**Sign in to EESS using the  icon on your desktop. Enter your user name and password.**



**Click on Learner self service or the  to expand the selection.**



**Choose Learner home for training/learning offered within NHSGGC.**



**Use the search function to see what is available.**

**Search by key word or course name.**



**You can also browse and search the learning catalogue by category.**

**Click on Catalog and then NHS Greater Glasgow and Clyde and then select a category from the list available.**







**Click on the course title. In this example, we’ll choose the Foundation programme for new managers and supervisors.**



**The next page provides information on the learning outcomes and the audience (who is expected to attend this type of training).**

**Click on the offering name (course name).**



**Choose a date from the list available and click on the  button on the right hand side of the screen.**



**The next screen shows a summary of the course.**



**If required, complete the enrolment justification and special instructions.** 

**Then click on  and on the next page, click on  when you have checked the information and want to enrol on the class.**

**Approval**

**Your manager will then receive an approval request for completion.**

**On the home page, details will be available on view Requested Learning tab**

