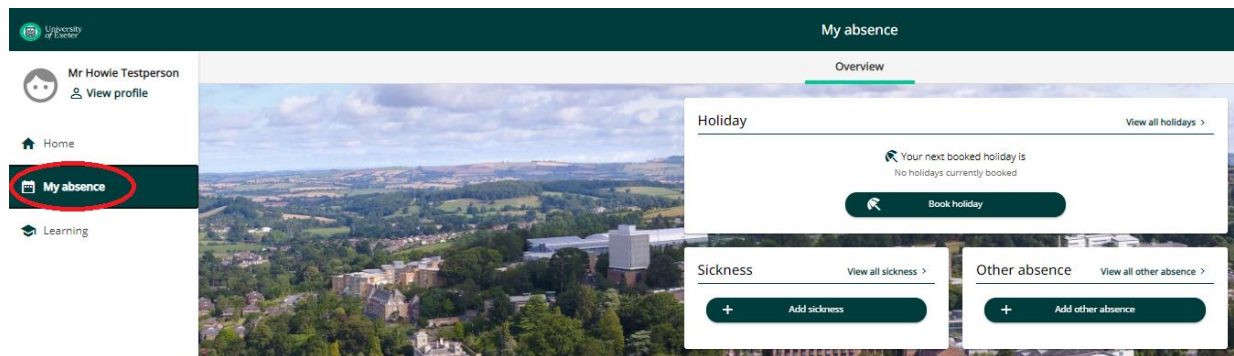
Within 'My personal details' you have the opportunity to add Individual Learning Plan (ILP) details. If you are not providing a separate medical certificate for an absence of more than 7 days, you will need to ensure the absence is for a reason covered by your ILP and that the information is entered in the 'ILP detail' field.



Within the 'Confidential information > Special requirements' section (see below) you can record details of any special requirements and mobility constraints. This is used for learning events management only.



**Absences** (inc holidays, sickness, compassionate, armed forces reservist leave, jury service, study leave, emergency leave, carer's leave, parental leave)



Go to  [My absence](#)

This screen allows you to view scheduled annual leave dates (View all holidays), book annual leave, record sickness, view your historic sickness record (View all sickness) and record 'Other absence' which includes compassionate, armed forces reservist leave, jury service, and study leave.

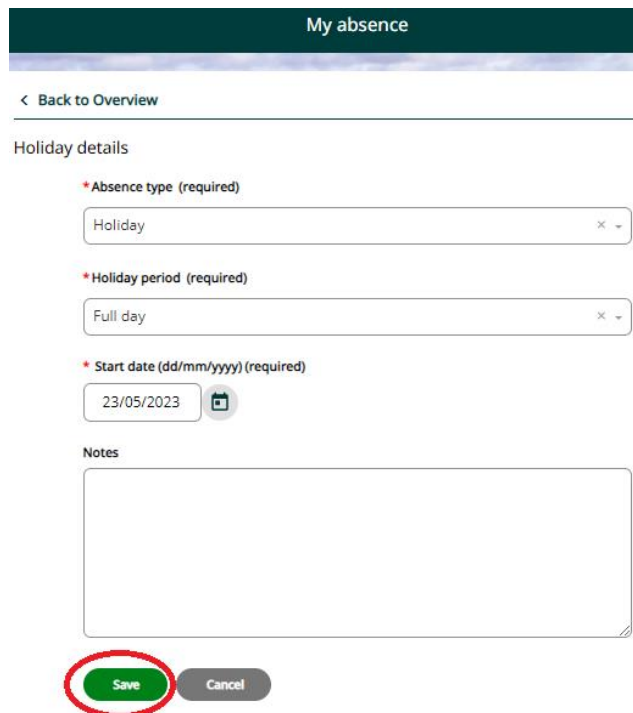
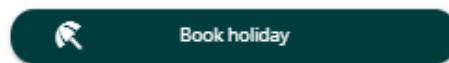
**Absence period:** There are various options 'Full day', 'More than one day' or 'Part day'. Depending on which one you choose, other context-sensitive menus may appear.


