



Guide to Booking MyCare Training on MyLearning



Quick Reference Guide

PLEASE NOTE!

This guide is only intended for users who are able to book themselves onto training, including consultants, SAS doctors, Clinical specialists etc.

How to book your MyCare Training on MyLearning

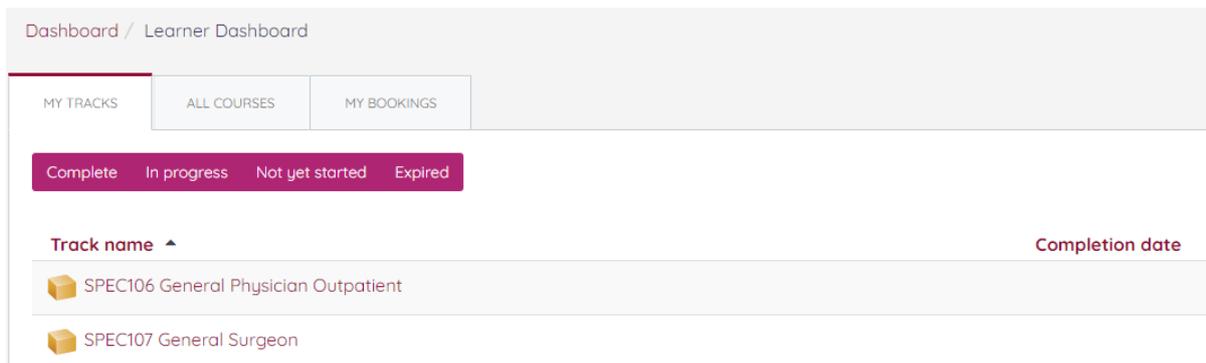
1. Launch My Learning via this link: <https://mylearning.rdehospital.nhs.uk/login/index.php>

Note: If you are logging in for the first time use the **forgotten your username or password?** function and enter your NHS email address, you will then be sent a password reset link

2. Log into **My Learning** using your email and new password

3. Once logged in you will be taken to the MyLearning homepage. Click **My Dashboard** from the banner menu

4. Your Learner Dashboard will then be displayed. On this page you will see a list of your required Learning (Tracks)



5. Identify the Track that you would like to book onto and click on the Track name

6. Click **View** on the **In Class Training Resources** grid

7. Click **View** to view the available dates

Note: Event Type is stated in the left hand column, either Super User or End User

8. Locate a suitable time and date, click **Sign-up**

9. Tick the Self Authorisation check box to confirm that you have your managers approval and enter any specific requirements that the Training Team need to be aware of

10. Click **Sign-up**

PLEASE NOTE!: Courses may have two parts, if your course has two parts you will now need to repeat these steps for the second part of the session. In some cases, for example, General Physician, Part A covers Outpatients and Part B covers Inpatients, only one of the sessions may be relevant to your role. In which case, you will not be expected to book onto both sessions

You have now booked your training session(s) and will receive a confirmation email

For Further Advice and Guidance

For any enquiries please contact the Epic Training Team via email ndht.epictraining@nhs.net or call the Training Help Desk on 01271 314113 (ext. 4406)



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Trouble Shooting and FAQ's

Cancelling a Booking



1. If at any point you wish to cancel a booking click **My Dashboard** from the banner menu
2. Click the **MY BOOKINGS** tab
3. Identify the booking that you would like to cancel
4. Click **Manage booking**
5. Click **Cancel booking -** at the bottom of the screen
6. Enter your reason for cancelation
7. Click **Yes**

You have now cancelled your booking, if you still require to be trained you will need to book yourself onto another appropriate session, **without attending training you will not have access to the system!**



Have you been Allocated the Wrong Training?

If you think that you are assigned the incorrect Track please email the MyCare training team:
ndht.epictraining@nhs.net



Optional eLearning

Most of the courses have eLearning attached to them, this is not mandatory; however it is advisable to watch these before attending face to face training. Please note that some of the eLearning will be updated in April 2022 so it is recommended that you wait until then to do it.