

Registering for Arts Lab courses via HR Core portal

- Go to: <https://hrportal.mis.gla.ac.uk/> and enter GUID and Password.
- On the 'Employee Dashboard', select 'Learning and Development' from the left hand menu.
- Use the widget on the right-hand side entitled 'Book a Course'.
- On the Category dropdown menu, select 'ArtsLab' and click 'Search'.
- On the 'Type' dropdown menu, select 'Scheduled' and click 'Apply'.
- Click on the three dots at the right hand end of the chosen course to access further information and to request to attend.
- Enter reason for training from drop-down menu and click 'submit'

More information on HR Core registrations at at:

<https://www.gla.ac.uk/myglasgow/humanresources/systems/processnotes/empguides/training/>