

Viewed by: Learners

Topic: Register onto an instructor-led/virtual learning course

Description: Enrol either by self-service, or from assignment by others.

Content:

Self-enrolment

After browsing the catalogue (help to do this can be found here: [Browse/search the Learning Zone catalogue](#)) and finding a course you are interested in enrolling onto you can:

- Select the course title or **More**, to view course details
- Select **Assign to Me**, which puts the learning item in your learning plan, but doesn't actually book you onto the course
- Select **See Offerings** to review scheduled offerings available, and if you want to book onto a specific scheduled offering, select the **Register Now** button

Note: If the course is full, you can request a place on a waitlist for a scheduled offering. If you need help with this, view the [Request a place on a waitlist for a scheduled offering](#) help text. If the course does not have a wait list please email the learning team who can advise you about the next available course or suggest an alternative.

Check the information provided including any pricing, and add, if applicable, any information about accessibility or dietary needs. Then select **Confirm**.

The system will automatically send notifications to you and your Manager once you have enrolled onto a course that does not need approval. Also, your **My Learning Assignments** section will be updated with an enrolled status for the scheduled offering.

Please note that some courses require management approval (by exception). If an offering needs your Manager's approval, then after you have selected **Register Now** and **Confirm** buttons, you will see a message asking if you want to proceed. Select **Yes**.

Your place will not be confirmed until your Manager approves the request. The system will send you a pending notification of your request, and your manager a registration notification of your request which they will have to action.

After your manager has reached a decision, you will receive either a registration approval notification or a denial notification depending on the decision taken. If your request is approved, your **My Learning Assignments** section is updated.

Assignment by others

Learning Administrators and Managers can also assign you courses and register you for scheduled offerings. A course registration notification and a calendar invitation will be sent to you. Your **My Learning Assignments** section is also updated.

For any queries about bookings please contact course.booking.enquiries@hants.gov.uk