

Seminar guide for learners

Learners enrol themselves into a course on the learning site and in that course, learners sign up for the seminar event they wish to attend.

How do I find a Seminar event?

Find Learning

Log into the learning site. *Usually, your login is your work email address.*
Use **Find Learning** to go to the relevant course page.
Enrol in the relevant course.

Read the information provided on the course page so you know that the seminar is relevant to you, and to ensure you know any pre-requisite requirements.

Discuss the event with your manager and agree which date before signing up. This ensures your manager can consider any rostering implications.

Sign up

Click on the seminar activity in the course page. Click on the 'Go to event' button

Event status	Booked	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	3 / 12	4 September 2024, 1:00 PM - 2:00 PM			Go to event
Upcoming Booking open	0 / 12	8 October 2024, 1:00 PM - 2:00 PM			Go to event

[View all events](#)

There are required fields in this form marked *.

Sign-up

Self authorisation* ⓘ

By checking this box, I confirm that I have read and agreed to the [Terms and conditions](#) (opens a new window).

Requests for session organiser

Optional: add a note for the session organiser if required

Receive confirmation by* ⓘ

Email with iCalendar appointment

Click "Sign-up"
You will receive an email with a calendar appointment attached.
Please accept it

Sign-up

Need to cancel? Declining the calendar invite will not cancel your registration on the facilitated session. Return to the course and click "cancel attendance" to cancel your registration.