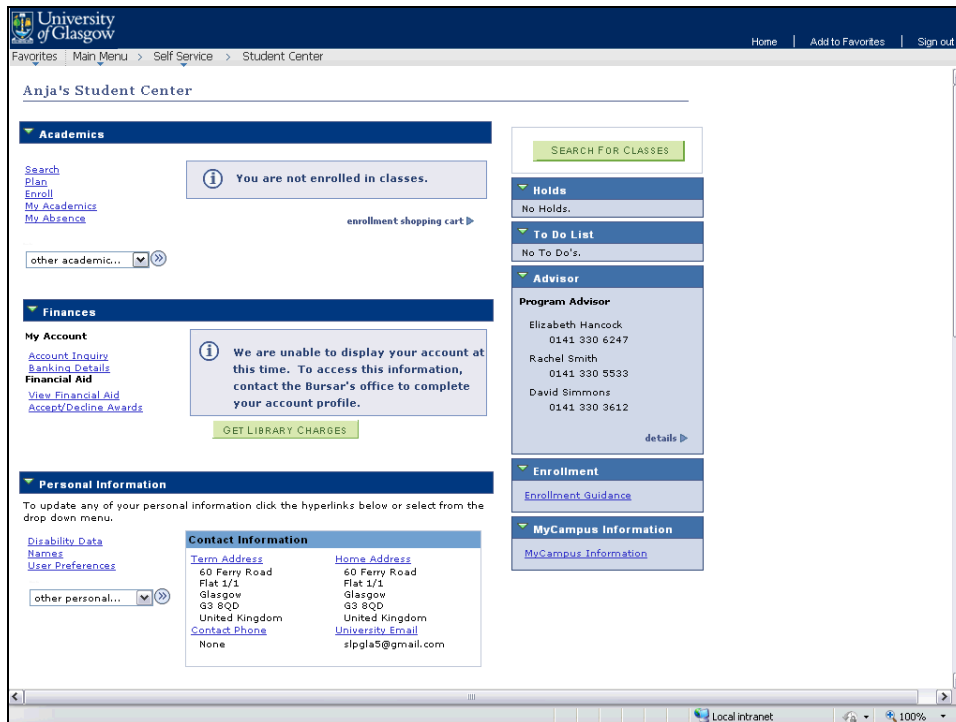


## Student Adding Additional Training



University of Glasgow  
Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Student Center

Anja's Student Center

**Academics**

Search  
Plan  
Enroll  
My Academics  
My Absence

**You are not enrolled in classes.**

enrollment shopping cart ▶

other academic... ▼

**Finances**

My Account  
Account Inquiry  
Banking Details  
Financial Aid  
View Financial Aid  
Access/Dedline Awards

**We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.**

GET LIBRARY CHARGES

**Personal Information**

To update any of your personal information click the hyperlinks below or select from the drop down menu.

Disability Data  
Names  
User Preferences

other personal... ▼

**Contact Information**

Term Address	Home Address
60 Ferry Road Flat 1/1 Glasgow G3 8QD United Kingdom	60 Ferry Road Flat 1/1 Glasgow G3 8QD United Kingdom
Contact Phone None	University Email slppla5@gmail.com

SEARCH FOR CLASSES

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Advisor**

**Program Advisor**

Elizabeth Hancock  
0141 330 6247  
Rachel Smith  
0141 330 5533  
David Simmons  
0141 330 3612

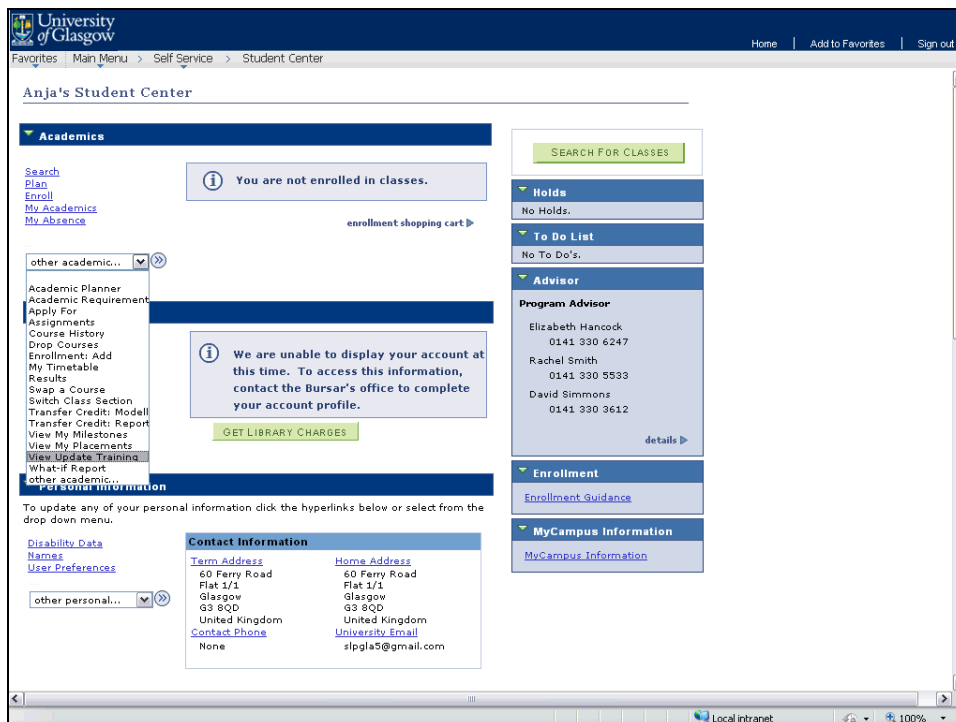
details ▶

**Enrollment**  
Enrollment Guidance

**MyCampus Information**  
MyCampus Information

Local intranet | 100%

Step	Action
1.	Click the <b>Group Box</b> list. other academic... ▼



University of Glasgow  
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Favorites | Main Menu > Self Service > Student Center

