

A. Introduction

Training Manager Online provides a secure facility to book ICT events delivered by the ICT Service and other teams. The benefits include the ability to:

- Search for courses by keyword (e.g. all or part of the course name)
- Check availability of places
- Check course aims & objectives and (if applicable) any pre-requisites
- Access training records for your school (those recorded in the Training Manager system)
- Use staff details already recorded in the Local Authority's HR system (therefore no need to enter them again in Training Manager)
- Receive confirmation via e-mail (to the general 'office' e-mail account)

B. Accessing Training Manager Online

- Login to Wired
- Click on ***Apply for Training Place (ICT Service and CYPS Finance)***
- Click on ***Book Here***
- **User name:** school DfES number
- **Password:** first 5 characters of the school's ERICA password
- Click on ***Login***

This system contains potentially sensitive information concerning individual members of staff and for this reason is password protected. It is important therefore that the school considers carefully who should be provided with access.

The user name & password are permanent and therefore will not change.

With this in mind, if your school office does not know the ERICA password or your are unable to login, please send an e-mail via the general office e-mail account (e.g. office@) or head e-mail account (e.g. head@) to helpdesk@nottscc.gov.uk

C. Booking a training event

- Click on ***My School***
- Click on ***Training Manager***
- Click on ***Make Applications***
- **Quick Search:** enter keywords relating to the training event (the full course title is not required); Advanced Search is also available for a more detailed search
- From the list of results, click on ***Course Details***, ***View Summary*** or ***Pre-course Info*** for more information
- To make a booking, click on ***Select Applicants*** for the appropriate training event
- Use the Search fields (completing the surname field only is recommended) to locate the member of staff in school who requires the training or leave all of the Search fields blank and click on ***Search*** to locate the details of all staff in your school. If a member of staff is not recorded on the database or the details held are incorrect, please e-mail full details (including name and role in school) to

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- Capita.One@nottsc.gov.uk and then wait until these changes have been made before completing the booking
- To select each person that requires the training, click in the check box next to their name (a tick will appear); if a member of staff appears more than once, select the name that is the most appropriate (it makes no difference to the booking)
 - Repeat the process for all of the bookings you wish to make then...
 - Click on **Add to Shopping Basket**
 - Click on the **My Shopping Basket** link in the left hand pane
 - If any of the delegates has additional needs (e.g. dietary, access, sight, hearing), click on **Special Requirements?** then click in the box against each of the requirements that applies and finally click on the save disk icon (a floppy disk symbol) in the top right hand corner of the screen
 - Check the details and if you are satisfied that they are correct click on **Apply** (if not, click on **Remove**)
 - Check the Confirmation details and if they are correct, click on **Confirm** – the message **'No course found in your shopping basket'** will be displayed; if incorrect, click on **Cancel**
 - Click on **Approve Applications** in the left-hand pane
 - From the drop down box (under 'Approval Status'), select **Approved** for each booking (**Reject** if you wish to reject the application)
 - Click on the save disk icon (a floppy disk symbol) in the top right hand corner of the screen to save the details
 - Your application will now be forwarded to the relevant training team (e.g. ICT Service) who will then process your booking and, **once confirmed, an e-mail will be sent to the general 'office' e-mail account**

D. Checking applications made for staff in school

- Click on **My School**
- Click on **Training Manager**
- Click on **Check Applications**
- Use the Sort by options to change the order in which the results are displayed

E. Support

For password requests, please refer to 'B. Accessing Training Manager Online' [above](#).

Before contacting the Schools' Service Desk, please first consider the known issues below:

Known Issue 1

If when you log in to Training Manager Online, the options in the left-hand pane display question marks, the short term solution is to delete your temporary internet files as follows:

- Click on **Tools**
- Click on **Internet Options**
- Click on **General**
- Click on **Delete Files**
- Click on **OK** (when prompted)

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This will be required on each occasion you log into Training Manager Online therefore please contact the Schools' Service Desk to report the fault so that a permanent solution can be investigated.

Known Issue 2

If when you click on the link to the User Instructions or Quick Guide, an 'access denied' message is displayed, please do the following:

- Click **Start** then point at **All Programs**
- Locate and point at **Startup**
- For each entry in the Startup list that ends with .vbs, oracle, new wired
- Press the right button on the mouse
- Select **Delete** and confirm **Yes**
- Open Internet Explorer
- Select **Tools** from the menu bar then **Internet Options**
- Select **Connections** (tab) then **LAN Settings** (button)
- Select **Advanced** (button)
- Click in the **Exceptions** box and delete all of the entries
- Copy and paste the following settings in to the Exceptions box:

.nottsc.info;.embc.org.uk;172.16.0.6;213.249.155.30;213.249.163.235

- Click **OK** 3 times to save the changes

<p>For all other issues, please contact the Schools' Service Desk on 0115 8546116 or via helpdesk@nottsc.gov.uk</p>
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