- **Part day:** This option allows you to request part of a single day's annual leave or report part of a single day's sickness. If you select this, you will be prompted for the Start Date and another menu ('Morning or afternoon') will appear. To request/report a half day's absence, select 'Morning' or 'Afternoon'.
- **Full day:** This option allows you to request/report a full single day's absence. You will be prompted for the Start Date.
- **More than one day:** This option allows you to request/report one or more consecutive full days' leave. If you select this, you will be prompted for the start and end dates of your leave.

## Recording Annual Leave

Click on the section  My absence

To request annual leave, click on

A screenshot of the "My absence" form. At the top is a dark green header with the text "My absence". Below it is a light blue banner. A link "< Back to Overview" is on the left. The form is titled "Holiday details" and contains three required fields: "Absence type (required)" with a dropdown menu showing "Holiday", "Holiday period (required)" with a dropdown menu showing "Full day", and "Start date (dd/mm/yyyy) (required)" with a date input showing "23/05/2023" and a calendar icon. Below these is a "Notes" section with a large text area. At the bottom are two buttons: "Save" (green) and "Cancel" (grey). The "Save" button is circled in red.

- Select an absence period (Part day, Full day or More than one day)
- Enter the start date (and end date if 'More than one day')
- Click on 

### Editing/deleting leave

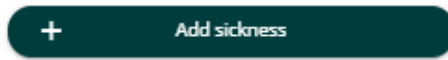
To change *future* absences click on 'View all holidays' and select the relevant period of leave. For absences in the *past*, contact your [PGR Support Team](#) to make the changes.


## Recording Sickness Absence

Click on the section



And then, click on



- Select an absence reason from the drop down list
- Select an absence period (Part day, Full day or More than one day)
- Enter the start date (and end date if 'More than one day')
- Click on 

NB Please note that if you are not providing a separate medical certificate for an absence of more than 7 days, it is your responsibility to ensure the reasons for the absence are covered by your ILP.

Details of your ILP can be viewed/recorded under 'View Profile>My Personal Details'

[< Back to Overview](#)

### Sickness details

This form should only be used for short-term absences and not used as an alternative to interruption. If you are not able to interrupt, please contact your PGR Support Team.

Please note that an absence of more than 7 days must be supported by separate medical evidence or an ILP. Medical certificates should be sent to your PGR Support Team who will upload this against your sickness absence. If you have an ILP you can enter details of it against your profile. It is your responsibility to ensure the reasons for the absence are covered by your ILP.

Please see the User Guide for more information.

\* Absence type (required)

\* Absence reason (required)

\* Sickness period (required)

Notes

**IMPORTANT:** Please note that an absence of more than 7 days must be supported by separate medical evidence or an ILP. Medical certificates should be sent to your [PGR Support Team](#) who will upload this against your sickness absence. If you have an ILP you can record this under 'View Profile>My Personal Details'. It is your responsibility to ensure the reasons for the absence are covered by your ILP.

#### Editing/deleting sickness

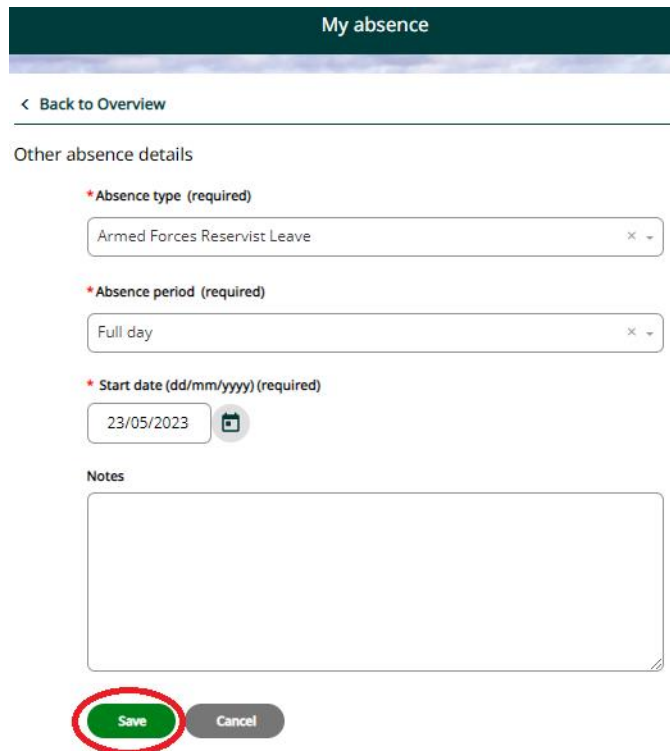
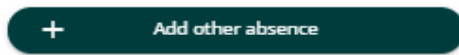
To change *future* absences click on 'View all sickness' and select the relevant period of leave. For absences in the *past*, contact your [PGR Support Team](#) to make the changes.