Anja's Student Center

**Academics**

Search  
Plan  
Enroll  
My Academics  
My Absence

**You are not enrolled in classes.**

enrollment shopping cart ▶

other academic... ▼

Academic Planner  
Academic Requirement  
Apply For  
Assignments  
Course History  
Drop Courses  
Enrollment: Add  
My Timetable  
Results  
Swap a Course  
Switch Class Section  
Transfer Credit: Model  
Transfer Credit: Report  
View My Milestones  
View My Placements  
**View Update Training**  
What-if Report

**We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.**

GET LIBRARY CHARGES

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Names  
User Preferences

other personal... ▼

**Contact Information**

Term Address	Home Address
60 Ferry Road Flat 1/1 Glasgow G3 8QD United Kingdom	60 Ferry Road Flat 1/1 Glasgow G3 8QD United Kingdom
Contact Phone None	University Email slppla5@gmail.com

SEARCH FOR CLASSES

**Holds**  
No Holds.

**To Do List**  
No To Do's.

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Elizabeth Hancock  
0141 330 6247  
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0141 330 3612

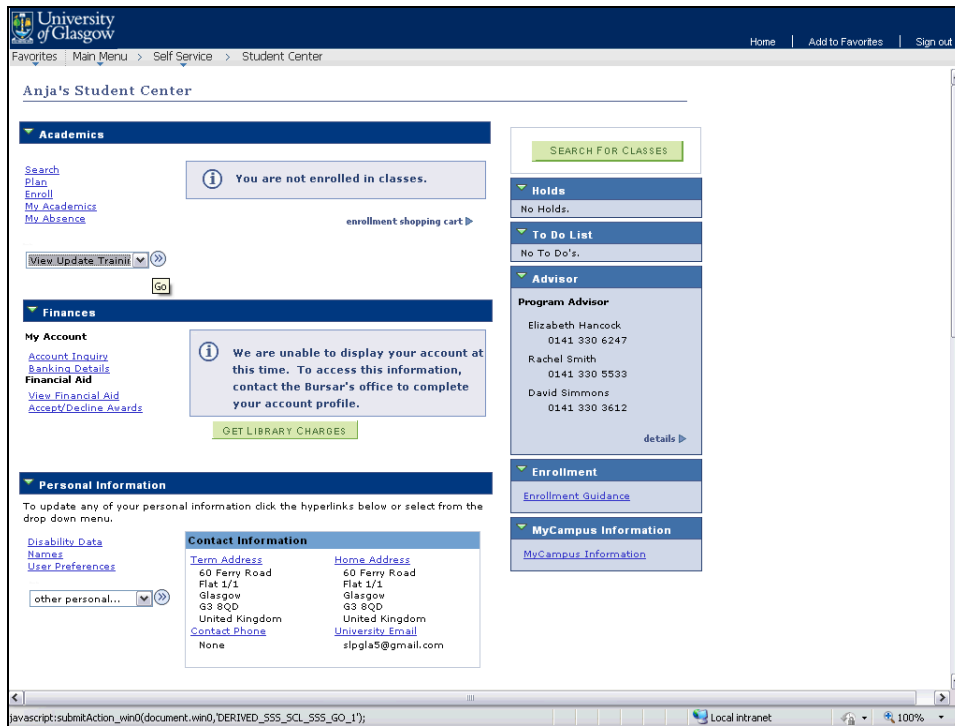
details ▶


**Enrollment**  
Enrollment Guidance

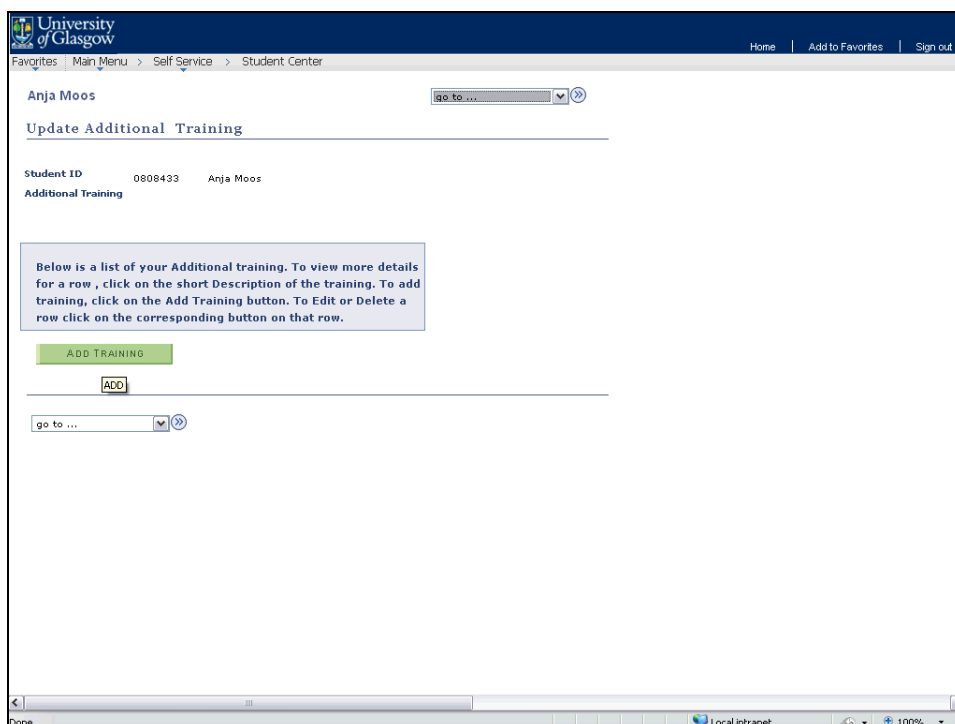
**MyCampus Information**  
MyCampus Information


