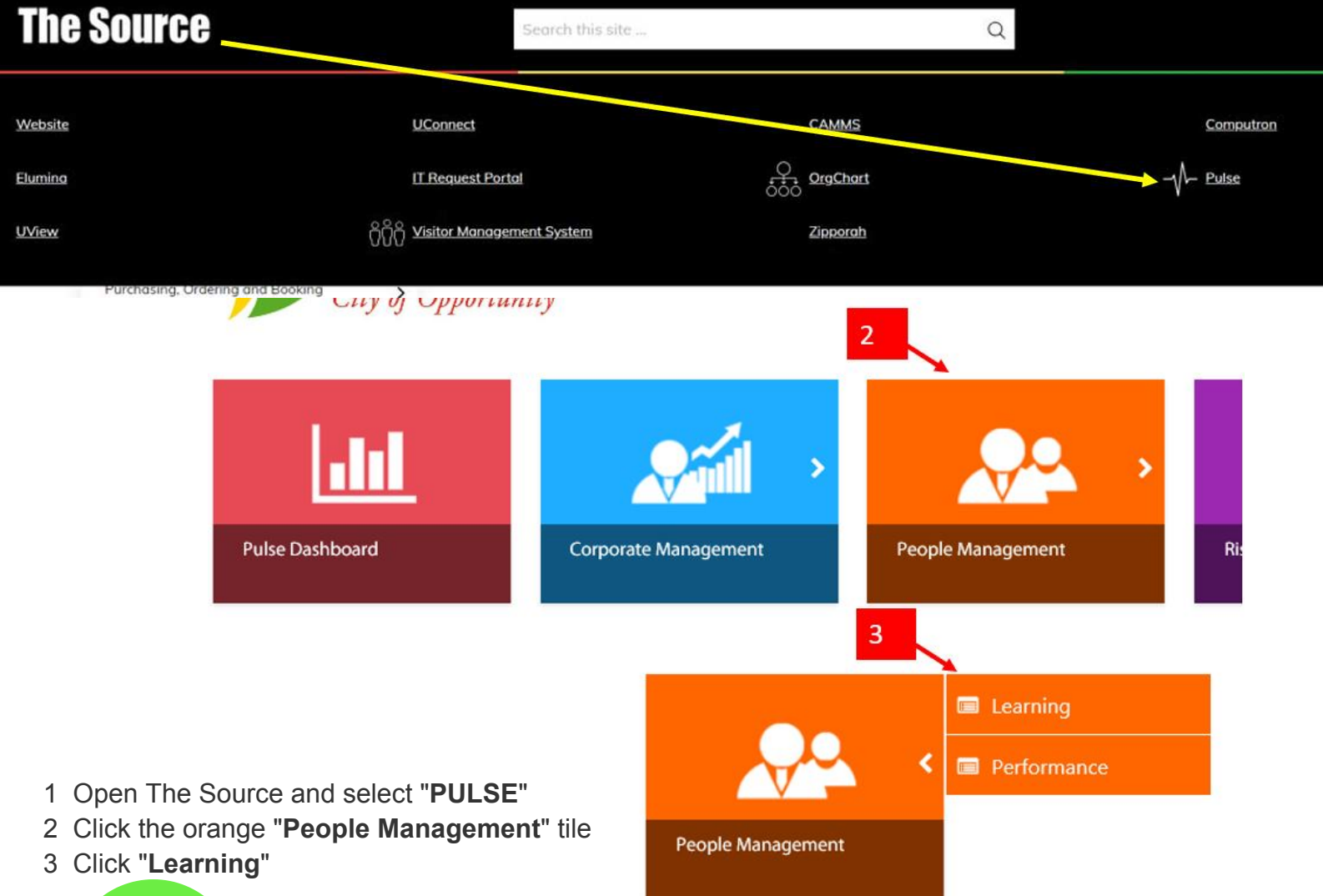


How to apply for internal training

1

Log in to Pulse Learning

The Source



The Source website interface showing navigation links and Pulse Learning tiles. A yellow arrow points from the 'Pulse' link in the top navigation bar to the 'People Management' tile. A red arrow points from the 'People Management' tile to the 'Learning' sub-menu item. A red box with the number '1' is placed over the 'Pulse' link, a red box with the number '2' is placed over the 'People Management' tile, and a red box with the number '3' is placed over the 'Learning' sub-menu item.

