

How to book your training via CoSy

Once you have [identified](#) what training is required for the level of system access you need, please refer to the guidance below.

Book training

If you haven't used CoSy before, you will be asked to register before booking the courses.

The best way to search for courses is to enter the **Training Provider** and click **Search**:

The screenshot shows a 'Course search' form with the following fields: 'Training Provider' (set to 'Human Resources (University)'), 'Course Title/Keyword', and 'Type of course' (set to 'Any'). There are also checkboxes for 'Only show courses where I have completed the preferred awards' and 'Show courses with no dates', and a 'Date Range' section with 'From' and 'To' date pickers. The 'Search' button is highlighted with a red box.

This will then list all of courses from the training provider selected, see [examples](#) below. Click in the **Action** column against the relevant course and follow the instructions on screen to book the training.

The screenshot shows a table of search results with the following columns: Course, Type, and Action. The table contains 12 rows of data, each with a course title, a type (e.g., Web, E-learning, Documents), and a green arrow icon in the Action column.

Course	Type	Action
HRS PeopleX: Understanding and managing work groups (project.wave.1)	Web	▶
HRS PM: Appointment - new starters and new appointments (PeopleX)	E-learning	▶
HRS PM: Approve Pay (PeopleX)	E-learning	▶
HRS PM: Ending appointments (PeopleX)	E-learning	▶
HRS PM: People Management navigation (PeopleX)	E-learning	▶
HRS R: Managing applications (PeopleX)	E-learning	▶
HRS R: Offering employment and managing rejections (PeopleX)	E-learning	▶
HRS R: Preparing the vacancy for advertising (PeopleX)	E-learning	▶
HRS R: Recruitment navigation (PeopleX)	E-learning	▶
HRS: Approve Staff Requests (PeopleX)	E-learning	▶
HRS: Individual User Agreement - open document to read and agree to terms (PeopleX)	Documents	▶
HRS: Introduction to PeopleX	E-learning	▶

Note that the delivery method of the training will vary, eg E-learning, Document and Web (via TEAMS) refer to the **Type** column for clarity.

Complete your training

Once you have booked all of your training, you can find and complete (where appropriate) the training from the relevant tile from [CoSy dashboard](#), eg 'My eLearning', 'My Knowledge Documents', and 'My Courses' (refer to the **Type** in screenshot above).

Individual User Agreement

The Individual User Agreement will be available from the **My Knowledge Documents** tile, see details below (once you have booked it)

1. Open the document, by clicking 'CoreHR Individual User Agreement (open document to read and agree to terms)' and then click 'Individual User Agreement.docx'
2. Read through parts 1 and 2 of the agreement and declaration
3. Close the document and return to CoSy
4. Click the back button in your browser
5. Click 'Mark Complete' and 'OK' to confirm that you agree to the terms

Information Security and Data Protection training

This online course is not hosted via CoSy, please refer to the [Information Security](#) website.