**Recording Other Absence** (such as armed forces reservist leave, compassionate leave, jury service, study leave, emergency leave, carer's leave, parental leave).

Click on the section



Click on

A screenshot of a web form titled "My absence". At the top is a dark green header with the title. Below it is a light blue bar with a "< Back to Overview" link. The main section is titled "Other absence details" and contains three required fields: "Absence type" with a dropdown menu showing "Armed Forces Reservist Leave", "Absence period" with a dropdown menu showing "Full day", and "Start date" with a date input showing "23/05/2023" and a calendar icon. Below these is a "Notes" section with a large text area. At the bottom are two buttons: a green "Save" button (circled in red) and a grey "Cancel" button.

- Select the Absence type from the drop down list.
- Select an absence period (Part day, Full day or More than one day)
- Enter the start date (and end date if 'More than one day')
- Click on 

**IMPORTANT:** Please note that most types of 'other absence' should be supported by evidence (for example, official communications about Jury Service, or an Order of Service or death certificate for compassionate leave). Your evidence should be sent to your [PGR Support Team](#) who will upload the evidence against the relevant absence record. For further information, please see the [Postgraduate Student Absence Policy](#) and the [Postgraduate Research Absence Stipend Payments Policy](#).

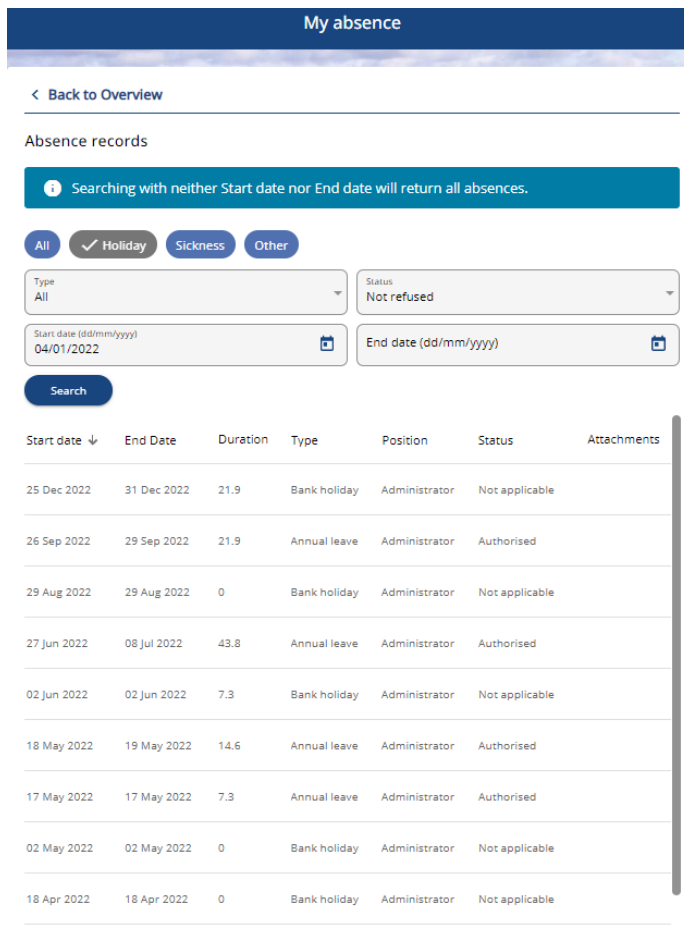
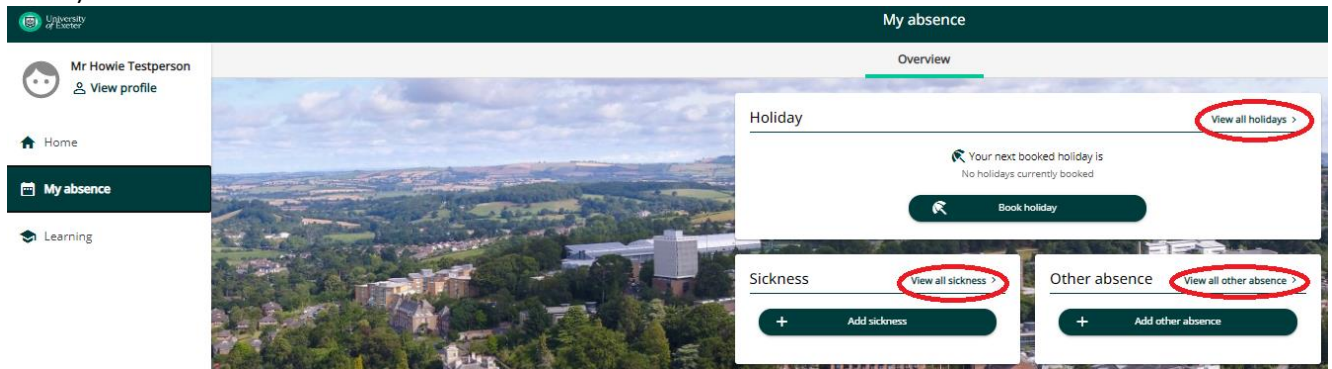
#### Editing/deleting leave