Local intranet | 100%

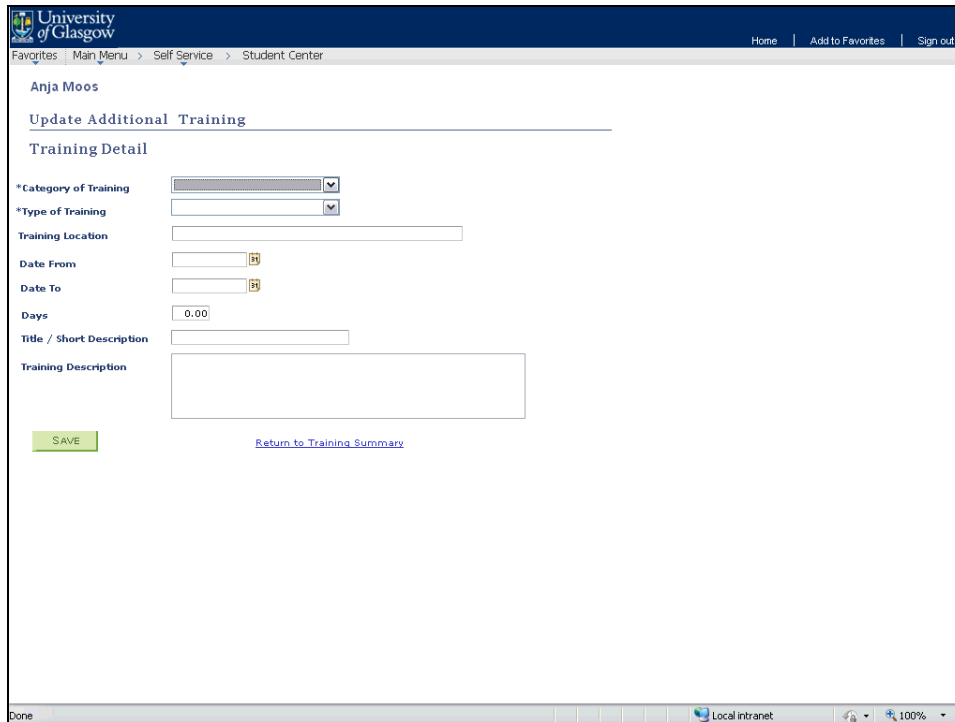
Step	Action
2.	Click the <b>View Update Training</b> list item. 



Step	Action
3.	Click the <b>Go</b> button. 



Step	Action
4.	Click the <b>Add Training</b> button. 



University of Glasgow

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Student Center

Anja Moos

Update Additional Training

Training Detail

\*Category of Training

\*Type of Training

Training Location

Date From

Date To

Days

Title / Short Description

Training Description

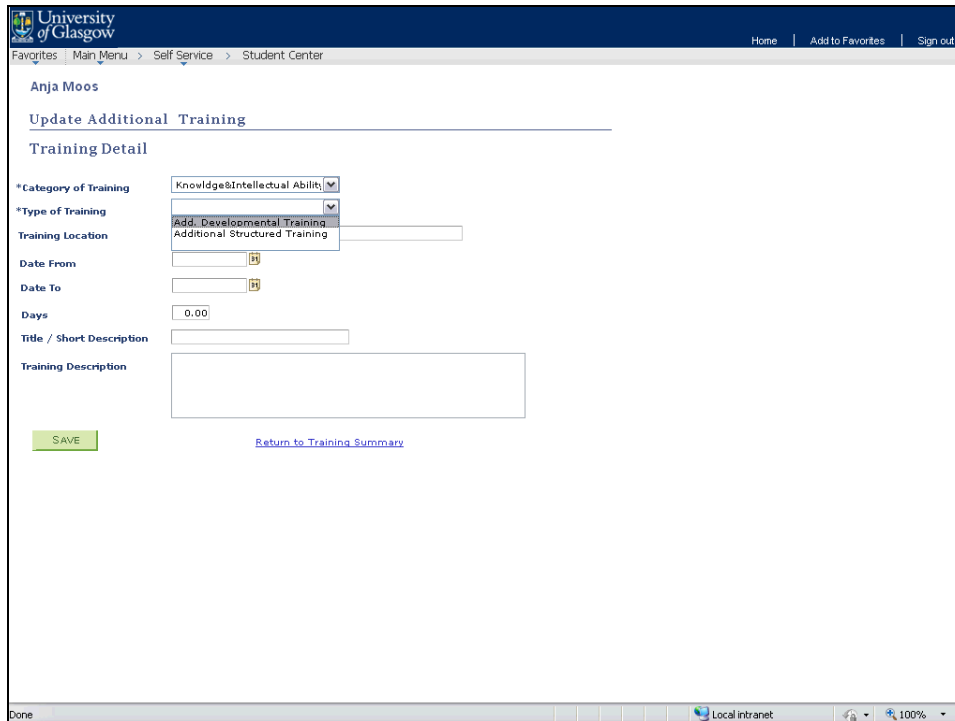
SAVE [Return to Training Summary](#)

Done Local intranet 100%

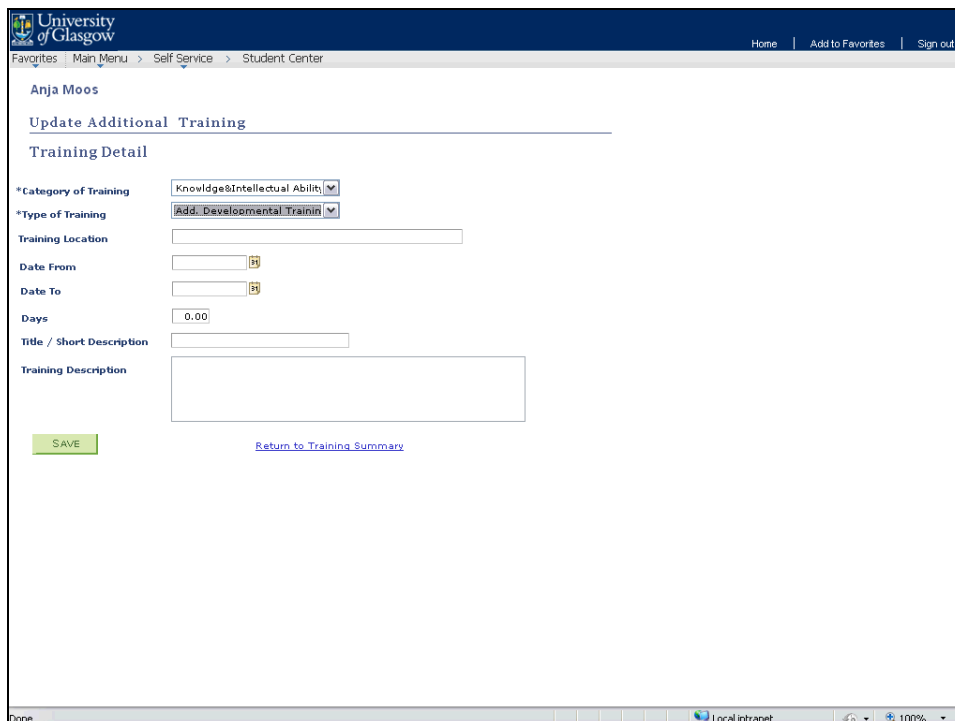
Step	Action
5.	Click the <b>Category of Training</b> list. 


