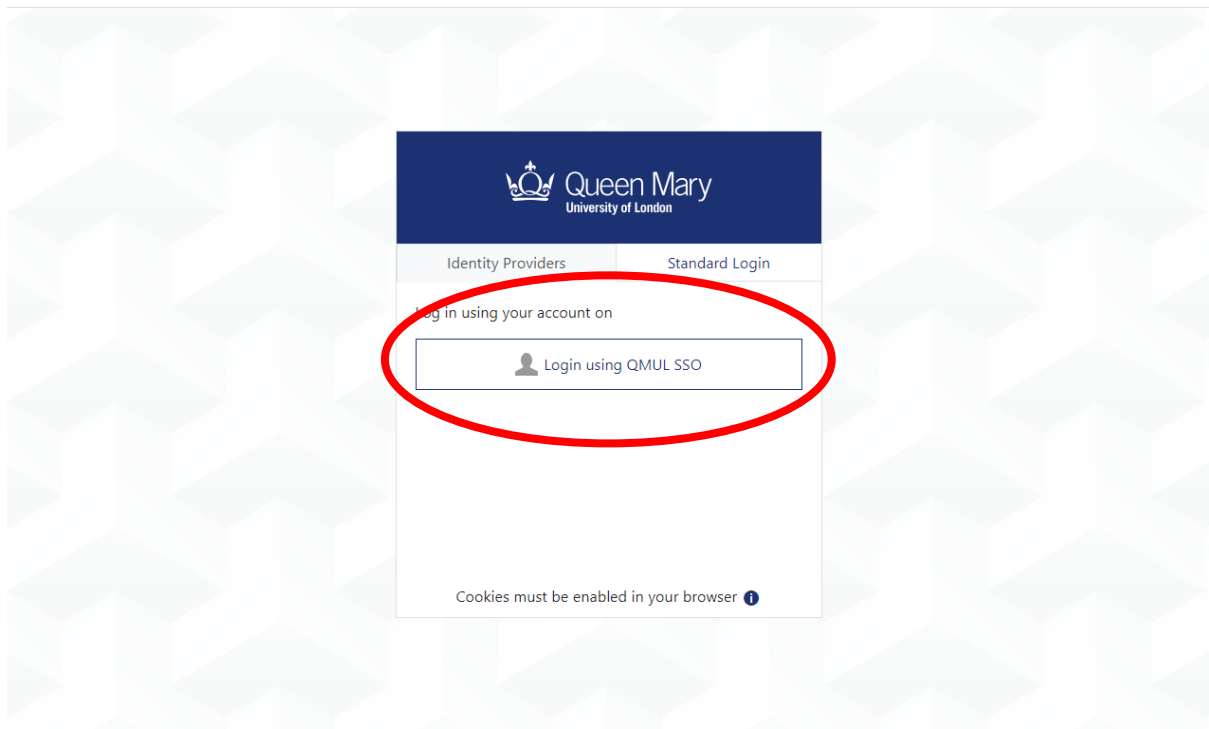


Accessing the new Continuous Professional Development Training (CPD Training) system to find and book training

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.

course finder. You will also find Course Finder and other useful links on the top menu. On this page you will find current learning, upcoming workshops and events and FAQs for training and development providers across Queen Mary.'" data-bbox="117 107 939 390"/>

Queen Mary University of London

Home My CPD Record **Course Finder** Reports

Settings Email Notifications Nancy Schumann

CPD Training

Dashboard / Learner

Welcome to CPD Training

To search for any type of any type of learning - be it e-learning, face to face workshop, or combination of these - go to [course finder](#). You will also find Course Finder and other useful links on the top menu. On this page you will find current learning, upcoming workshops and events and FAQs for training and development providers across Queen Mary.

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

Search terms can be:

- Course name
- Part of course name
- Course ID number
- Audience name (for example 'PGR student')

The screenshot shows the 'Find learning' page on the Queen Mary University of London website. The navigation bar at the top includes 'Home', 'My CPD Record', 'Course Finder', and 'Reports'. The user's name 'Nancy Schumann' is visible in the top right. The search bar is highlighted with a red circle and contains the text 'pgr'. Below the search bar, the results are displayed in a grid format. The grid includes the following course cards:

- PGR Supervision Training for New Supervisors** (Doctoral College, PGR Supervisor Training)
- PGR Induction PGR Process Remote Session** (Doctoral College, PGR Cohort Training)
- Associate Fellowship Accelerator for PGR students** (Queen Mary Academy, Teaching Recognition)
- PGR Supervisor Update Training** (Doctoral College)
- Research ethics** (Research Ethics team, IRMO, Research Services)
- Year 1 PGR Induction - International PGR Student Welcome** (Doctoral College, PGR Development)
- 1st year PGR day: First Year Foundations** (Doctoral College, PGR Cohort Training)
- 2nd Year PGR Cohort day: Mid-stages Motivation** (Doctoral College, PGR Cohort Training)
- 3rd Year PGR Cohort Day: Completing Successfully** (Doctoral College, PGR Cohort Training)
- Open Access in the next REF for PGR students** (PGR Cohort Training)

- b. Alternatively, you can filter your search in two ways:
- 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'.
 - 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!