To change *future* absences click on 'View all other absence' and select the relevant period of leave. For absences in the *past*, contact your [PGR Support Team](#) to make the changes.



## Viewing scheduled holiday dates, sickness absences and other types of leave

Whilst in the 'My absence' section click on the relevant link e.g. 'View all holidays' (see below circled in red):



Regardless of which link you choose, you can use these filters to view the dates of holidays, sickness and other leave.

Absence calculations run overnight which populates duration. NB in some instances the duration will not display; this is a known issue which should be resolved soon.

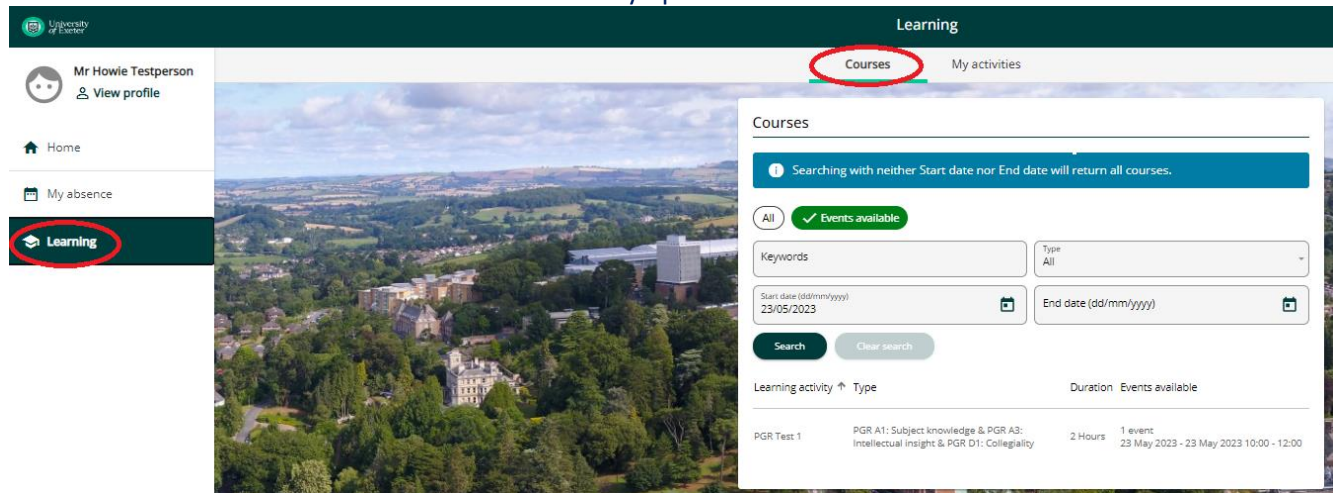
### Editing/deleting leave

To change *future* absences click on the relevant 'View all holidays/sickness/other absence' and select the relevant period of leave. For absences in the *past*, contact your [PGR Support Team](#) to make the changes.