Step	Action
6.	Click the <b>Knowledge&amp;Intellectual Ability</b> list item. 


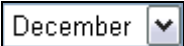
Step	Action
7.	Click the <b>Type of Training</b> list. 

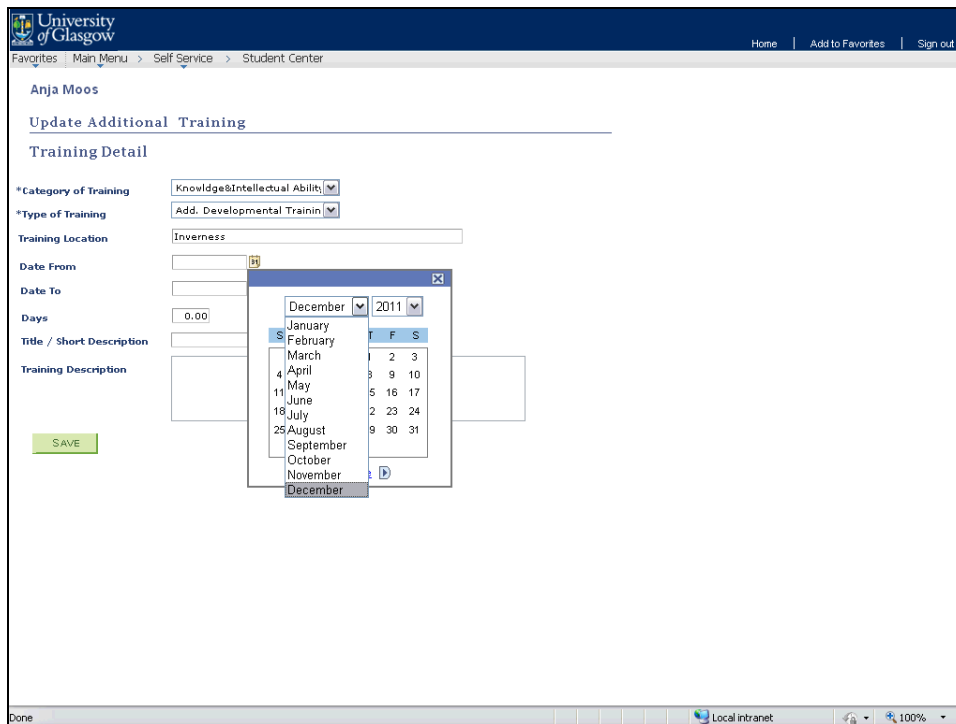


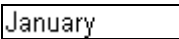
Step	Action
8.	Click the <b>Add. Developmental Training</b> list item. 

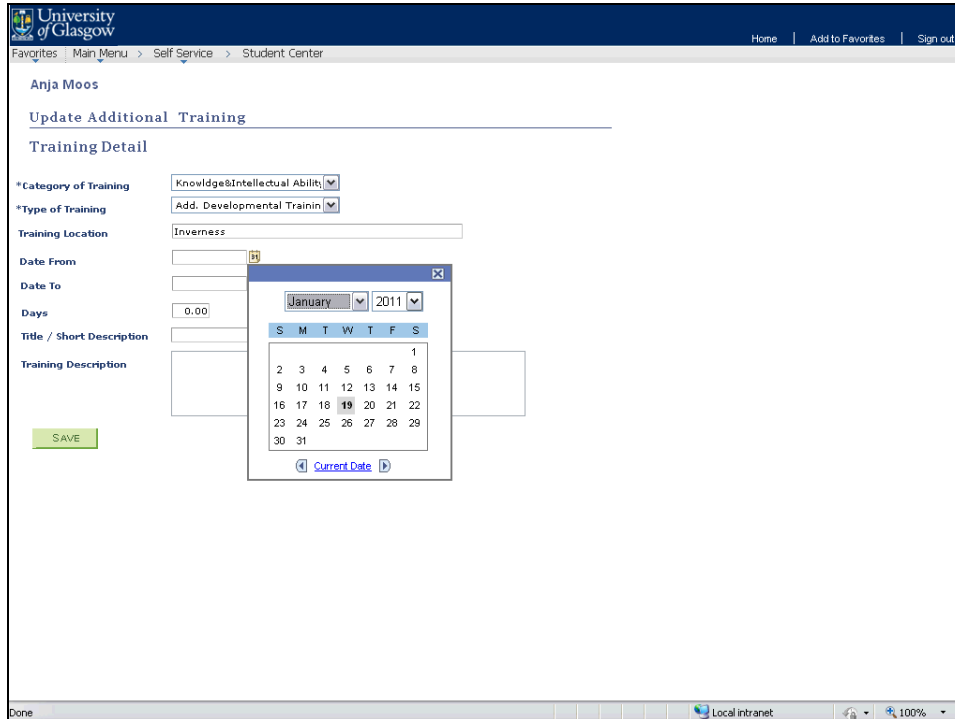


Step	Action
9.	Click in the <b>Training Location</b> field. 

