The Moray Council

A quick start guide to book onto a course

Log on to CLIVE

The link to CLIVE can be found in the Discussions tab on the Intranet. It can also be found through Google – simply type Learnpro Council into the search engine.
Or click here: http://council.learnprouk.com

Although it says Email, the default username for existing employees was MC and your payroll number. More recent users may have their moray council email address instead.

Once you are logged in it is advisable to change your username to an email address for notification reasons.
(if in doubt contact
employee.development@moray.gov.uk)

Password: welcome

learnPro COUNCIL

Please enter your login details below:

Email:
MC1234567

Password:
welcome

LOGIN

Forgotten Login

Create Account

By logging in to the site, you
our Terms and Cond

For assistance using **learnPro** please

If you do not have an account set up.

Click **Create Account** and follow the instructions.

Your Home Page

From your Home page you have a number of options:

Notifications – this area will show you any announcements made by the Employee Development Team. It will also show you the last e-module that you visited with the option of a quick launch, as well as a Course Summary on your current learning.

My Learning – this area refers to all e-learning modules. Simply click on one of the categories and Add to your profile.

Training Events – this area refers to all classroom based courses. Simply click on Apply for Events to view a list of all available classroom training.

Personal Learning Log – this area is an opportunity to upload additional learning that you have achieved that was not booked through CLIVE.
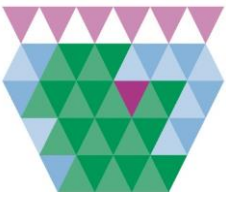
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Booking onto a Course

TRAINING EVENTS

NO UPCOMING EVENTS

▶ Click Apply for events to apply for training events.

VIEW ALL   APPLY FOR EVENTS

PERSONAL LEARNING LOG

> **1.** Click on **Apply for Events**

Course Booking
System

CLOSE

SELECT EVENT

▶ Select the event you would like to apply for below by clicking on the Event name.

Provider: Show All

EVENT	LOCATION	DATE
Adult Support & Protection - Module 1	HQ Annexe - Training Room 2	04/12/2014 09:30:00

SELECT   MORE INFO

> **3.** Click on **Select** for the course you wish to attend.

> **2.** Click on **More Info** for further details on the course.

Event Information

Event Name: Minute Taking
Location: HQ Annexe - Meeting Room 5
Start Date: 11 Mar 2015 09:30
End Date: 11 Mar 2015 12:30

After clicking Book on Event your application for this event will be checked by a Line Mana

PREVIOUS   BOOK ON EVENT

> **4.** Check the course details and if correct click on **Book on Event.**

This process will send an automatic email to your line manager to approve the training request. Once the training has been approved you will receive an email giving you the confirmation. Please ensure that you have entered your email into your Profile Tab.

Any queries please email: employee.development@moray.gov.uk