Website UConnect CAMMS Computron
Elumina IT Request Portal OrgChart Pulse
UView Visitor Management System Zipporah

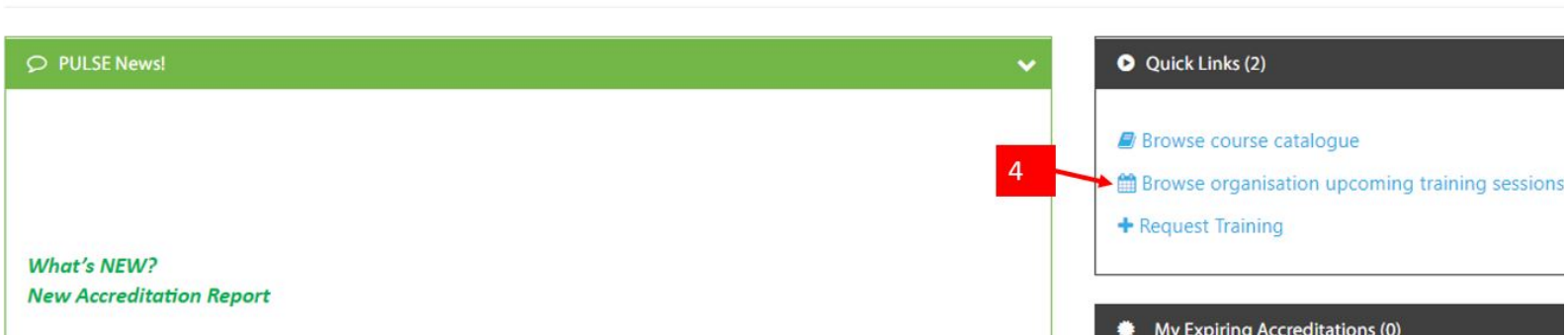
Pulse Dashboard Corporate Management People Management
Learning Performance

- 1 Open The Source and select "**PULSE**"
- 2 Click the orange "**People Management**" tile
- 3 Click "**Learning**"

2

Browse courses

Dashboard



Pulse Learning dashboard interface. A red box with the number '4' is placed over the 'Browse organisation upcoming training sessions' link in the 'Quick Links' section.

PULSE News!

What's NEW?
New Accreditation Report

Quick Links (2)

- Browse course catalogue
- Browse organisation upcoming training sessions
- Request Training

My Expiring Accreditations (0)

- 4 From your "**Dashboard**" click on "**Browse organisation upcoming training sessions**"

3

Apply for training

Start Date: ≤ To: More filters:

Session Time	Course Name	Session Name	Description	Attendees	
Wed 18/09/2019					
9:00 AM to 9:30 AM	Objective ECM Browser Overview	Objective ECM Browser Overview	Learn how to use Objective ECM for Browser.	8 out of 12	Request
10:00 AM to 10:30 AM	Objective ECM Browser Overview	Objective ECM Browser Overview	Learn how to use Objective ECM for Browser.	7 out of 12	Request
11:00 AM to 11:30 AM	Objective ECM Browser Overview	Objective ECM Browser Overview	Learn how to use Objective ECM for Browser.	7 out of 12	Request

New Training Request

Category:*

Information Technology & Management

Course:*

Objective ECM Browser Overview

Priority:

Low

Available Sessions:

Sessions

Wed, 18 Sep 2019

☒

City of Greater Dandenong
9:00 AM to 9:30 AM
8 of 12 attending

☐

City of Greater Dandenong
10:00 AM to 10:30 AM
7 of 12 attending

☐

City of Greater Dandenong
11:00 AM to 11:30 AM

Supporting Documents: (0)

[Attach/View Attachments](#)

6

[Make Request](#)

[Cancel](#)

- Click the **"Request"** button to begin your training application
- Click the box to choose a session. **YOU MUST DO THIS EVEN IF THERE'S ONLY 1 SESSION**
- Click **"Make Request"** to finalise your application