Step	Action
10.	Enter the desired information into the <b>Training Location</b> field. Enter a valid value e.g. " <b>Inverness</b> ".
11.	Click the <b>Choose a date (Alt+5)</b> button. 
12.	Click the list. 



Step	Action
13.	Click the <b>January</b> list item. 



University of Glasgow

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Student Center

Anja Moos

Update Additional Training

Training Detail

\*Category of Training: Knowledge&Intellectual Abilit...

\*Type of Training: Add. Developmental Trainin...

Training Location: Inverness

Date From: [ ]

Date To: [ ]

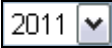
Days: 0.00

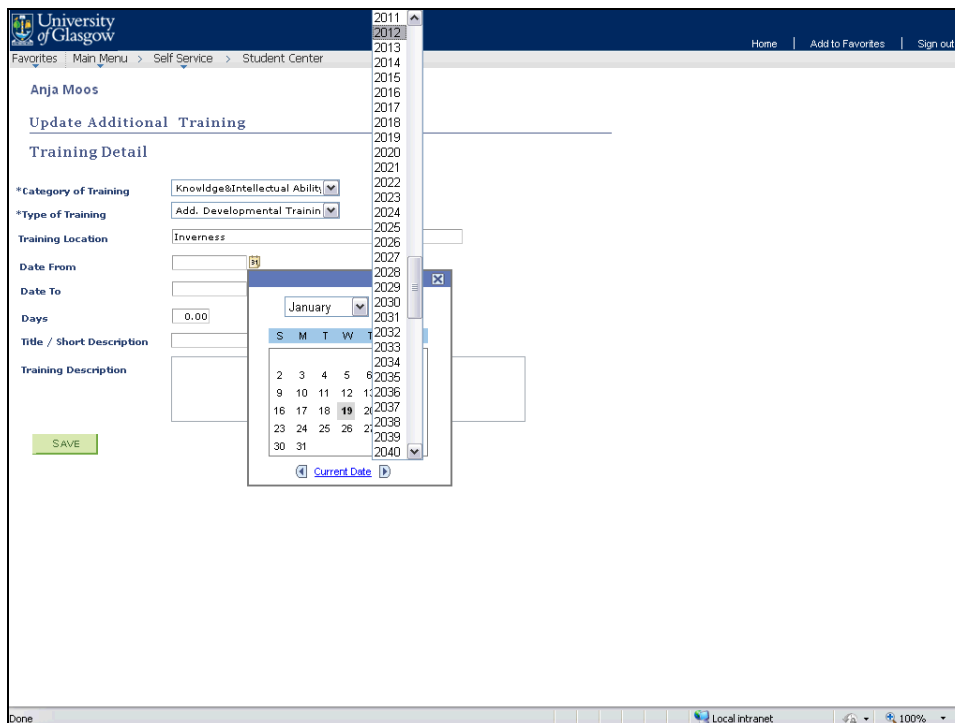
Title / Short Description: [ ]

Training Description: [ ]

SAVE

Local intranet | 100%

Step	Action
14.	Click the list. 



University of Glasgow

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Student Center

Anja Moos

Update Additional Training

Training Detail

\*Category of Training: Knowledge&Intellectual Abilit...

\*Type of Training: Add. Developmental Trainin...

Training Location: Inverness

Date From: [ ]

Date To: [ ]


Days: 0.00

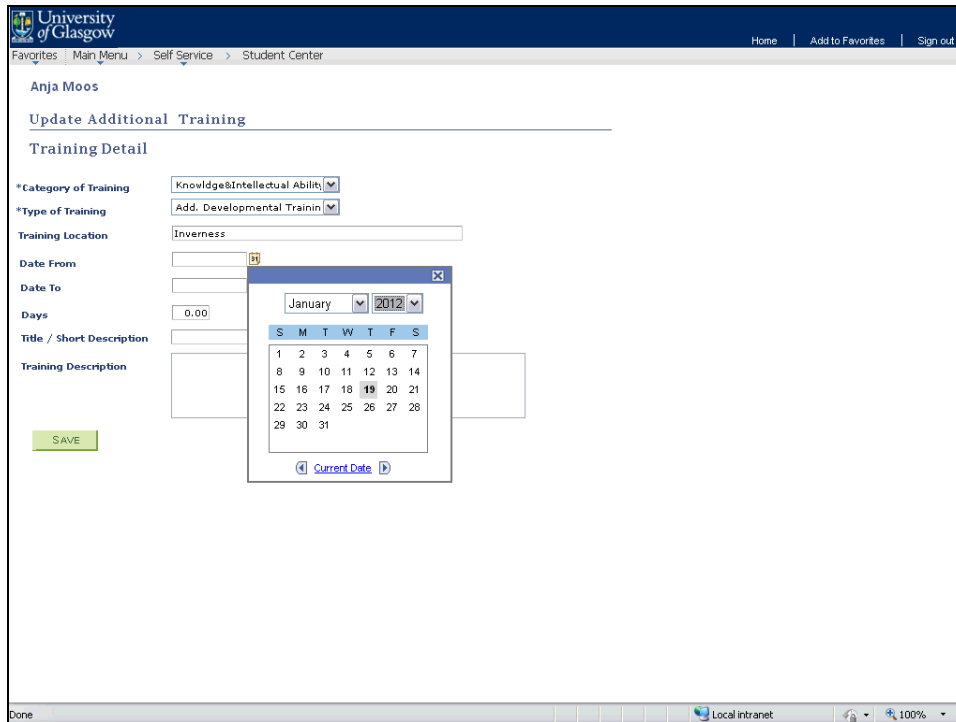
Title / Short Description: [ ]








Training Description: [ ]

