**Purpose:** This guide lists the steps required to search and apply for a University Staff Development training course.

Once your supervisor has approved a training application, you cannot withdraw from the course via MyAurion. To withdraw from a course, send an email to the Staff Development team (staffdev@uq.edu.au).

If you wish to delete an unapproved training application, select the course from the Pending Training Nominations grid and click on the Delete button provided in the top left-hand corner of the Pending Training Nominations Details detail panel.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Instruction – How to search and apply for a training course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>From the MyAurion tab, click the Training button to access the grids in the Training summary panel on the left-hand side of the Training portal, as shown below.</td>
</tr>
<tr>
<td>Steps</td>
<td>Instruction – How to search and apply for a training course</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Step 2</td>
<td>From the Available Courses grid, click the Expand icon (🔍). The grid now displays all available training courses.</td>
</tr>
</tbody>
</table>

You can use the Page Navigation buttons provided at the bottom of this grid to move through the list until the required course is located.

Alternatively, you can search for a specific training course by clicking the Search icon (🔍). When this icon is selected, the Available Courses grid expands to provide access to the Search frame, as shown below.
### Steps  
**Instruction – How to search and apply for a training course**

#### Step 2...
Complete one, some or all of the following fields provided within the Search frame, to search for a specific training course:

- **From / To** – Enter the date range that is to be searched
- **Type** – From the drop-down list provided, select Internal (you cannot search for an external course through MyAurion)
- **Look In** – From the drop-down list provided, select Scheduled Courses to find current offerings (you cannot enrol in an unscheduled course)
- **Course** – To view the available Course codes, click the Search arrow ( ) provided next to the Course field. The Select Course pop-up window displays. Use the Page Navigation buttons to scroll through the pages until the required course is located. Select the course you wish to view and click the Select button. Alternatively, enter the Course code directly into the code field provided to the right of the Course field.
  
  **Note:** The Select Course pop-up window provides access to further search functionality. Information on how to use this additional search functionality is provided at the end of this guide

- **Program** – To view the available Program codes, click the Search arrow ( ) provided next to the Program field. The Select Program pop-up window displays. Use the Page Navigation buttons to scroll through the pages until the required program is located. Select the program you wish to view and click the Select button. Alternatively, enter the Program code directly into the code field provided to the right of the Program field.
  
  **Note:** The Select Program pop-up window provides access to further search functionality. Information on how to use this additional search functionality is provided at the end of this guide.

**Note:** You do not need to enter the Program code if you have already selected a Course code.
### Step 3

When you have completed entering the search parameters, click the Search button provided at the bottom of the Search frame. The Search frame is closed and the Available Courses grid refreshes to display only those training course(s) that match the entered search parameters, as shown below.

<table>
<thead>
<tr>
<th>Available Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>Aurion Basic Training</td>
</tr>
</tbody>
</table>

### Step 4

From the Available Courses grid, select the required course from the list to view its details. The relevant information about the selected course displays in the Course Details detail panel on the right-hand side of the Training portal, as shown below.
<table>
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<tr>
<td><strong>Step 5</strong></td>
<td>From the Course Details detail panel, click the Apply button. The mandatory Reason field displays in the Course Details detail panel. Use the drop-down list provided to the right of the Reason field to select the reason for attending the training course.</td>
</tr>
<tr>
<td>Steps</td>
<td>Instruction – How to search and apply for a training course</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Step 6</strong></td>
<td>When the Reason field has been completed, click the Confirm Apply button provided at the bottom of the Course Details detail panel. The Confirm pop-up window is displayed, as shown below.</td>
</tr>
</tbody>
</table>

![Confirm pop-up window](image)

The following fields are displayed on the Confirm pop-up window:

- **Details** – The summary details relating to the training course
- **Send To** – The default supervisor to whom the request will be sent for approval.
  
  If the supervisor listed is not correct, enter the required supervisor’s UQ userid directly in the code field on the right. Alternatively, click the Search arrow (🔍) to access the search function, select Employee as your search parameter, complete the search fields and locate and select the name from the Select Send To list (for further information on using the search function, refer to the MyAurion Navigation guide)
- **Message** – Free text field where you may wish to include information to the supervisor (approver) in support of your request.

| **Step 7** | From the Confirm pop-up window, click the Save button. The training request is added to the Pending Nominations grid with a status of Unapproved. MyAurion sends an email to the supervisor requesting approval of the nomination. When approved, MyAurion sends an email confirming your request to your MyAurion Mail Inbox located on the Home tab. |
Using the Additional Search Functionality

The Select Course pop-up window and the Select Program pop-up window provide access to additional search functionality.

This additional functionality enables you to locate a specific training course without having to scroll through each of the training items listed in the Available Courses grid.

To access and use the additional search functionality, complete the following steps:

1. From the Available Courses grid, click the Search icon ( ). The Available Courses grid expands to provide access to the Search frame, as shown below.

2. From the Search frame, click the Search arrow ( ) provided to the right of the Course or Program fields. The Select Course pop-up window or the Select Program pop-up window is displayed. The following is an example of the Select Course pop-up window.

The Select Course pop-up window and the Select Program pop-up window provide access to all available Course and Program codes.
3. From the pop-up window, click the Search icon ( ) provided in the top right-hand corner. The pop-up window expands to provide access to the Search Criteria frame, as shown below.

![Search Criteria Frame](image)

**Note:** The fields displayed in the Search Criteria frame are dependent on the pop-up window that has been accessed.

4. Complete one, some or all of the following fields displayed in the Search Criteria frame:
   - For the Select Course pop-up window, the fields provided are as follows:
     - Description – Enter the full or partial course name in this field. **Note:** This field is case sensitive. For example, if you are searching for an Aurion training course and you enter ‘aurion’ or ‘aur’, no results will be returned. You must enter ‘Aurion’ or ‘Aur’
     - Code – Enter the full or partial Course code in this field
     - Status – From the drop-down list provided, select Active (you cannot apply for an inactive course)
   - For the Select Program pop-up window, the fields provided are as follows:
     - Program – Enter the full or partial program name in this field. **Note:** This field is case sensitive. For example, if you are searching for an Aurion training program and you enter ‘aurion’ or ‘aur’, no results will be returned. You must enter ‘Aurion’ or ‘Aur’
     - Program Code – Enter the full or partial Course code in this field. **Note:** This field is case sensitive. For example, if you enter an Aurion program code as ‘aurn10’ or ‘aur’, no results will be returned. You must enter ‘AURN10’ or ‘AUR’
     - Status – From the drop-down list provided, select Current (you cannot apply for a program that is not current).

**Note:** Do not press the Enter key on your keyboard, as this will automatically select the first item listed in the pop-up window.

5. Click the Search button provided in the bottom right-hand corner of the Search Criteria frame. The Search frame is closed and the pop-up window is refreshed to list only those Course or Program code(s) that match the entered search parameters, as shown below.
6. Select the required Course or Program code and click the Select button. The pop-up window is closed and the relevant field (Course or Program) in the Search frame for the Available Courses grid is populated with the selected code, as shown below.

![Available Courses grid](image1)

7. From the Available Courses grid, click the Search button. The Search frame for the Available Courses grid is closed and the grid is refreshed to list the located training courses, as shown below.

![Available Courses grid](image2)