

Early Years Development & Childcare Partnership

A guide to setting up your
online training account
and how to book onto
courses

2015/16

Introduction

All information contained in this document will help you in setting up your on-line account. Please spend some time reading through and following the instructions to enable to you register and book onto courses.

If you have any difficulties with setting up or logging onto the system, please contact Nicola Biddiscombe or Shelley Lloyd on 01446 709269.

Thanks,

Debbie Maule

Children's Partnership Co-ordinator

Registering and logging onto the system

Step 1:

Type the following into the address bar:

<https://eydcp-training.valeofglamorgan.gov.uk>.

Step 2:

After entering the web address and pressing enter, your screen should look like this:

The screenshot shows the SDMS V e-SD.Net web application interface. The header features the SDMS logo (Staff Development Management Systems) on the left and the text 'SDMS V e-SD.Net' on the right. Below the header is a navigation bar with 'Home' and 'Login' links on the left, and a 'Help' icon on the right. The main content area is titled 'SDMS V e-SD.Net:' and contains several sections of text:

- Welcome to SDMS V e-SD.Net:** This web site provides employee self-serve, line manager and administrator access to training and personnel records. Employees can view their own records and submit request for training. Line Managers can view their own records and the records of their staff as well as approve applications for training. Administrators have full access to all training and personnel records.
- HR Task Review and Workflow:** The e-SD.Net Task Review screen helps managers keep track of training applications from their staff and such things as changes in training needs, CPD or just changes of address and contact details. Managers can access the employee records and process them by approving or reviewing the record. They can add notes and comments where relevant to the task being processed. Once a record is processed and details are confirmed, an automated email will notify the employee and the administrator.
- My Contact Details:** Allows employees to log in and view the information currently held on their address and telephone numbers and to add new information if they change address or if the details are not correct. They can also see the people we have on record to contact in an emergency that can be updated and added to. Line managers will be notified of changes and can see the new details.
- My Skills and Qualifications:** Employees can access this tool to view the qualifications and competencies that we know they have and are currently in the records. If the employee acquires more skills through training or study, they can record them here so the information is instantly available to us when considering them for courses, etc. Line managers will be notified of new records so that they can confirm they have seen evidence that the employee has the skills indicated.
- My CPD:** Employees can view and record their own Continual Professional Development - self study, personal learning, reading a book etc - which they want to register in their own learning portfolio. CPD previously entered by the administrators will be available to view and employees can enter new CPD records as they study. Entries made by the administrators can not be modified but self-submitted entries can be updated. Line Managers will be notified when new CPD is entered so that they can check and confirm that the study is valid toward that person's professional development.
- My Training Courses and Applications:** Employees and Line Managers can view a list of all courses running in the future in the organisation and apply on-line to the courses they want to take or want their staff to take. Once an application is submitted, the administration team will see the application and the person will then be notified when the application is approved. When an employee submits their own application, the Line Manager will see this and be able to indicate that they approve.

Step 3:

In the top left hand corner of your screen, there is a 'Login' button, click this. Once the page has loaded, you should see an 'Existing Users Login Box' (**this is where you then log in once your account has been synchronised by our team**). The other box is 'If you are not registered, please setup an account here'.

<p>Existing users log in here</p> <div style="border: 1px solid #ccc; padding: 10px;"><p style="text-align: center;">Enter your user name and password to log in.</p><p>User name: <input style="width: 150px;" type="text"/></p><p>Password: <input style="width: 150px;" type="password"/></p><p><input type="checkbox"/> Stay logged in on this computer (until you log out)</p><p style="text-align: right;"><input type="button" value="Login"/></p><p style="text-align: center;">Forgot your password?</p></div>	<p>If you are not yet registered, please set up an account here</p> <div style="border: 1px solid #ccc; padding: 10px;"><p style="text-align: center;">Sign Up for Your New Account</p><p>User Name: <input style="width: 150px;" type="text"/></p><p>Password: <input style="width: 150px;" type="password"/></p><p>Confirm Password: <input style="width: 150px;" type="password"/></p><p>E-mail: <input style="width: 150px;" type="text"/></p><p style="text-align: right;"><input type="button" value="Create User"/></p></div>
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Complete the 'Sign up for your new account'

Example:

Username: JoeBloggs

Password: Birthday1! (Needs a number and a character for e.g 1#)

Confirm Password: Birthday1!

Email: JoeBloggs@example.com

And simply press 'Create User'.

Please keep your username and password safe as we are unable to access this information.

Step 4:

After completing the form and pressing the 'Create User' button, a message will appear explaining that you have successfully created an account. A 'continue' button will be shown in the corner of the box. Click this and you will be directed to the home screen.

You have successfully signed up.

IMPORTANT: Once you have completed this, please email sloyd@valeofglamorgan.gov.uk or nbiddiscombe@valeofglamorgan.gov.uk to enable them to synchronise your details on the system. Setting managers also need to include a staff list in the email.

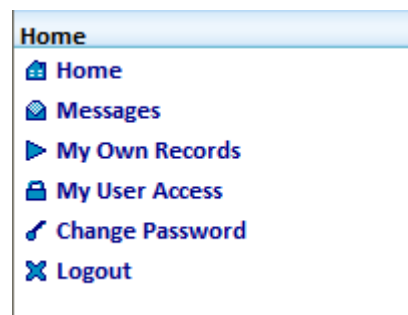
Viewing and booking onto a course

In order to navigate the booking system, please complete the following steps.

Step 1:

Once you have logged into your account, click onto 'My Own Records', then onto 'My Applications'.


Mangers can access their staff records by clicking onto "my staff records" then "applications" and book individual staff on here.



Step 2:


Here you can view all the courses that are available. The course are updated on a regular basis, so please be aware of this.

There are two ways which you can search for a course. You can either navigate through the pages manually and find the course you are looking for, or you can simply enter a keyword (e.g Food Safety) in the search engine.

Search Courses Title: Subject Area: --Select-- Specific Area: --Select--  Search

Step 3:

Once you have found the course you are looking for, click on 'view' under the 'Details' column. This will take you to the page where all the details of the course are displayed. When you have viewed the details and you are happy with everything, scroll to the bottom of the page and you will see two options:

 **Apply**  **Cancel**

Choose one of the options and click ok when the dialog box appears.

You will receive a confirmation email within a short time of booking onto the course.

Childminder - You will receive a confirmation email within a short time of booking onto the course.

Organisations (Day Care/Playgroups) – The manager of the organisation will be sent a confirmation email with all the details of the course.

You have successfully booked yourself on a course.

Payment

We are looking into online payments but unfortunately at the moment we cannot take payment via this method so once you have booked onto a course, please send course fee by either cash or cheque (made payable to Vale of Glamorgan Council) to:-

Debbie Maule
Children & Young People's Partnership
Vale of Glamorgan Council
Provincial House
Kendrick Rd
Barry
CF62 8BF

Good Luck!