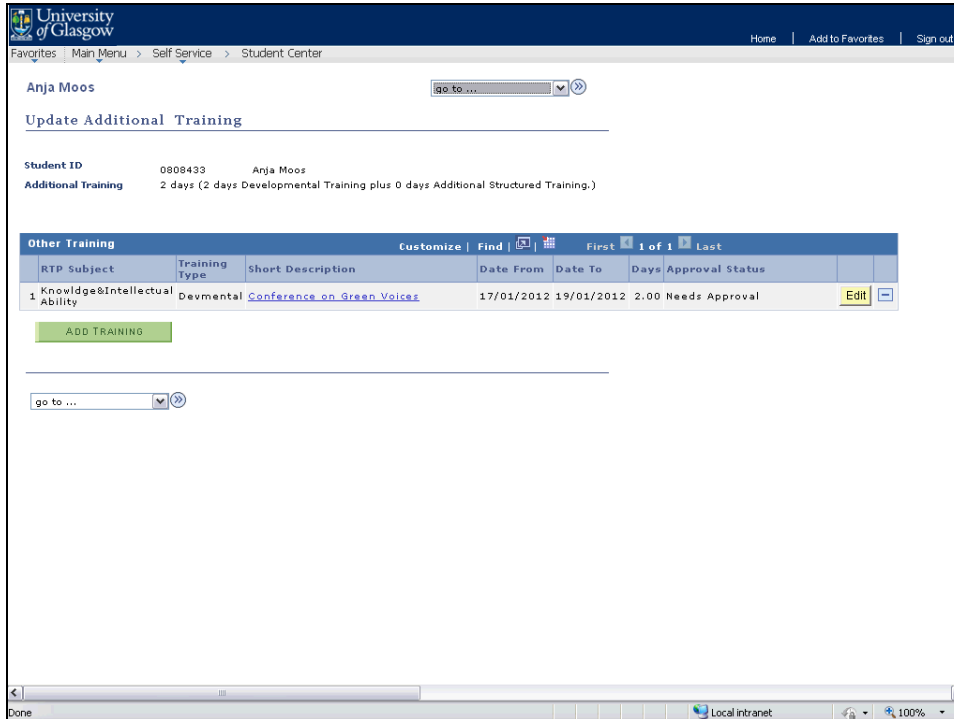
SAVE

Local intranet | 100%

Step	Action
15.	Click the <b>2012</b> list item. 



Step	Action
16.	Click the <b>17</b> link. 
17.	Click in the <b>Date To</b> field. 
18.	Enter the desired information into the <b>Date To</b> field. Enter a valid value e.g. " <b>19/01/2012</b> ".
19.	Click in the <b>Days</b> field. 
20.	Enter the desired information into the <b>Days</b> field. Enter a valid value e.g. " <b>2</b> ".
21.	Click in the <b>Title / Short Description</b> field. 
22.	Enter the desired information into the <b>Title / Short Description</b> field. Enter a valid value e.g. " <b>Conference on Green Voices</b> ".
23.	Click in the <b>Training Description</b> field.
24.	Enter the desired information into the <b>Training Description</b> field. Enter a valid value e.g. " <b>Presenting at conference on green voices.</b> ".
25.	Click the <b>Save</b> button. 
26.	Click the <b>Save</b> button. 
27.	Click the <b>Return to Training Summary</b> link. 



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Favorites | Main Menu > Self Service > Student Center

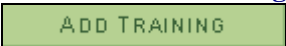
Anja Moos

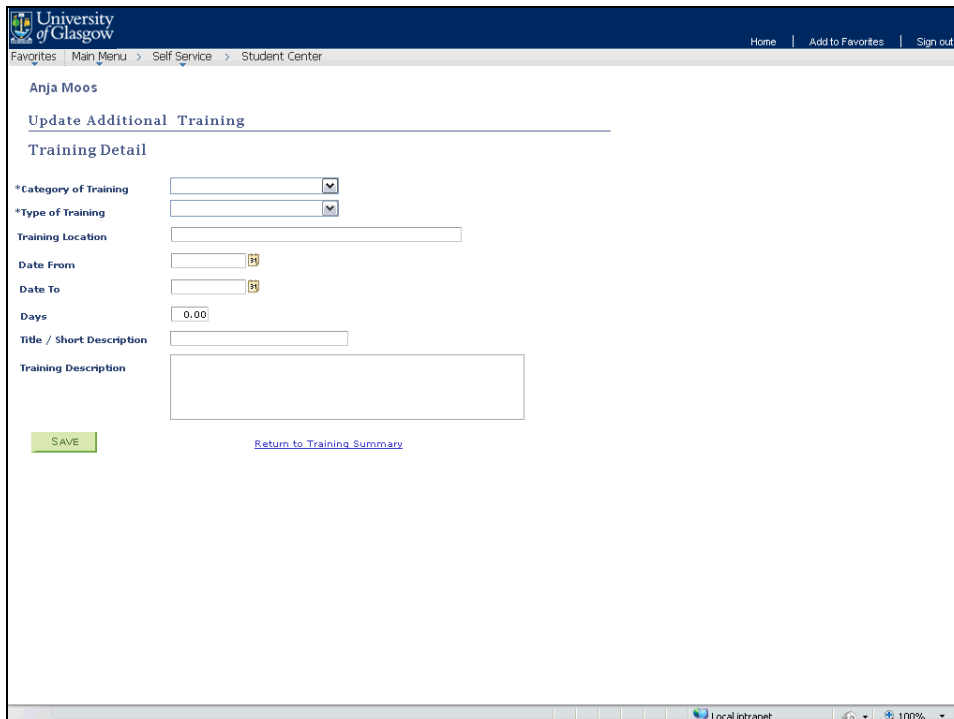
Update Additional Training

Student ID: 0908433 Anja Moos  
 Additional Training: 2 days (2 days Developmental Training plus 0 days Additional Structured Training.)

Other Training							
RTP Subject	Training Type	Short Description	Date From	Date To	Days	Approval Status	
1 Knowledge&Intellectual Ability	Devmental	Conference on Green Voices	17/01/2012	19/01/2012	2.00	Needs Approval	<a href="#">Edit</a>

[ADD TRAINING](#)

Step	Action
28.	Click the <b>Add Training</b> button. 



