



How to access eLearning activities

Purpose:

This guide will show you how to search and access eLearning activities. All eLearning courses are available in the Learning and Development catalogue within Your HR however the module will need to be completed in WILMa.

Any eLearning that you have completed will be shown in your Personal Learning record within Your HR.

Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **Employee Self Service Homepage**

To Search for a Course:

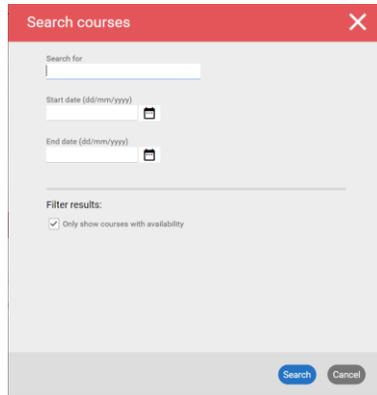
Click on the **Career & Development** Tab in the top toolbar on the Self Service Homepage

Employment **Career & Development** Goals & Performance Org Chart 

Click on the **Search courses** in the Learning activities section

Learning activities Current Search courses + Add personal le

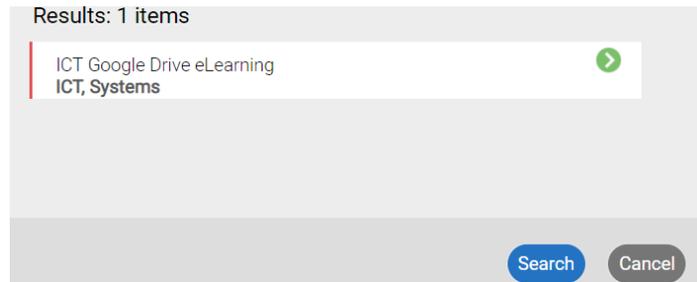
- A pop up box will appear, providing you with the functionality to search for a course.



A dialog box titled "Search courses" with a red header and a close button (X). It contains a "Search for" text input field, a "Start date (dd/mm/yyyy)" field with a calendar icon, and an "End date (dd/mm/yyyy)" field with a calendar icon. Below these is a "Filter results:" section with a checked checkbox labeled "Only show courses with availability". At the bottom right are "Search" and "Cancel" buttons.

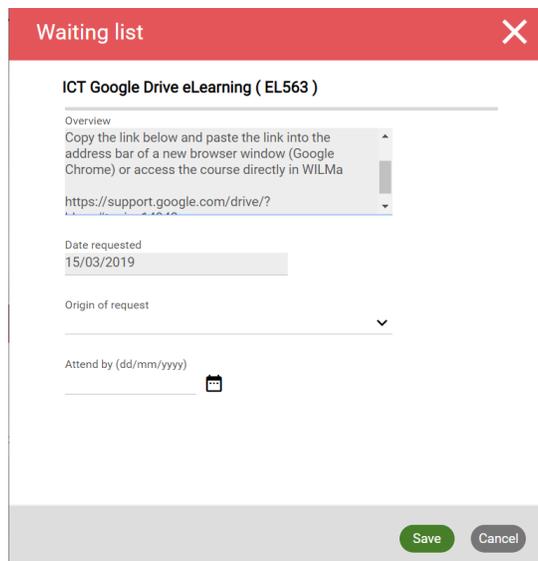
If known, enter the course code, or words to search on, into the **Search for** box. There is no need to add any search dates.

Any available events within the search criteria will be shown.



A dialog box showing search results. The header says "Results: 1 items". Below is a list item: "ICT Google Drive eLearning" with a green arrow icon to its right, and "ICT, Systems" below it. At the bottom right are "Search" and "Cancel" buttons.

Click into the relevant course and you will be presented with the screen shown below.

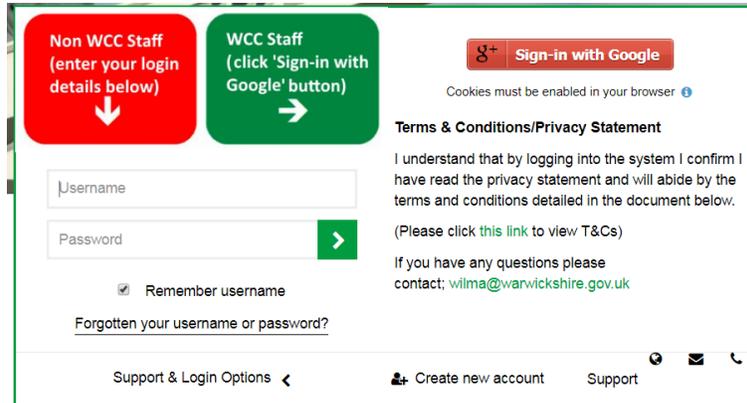


A dialog box titled "Waiting list" with a red header and a close button (X). The main content is for "ICT Google Drive eLearning (EL563)". It has an "Overview" section with a scrollable text area containing instructions to copy a link and paste it into a browser address bar, followed by the URL <https://support.google.com/drive/>. Below this are fields for "Date requested" (15/03/2019), "Origin of request" (a dropdown menu), and "Attend by (dd/mm/yyyy)" (a date field with a calendar icon). At the bottom right are "Save" and "Cancel" buttons.

Copy the link shown in the **Overview** box.

- Please do not click the **Save** button as this is an eLearning course.

Open a new window within your browser and paste the copied text into the search bar. Click the return key on your keyboard and you will be presented with the login page for WILMa.



Click the Sign in with Google button and you will be directed straight to the course page where you can complete your eLearning.

Notifications

- An email notification is sent to you when the learning evaluation form is available for you to complete in WILMa.

For further information or support please refer to Your HR on the Intranet

<https://i.warwickshire.gov.uk/content/access-your-hr/access-your-hr> or contact via email:

hrandpayroll@warwickshire.gov.uk or phone on 01926 738444

Creation Date	12/03/19
Author	JK
Review Date	