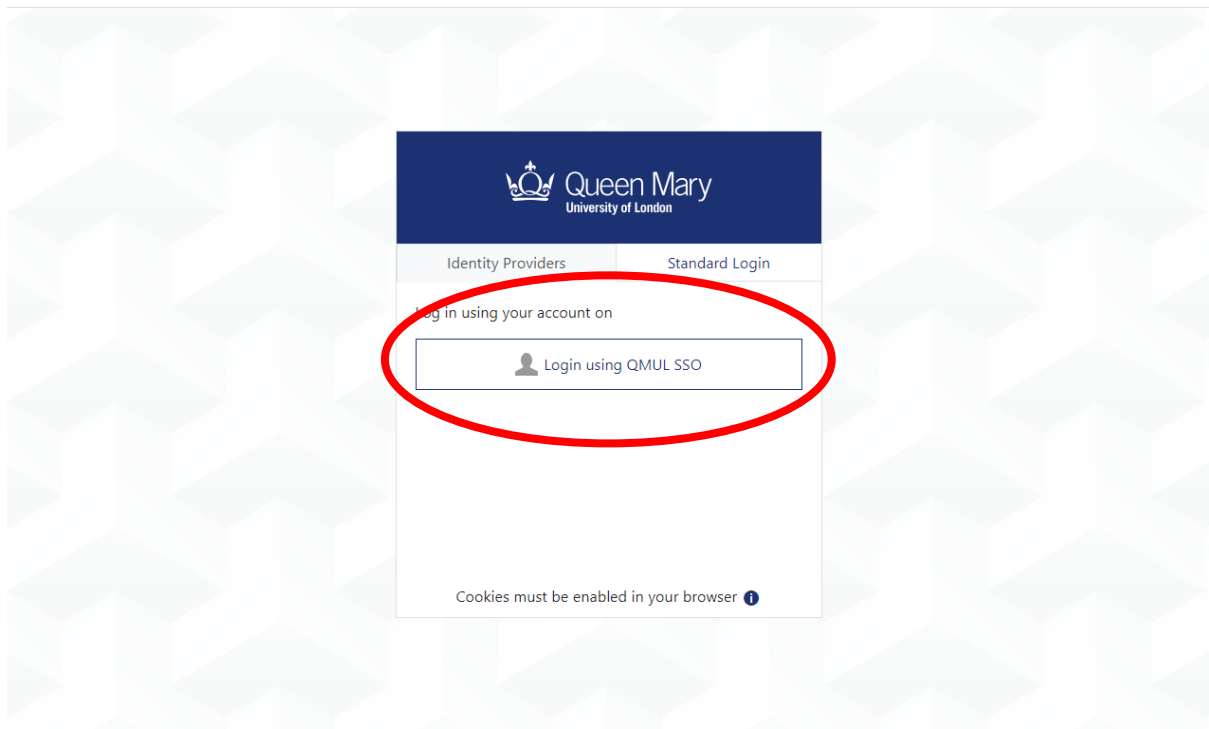**Accessing the new Continuous Professional Development Training (CPD Training) system to find and book training**

This short guide will walk you through how to access Queen Mary's new Continuous Professional Development Training (CPD Training) system and how to find and book training on this system.

This guide has 6 steps. Each step is on its own page. There are 2 pages for step 3, which explains the various search functions.

1. Go to the CPD Training system website and log in using QMUL SSO (single sign on).

2. Once you have logged in, click on 'Course Finder' on the top of the main page.

3. There are various ways to find courses from here:
   a. In the 'search' field, enter what you want to search for and click the magnifier glass icon or enter.

      Search terms can be:

         i. Course name
         ii. Part of course name
         iii. Course ID number
         iv. Audience name (for example 'PGR student')

b. Alternatively, you can filter your search in two ways:
   i. Using the pre-set filters in the 'Filters' menu on the left. For example, you could filter by course type and select 'blended', 'e-learning' or 'seminar'.
   ii. Using the drop-down menu next to 'Training & Development Provider' and selecting 'Doctoral College' to see all of the training we have on offer. You can also explore and book training from other provider departments!

From the list of courses shown, select the course you wish to book by clicking anywhere in the course icon.

4. On the next screen, click the 'Book here' button. This button is located at the right end of the row with the course information.

   Course information includes:

   - Title.
   - Date and time.
   - Location.
   - Facilitator.
   - Booking button.

5. Check that the course information aligns with the course you want to book and enter any accessibility requirements you may have.

Then click 'Book a place'.

6. You will then see a green banner across the top saying that your request was accepted. You will also receive an alert in your alerts tab, which you can see on the top menu bar, on the right side.

    This confirms you are booked onto the course.