University of Glasgow  
 Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Student Center

Anja Moos

Update Additional Training

Training Detail

\*Category of Training:

\*Type of Training:

Training Location:

Date From:

Date To:

Days: 0.00


Title / Short Description:

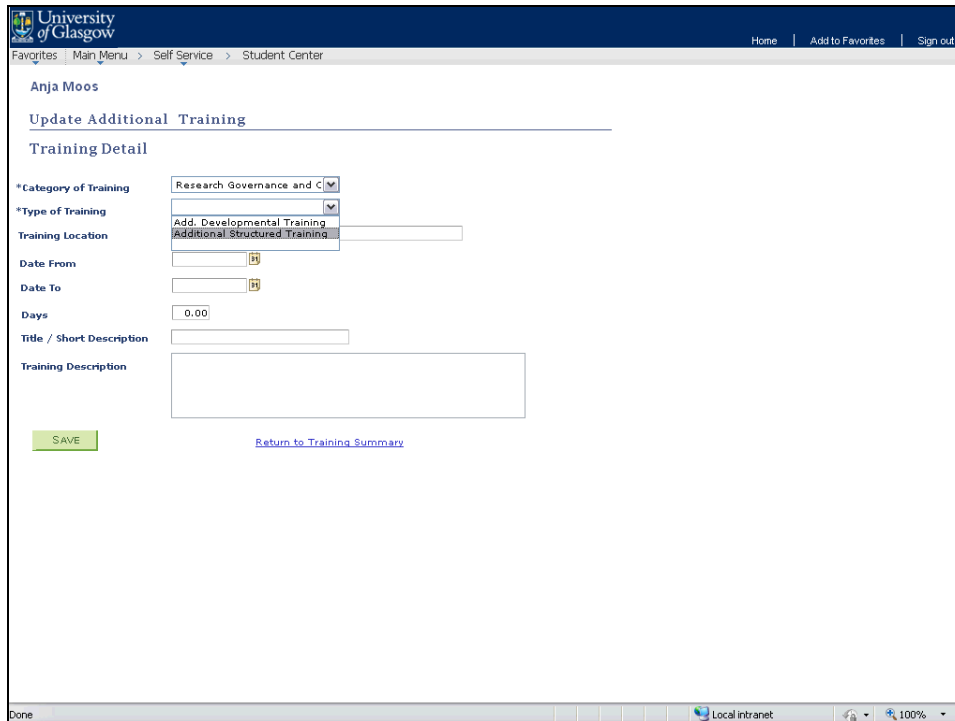
Training Description:

[SAVE](#) [Return to Training Summary](#)

Step	Action
29.	Click the <b>Category of Training</b> list. 

Step	Action
30.	Click the <b>Research Governance and Org</b> list item. 

Step	Action
31.	Click the <b>Type of Training</b> list. 



University of Glasgow  
 Home | Add to Favorites | Sign out  
 Favorites | Main Menu > Self Service > Student Center

Anja Moos

Update Additional Training

Training Detail

\*Category of Training: Research Governance and C

\*Type of Training: Add. Developmental Training  
**Additional Structured Training**

Training Location:

Date From:

Date To:

Days: 0.00

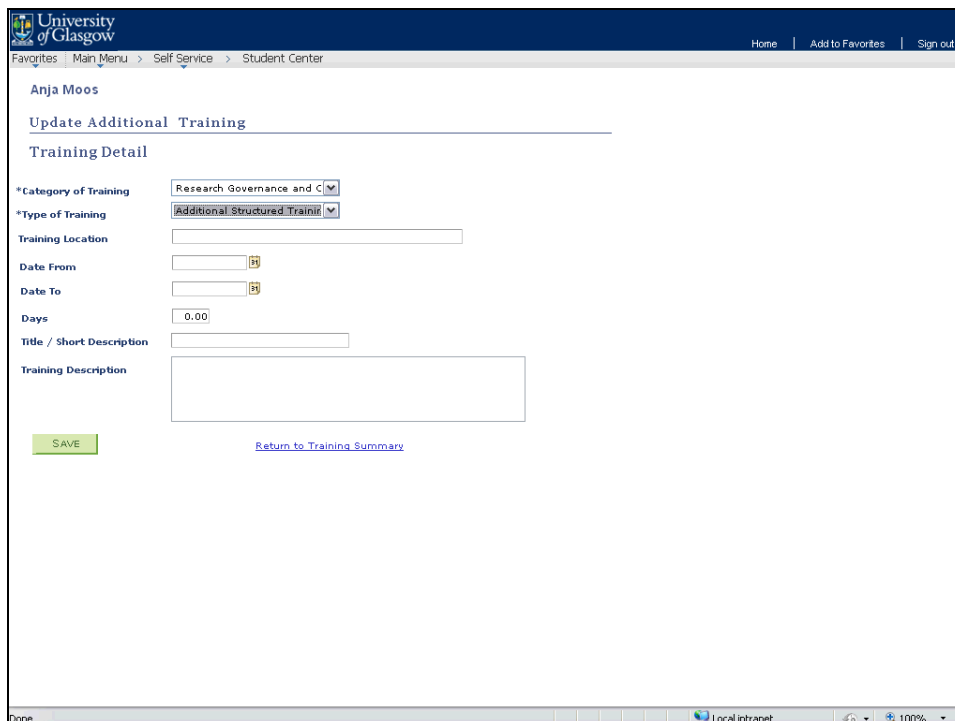
Title / Short Description:

Training Description:

[Return to Training Summary](#)

Done Local intranet 100%

Step	Action
32.	Click the <b>Additional Structured Training</b> list item. 