# Booking Learning Events


## How to book a course

Click on the section  Learning which automatically opens to the 'Courses' tab.



Search for a course by entering a keyword with the wild card character \* eg '\*writing'. Alternatively, you can visit the [Doctoral College website](#) (to identify the course title you wish to search for).

Once you've identified the course click on it. This will show the full details for the course, the dates available, including how many spaces are available.

If there are no spaces available for your chosen course, you can use the  button to add yourself to the waiting list. Please note that those on the waiting list will be contacted when new dates are arranged.

If there is a space available, click on  – this will take you to the 'Course booking details' screen (see below).

Enter the relevant details and  
click 

#### Course booking details

Close X

##### PGR Test 1 (PGR10001)

###### Course information

Date: 23 May 2023 - 23 May 2023

Time: 10:00 - 12:00

###### Event booking details

\* Cancel reason (required)

Please choose

☐ Join waiting list

###### Objectives

By the end of the session, participants will have

- build at least 1 case study for your CV that demonstrates a specific achievement and skill
- critically evaluate your existing CV to assess its readiness for labour market
- identify and use the 3 golden rules for a market ready CV
- learn how key words and phrases are used and scanned by ATS CV tracking systems to sift and select candidates
- recognise the key differences between academic CVs, chronological CVs and competency/ skills based CVs

###### Other participants

PGR - Computer Science, Mr Howie Testperson

###### Other information

Origin of request	Employee request
Reason	PGR Development Request
Mobility constraints	No

#### Course booking details

Close X

##### ASPIRE PRP Guidance Workshop (SFHEA) (20223)

###### Course information

Date: 05 Apr 2022 - 05 Apr 2022

Venue: Delivered Virtually

Time: 10:30 - 12:30

###### Event booking details

Origin of request

Please choose

Reason


Please choose

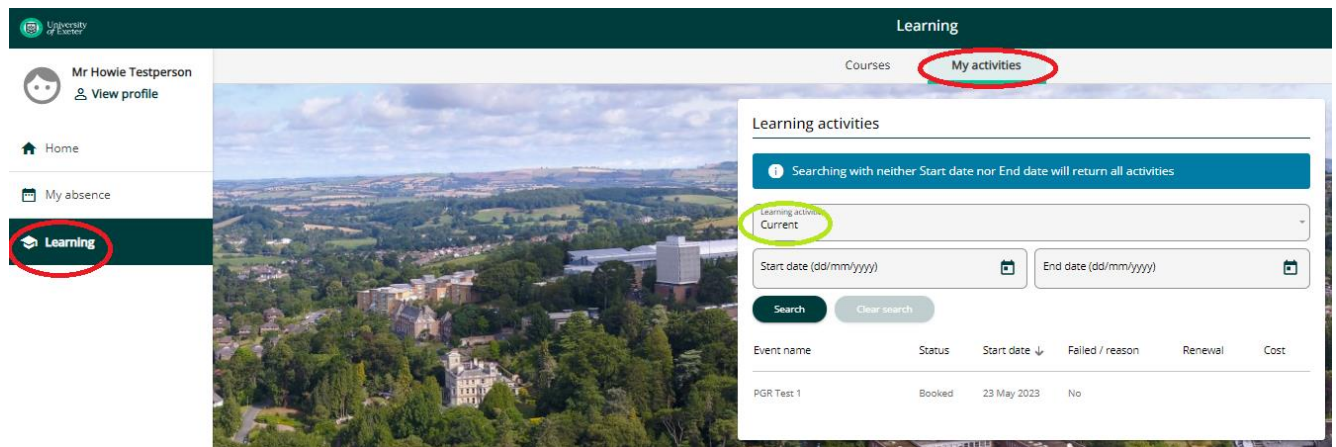
Learning objectives

Your booked course will appear as a new learning activity on the 'My activities' tab.

When you book or cancel a learning activity you will receive confirmation via email. You will also receive a calendar appointment. You should open the calendar appointment and save and close it to add the course to your calendar.


