Book a Finance Training Course

This topic will show you the steps required to search for and book a place on a classroom course or to enrol onto and complete an online course.

Click on the <Do It!> to see the process or <Print It!> button to get a printable copy of it.

You should note that, if you print a copy for reference purposes, and the process is subsequently changed, you will not be notified that your copy is out of date. It will be your responsibility to ensure that any printed copy is still current.

Click the link to the CoSy from the FSSC web page http://www.admin.ox.ac.uk/finance/support/. (http://www.admin.ox.ac.uk/finance/support/)
Step | Action
---|---
1. | Click the **Course Search** tile.
2. Apart from the Finance Division other Oxford University departments use this system.

To reduce the number of courses returned select **Finance Training** from the Training Provider list.

Click the **Training Provider** list.

<table>
<thead>
<tr>
<th>Training Provider</th>
<th>Any</th>
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</table>

3. Click the **Finance Training** list item.

<table>
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<tr>
<th>Finance Training</th>
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</table>

4. Click in the **Course title** field.

| general |

5. If you know the name of the course, or at least one of the words in the course title, enter it into the **Course Title** field.

6. Click the **Category** list.

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<tr>
<th>Category</th>
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<tbody>
<tr>
<td>Any</td>
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Step 7. Courses are grouped together in categories. All training courses that are relevant for access to Oracle Financials are in categories that start with 'Finance'.

Step 8. Select the category that is most closely related to the role required in Oracle Financials.

Step 9. Be aware that clicking the Show All button will return a list of all courses regardless of any criteria entered.

Step 10. Click the Search button.

Step 11. If you are unsure whether or not this course is the appropriate one for you then click on the course name for further details.
Step | Action
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12. | The **Description** indicates who the course is aimed at.

The **Objectives** list the goals of the course.

The **Pre-Requisites** show which courses must already have been completed before you can begin/attend this course.

13. | To return to the search click the **Menu Selector** button.

14. | Click the **Course search** link.

15. | Amend the criteria if necessary and click the **Search** button again.
### Step 16
The **Type** will indicate whether the course is to be held in the classroom, or online.

### Step 17
Click the **Action** button.

### Step 18
For classroom courses a list of dates and times are shown.

### Step 19
For online courses the only option available is **Book**.

### Step 20
If you have selected the **Action** button for the wrong course then either click the Action button for the correct course or click the **Search Again** button to re-enter the criteria.
Step 21: Click the **Book** button for the required course.
Step | Action
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22. | Click the **Next step** button.
23. | Click the **Add myself** button.
24. | A message indicating that the booking will be made on a provisional basis only is shown if the pre-requisites have not yet been completed.
   An email will be sent to you listing the pre-requisites.
   As soon as the pre-requisites are completed then the booking will be updated to Booked and a confirmation email sent to you.
25. | Click the **OK** button.
Step | Action
--- | ---
26. | It is very important that the name of a candidate is shown on this page. Otherwise the system will not know who is attending the course and whether any pre-requisites have been completed or not.
27. | Click the **Next Step** button.
28. | Scroll down the page.
29. | Please ignore the **Billing Details** area.
   All Finance Training courses are free of costs.
30. | Click to accept the Terms & Conditions.
   The Terms & Conditions can be read by clicking the link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tr>
<td>31.</td>
<td>Click the <strong>Complete</strong> button.</td>
</tr>
</tbody>
</table>

Click the **Complete** button.
Step 32. Click the **Close Tab** button as this form has opened in a separate tab.
Step 33. You are returned to the Search Courses page.

Continue to search for all of the required training, return to the Homepage or begin any online training that you have enrolled onto.

Click the **Menu Selector** button.

To view the classroom courses that have been booked click the **My courses** link.
Step | Action
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35. | If you have booked a course and can no longer attend or have selected the wrong course, click the **Cancel** button and follow the on-screen prompts.

36. | To begin your online course select the **My e-learning** option from either the Menu Selector or the Homepage tile.
Step 37. Click the Play link.
Step 38. Work through each of the topics.

You can complete the training at your own speed or leave it for later and return using the My elearning tile at a later date.

39. Click the RETURN TO LMS link to leave the online training.

40. Topic complete.

End of Procedure.