University of Glasgow  
 Home | Add to Favorites | Sign out  
 Favorites | Main Menu > Self Service > Student Center

Anja Moos

Update Additional Training

Training Detail

\*Category of Training: Research Governance and C

\*Type of Training: **Additional Structured Training**

Training Location:

Date From:

Date To:


Days: 0.00


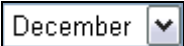
Title / Short Description:

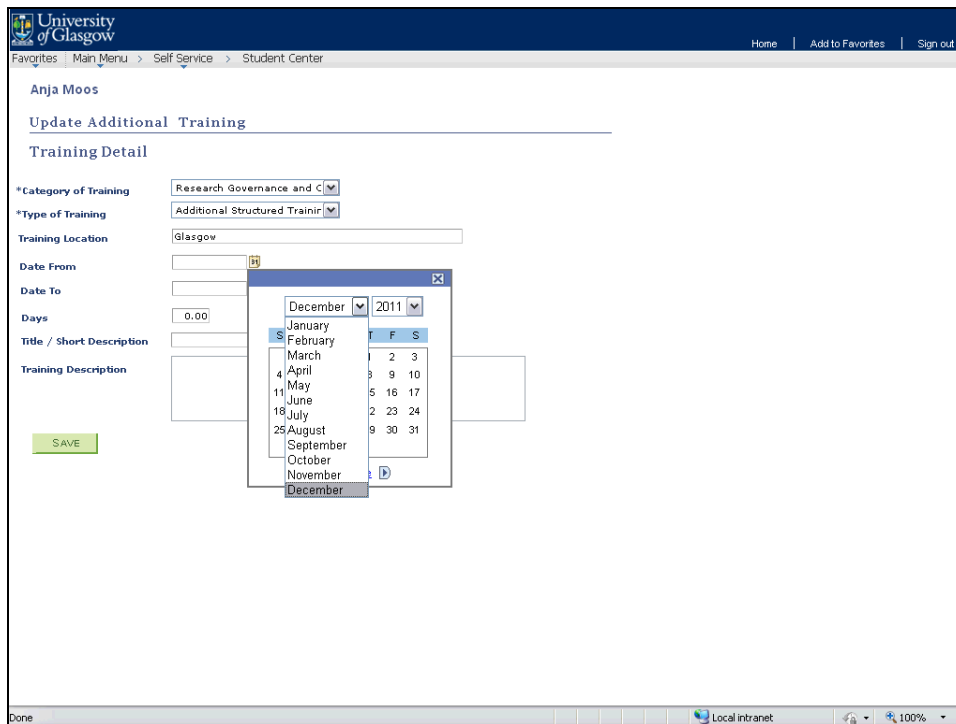
Training Description:

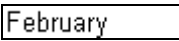
[Return to Training Summary](#)

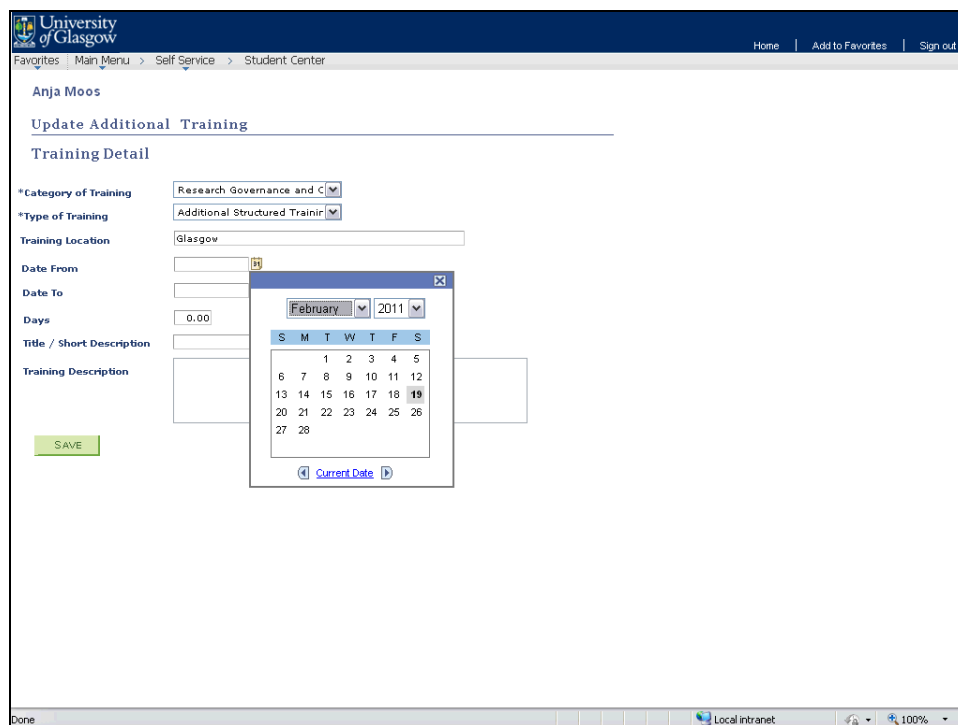
Done Local intranet 100%







Step	Action
33.	Click in the <b>Training Location</b> field. 

Step	Action
34.	Enter the desired information into the <b>Training Location</b> field. Enter a valid value e.g. " <b>Glasgow</b> ".
35.	Click the <b>Choose a date (Alt+5)</b> button. 
36.	Click the list. 



Step	Action
37.	Click the <b>February</b> list item. 



Step	Action
38.	Click the <b>21</b> link. 
39.	Click in the <b>Date To</b> field. 
40.	Enter the desired information into the <b>Date To</b> field. Enter a valid value e.g. " <b>25/02/2012</b> ".
41.	Click in the <b>Days</b> field. 
42.	Enter the desired information into the <b>Days</b> field. Enter a valid value e.g. " <b>5</b> ".
43.	Click in the <b>Title / Short Description</b> field. 
44.	Enter the desired information into the <b>Title / Short Description</b> field. Enter a valid value e.g. " <b>Course</b> ".
45.	Click in the <b>Training Description</b> field.
46.	Enter the desired information into the <b>Training Description</b> field. Enter a valid value e.g. " <b>5 day course on Green Voices</b> ".
47.	Click the <b>Save</b> button. 
48.	Click the <b>Return to Training Summary</b> link. 
49.	<b>End of Procedure.</b>