### Viewing booked and completed courses

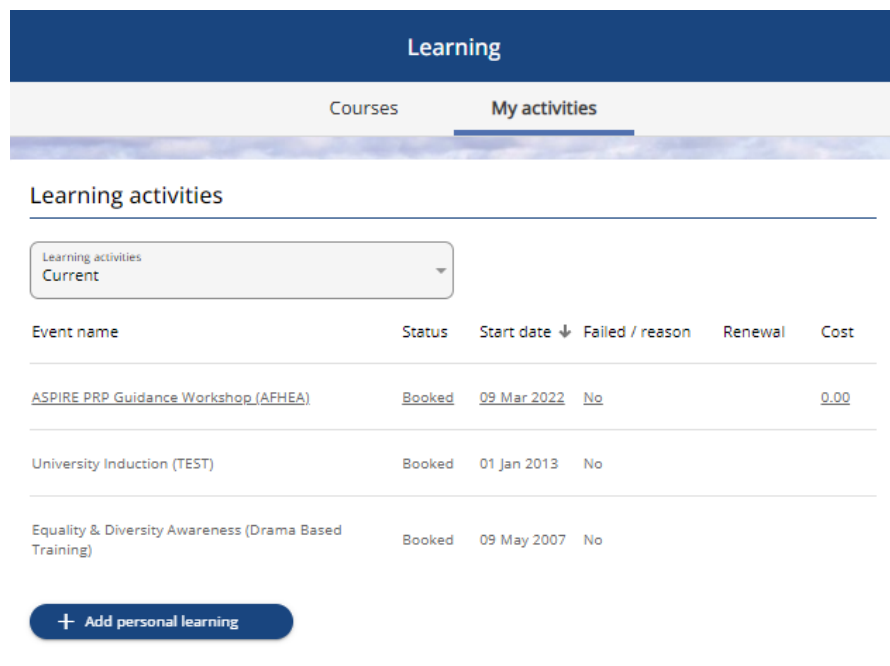
Click on the section  Learning and select the 'My Activities' tab.



This screen allows you to view all your learning activities whether current, booked, completed, cancelled or on a waiting list. To change the view, you can do this by using the filter to modify your view (circled in green above).

### How to cancel a course

Click on the section  Learning and select the 'My Activities' tab.



Click on the course you wish to cancel.

On the 'Course booking details' screen (see below) enter the reason for cancellation and select the **Save** button.

You can, at the same time as cancelling, join the waiting list for the course. You will then be automatically notified of further dates as they become available.

Learning

[< Back to My activities](#)

Course booking details

**ASPIRE PRP Guidance Workshop (AFHEA) (20221)**

Course information

Date: 09 Mar 2022 - 09 Mar 2022

Venue: Delivered Virtually

Time: 13:00 - 15:00

Event booking details

\*Cancel reason (required)

Please choose ▼

☐ Join waiting list

Other participants

Other information

Origin of request	Employee request
Reason	Personal development
Mobility constraints	No

Save
Cancel

The Learning>My activities screen also allows you to record personal learning activities.

Click on + Add personal learning and add details of any relevant training undertaken independently.

Learning

Courses
My activities

Learning activities

Learning activities  
Current ▼

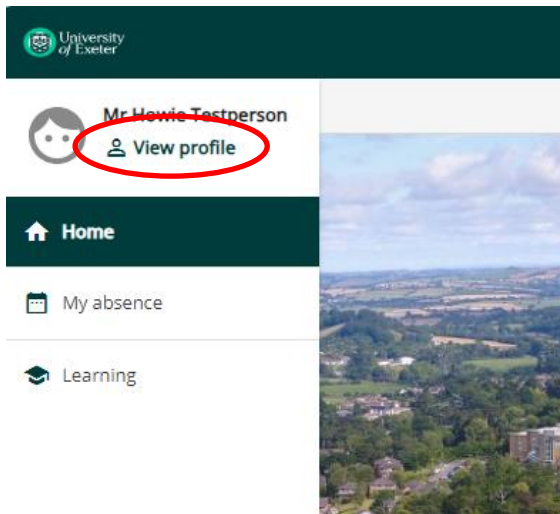
Event name	Status	Start date ↓	Failed / reason	Renewal	Cost
ASPIRE PRP Guidance Workshop (AFHEA)	Booked	09 Mar 2022	No		0.00
University Induction (TEST)	Booked	01 Jan 2013	No		
Equality & Diversity Awareness (Drama Based Training)	Booked	09 May 2007	No		