The screenshot shows the 'Course Finder' page on the Queen Mary University of London website. The page is titled 'Find learning'. On the left, there is a 'Filters' menu with categories: 'LEARNING TYPE' (Courses), 'COURSE TYPE' (Blended, E-learning, Seminar), and 'IS THIS COURSE MANDATORY?' (Mandatory, Not Mandatory). A red box highlights this menu. The 'Training & Development Provider' dropdown menu is open, showing a list of departments: Admissions, Apprenticeships, Careers, Chief Officers Office, Comms, Doctoral College (highlighted with a red box), Equality, Diversity & Inclusion, Estates & Facilities, Finance, and Health & Safety. The main content area displays a grid of course cards, including 'Academy Essentials', 'Are you Principal Fellowship ready?', 'Assessment Design for Academic Integrity', 'Associate Fellowship & Fellowship of the', 'Associate Fellowship Accelerator for PGR', 'Associate/Fellowship Accelerator for', and 'Becoming a Marker at Queen Mary'.

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.

The screenshot shows the 'Critical Thinking' course page on the Queen Mary University of London website. The page features a navigation bar at the top with links to Home, My CPD Record, Course Finder, and Reports. The main header includes the Queen Mary University of London logo and the text 'Doctoral College for PGR students'. The course title 'Critical Thinking' is displayed in a dark blue box. Below the header, the breadcrumb trail reads 'Dashboard / My courses / Critical Thinking'. The course details are presented in a table with columns for Event status, Seats available, Session times, Rooms, Facilitators, and Actions. The 'Book here' button is highlighted with a red box. A 'Your progress' indicator is visible above the table. On the right side, there is a sidebar with navigation options for 'Critical Thinking' (Participants, Grades, General) and 'Administration' (Course administration). A 'Request to be notified of new dates' button is located below the table.

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	3	1 November 2023, 1:00 PM - 4:00 PM Timezone: Europe/London	Location	Facilitator name	Book here

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'.

The screenshot shows the Queen Mary University of London booking interface. The top navigation bar includes 'Home', 'My CPD Record', 'Course Finder', and 'Reports'. The breadcrumb trail is 'Dashboard / My courses / Critical Thinking / General / Critical Thinking Seminar'. The main content area is titled 'Critical Thinking Seminar' and includes a 'Book a place' sidebar on the right. The sidebar contains an 'Accessibility requirements' text input field and a 'Book a place' button. The main content area also features a 'Manage attendees' link, a 'Back to top' link, and a 'Sessions' table.

← All events | Event | Sessions Back to top

Manage attendees

Critical Thinking Seminar

▼ Event

Booked/Capacity
20 / 22 (waitlist enabled)

Booking period
Before 31 October 2023, 10:00 AM
Timezone: Europe/London

Event booking
Booking open

Site Manager

▼ Sessions

Status	Times	Rooms	Facilitators
Upcoming	1 November 2023, 1:00 PM - 4:00 PM Timezone: Europe/London	Location	Facilitator name

Book a place

Accessibility requirements

[Book a place](#)

- 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.

The screenshot shows the Queen Mary University of London portal. At the top, there is a navigation bar with the university logo and links for Home, My CPD Record, Course Finder, and Reports. On the right side of the navigation bar, there are icons for settings, email, and alerts. A red circle highlights the alerts icon, which has a notification badge. Below the navigation bar, a green banner with a checkmark icon and the text "Your request was accepted." is displayed. Below the banner, the breadcrumb trail reads: Dashboard / My courses / Effective Academic Writing / General / Effective Academic Writing seminar. The main content area is titled "Effective Academic Writing seminar" and includes a "Manage attendees" link. The event details are as follows:

- Event**
- Booked/Capacity:** 30 / 30 (waitlist enabled)
- Event booking:** Booked
- Site Manager:** Nancy Schumann

Below the event details, there is a "Sessions" section with a table:

Status	Times	Rooms	Facilitators
Upcoming	9 November 2023, 1:00 PM - 3:00 PM Timezone: Europe/London		

At the bottom left of the event details, there is a "View all events" button. On the right side of the event details, there is a "Booked" status box with a "Cancel booking" link.