+ Add personal learning

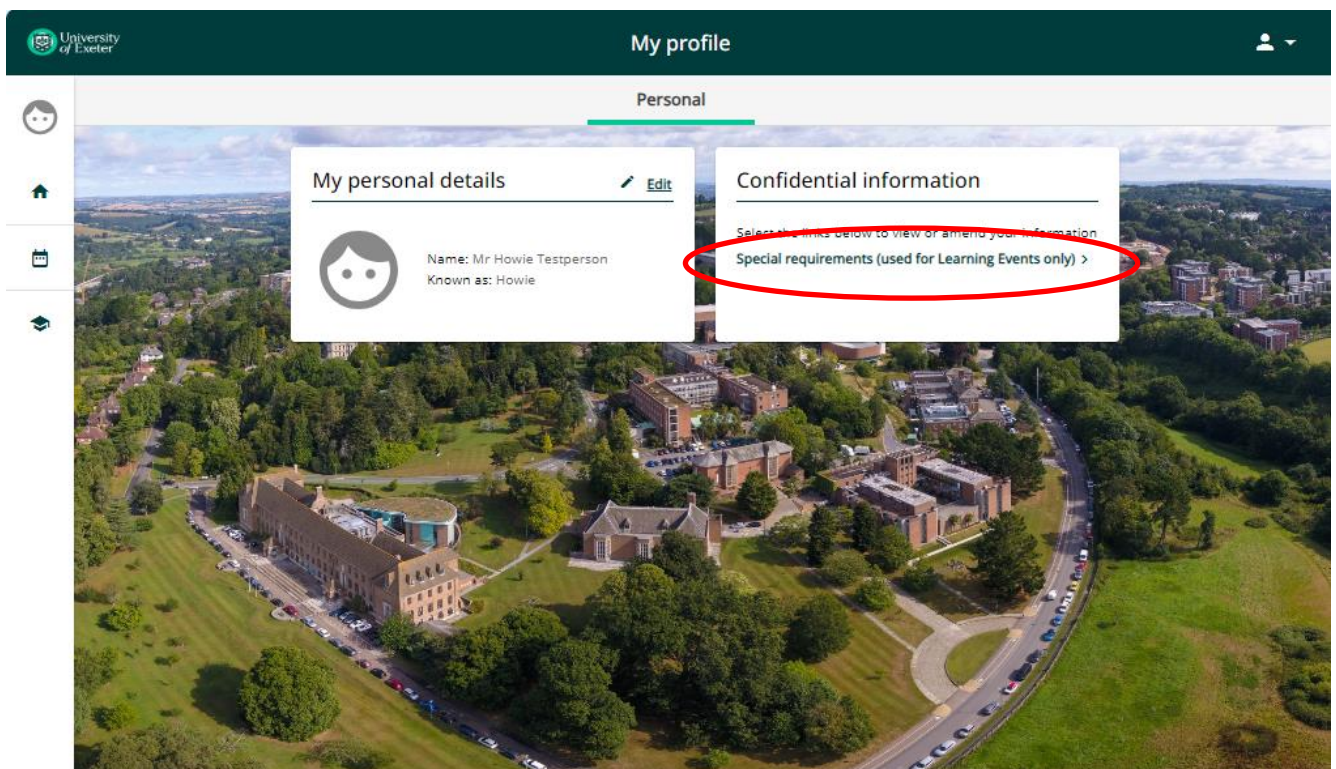


## Record special requirements (dietary and/or access requirements)

Click on View profile



Click on Special requirements (used for Learning Events only) in the Confidential information box.



Complete the information as appropriate and click Save. This information only needs to be completed once and will feed through to the Learning events information. If you're completing this information near to a session date or want to check any details, please contact [researcherdevelopment@exeter.ac.uk](mailto:researcherdevelopment@exeter.ac.uk).

[< Back to Personal](#)

Special requirements (used for Learning Events only)

Special request information (e.g. dietary requirements)

☐ Mobility constraints

Mobility constraints details

Save

Cancel