

HOW TO BOOK MYSELF ON TRAINING IN VOR ONLINE

1. Access your Vor Online Account by clicking on this link <https://voronline.shetland.gov.uk/>
2. Vor Online home page view will vary depending on the type of access you have. The 2 possible view options are as follows. **Follow the icon that matches your view:**

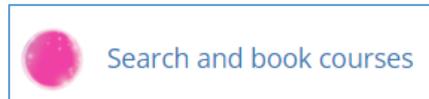
Option 1 – Click the **'My Courses'** icon



Option 2 - Click the icon **'My Training and Profile'** to reveal options for managing your training.



Then select

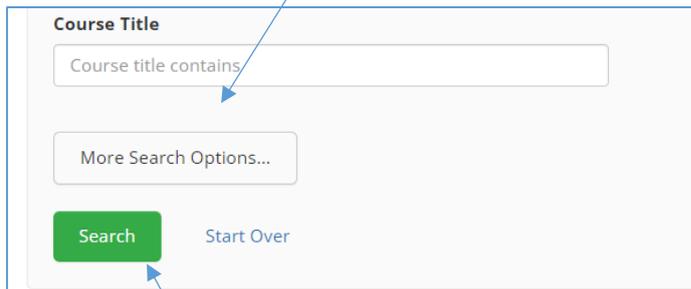


3. Both option above will take you to this screen.

A screenshot of the "Search Courses" page. At the top, it says "Search Courses" with a yellow underline. Below that is a lightbulb icon and the text "Find courses by entering criteria below in each box to narrow down results, or scroll down to view all upcoming courses." There is a breadcrumb trail "VOR / Search Courses". A yellow banner says "You have 2 suggested course(s)". Below is a search form with a "Course Title" section containing a text box with "Course title contains", a "More Search Options..." button, a green "Search" button, and a "Start Over" link.

In the **'Course title'** box type the course you wish to book onto. **TIP** – when searching using the 'Course Title' box, type **part of the title you are looking for** as unless you type the full title exactly as it is in Vor no results will be found.

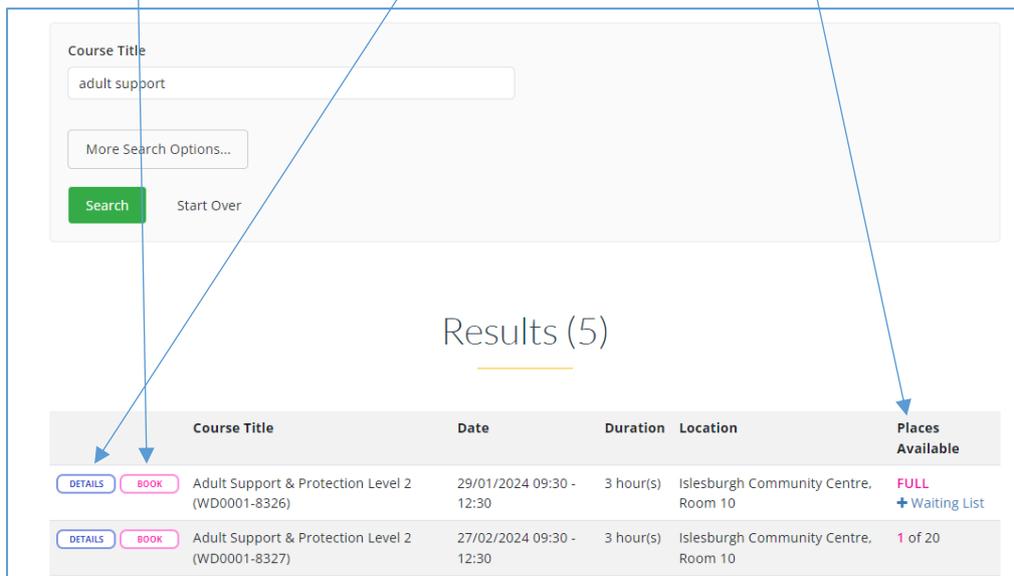
You can also use the **'more search options'** which will give you a range of different criteria to search on such as the course code (this codes begins with WD. If you know the course code it is a good way to find exactly what you are looking for)



The screenshot shows a search interface with a text input field labeled 'Course Title' containing the text 'Course title contains'. Below the input field is a button labeled 'More Search Options...'. At the bottom of the search area are two buttons: a green 'Search' button and a 'Start Over' link.

Hit the green **search** button to view the results baring in mind these do not pop up, **you will have to scroll down** to view the results.

- Find the event from the results. Check the number of **places available** and hit the pink **'book'** button. The blue **'details'** tab provides full details of the event, for example, course overview and allocated trainers.



The screenshot shows the search results page. At the top, the search box contains 'adult support'. Below the search box is a 'Results (5)' heading. A table lists the search results with columns for Course Title, Date, Duration, Location, and Places Available. Each row has a blue 'DETAILS' button and a pink 'BOOK' button. The first row shows 'Adult Support & Protection Level 2 (WD0001-8326)' with 0 places available (FULL) and a waiting list. The second row shows 'Adult Support & Protection Level 2 (WD0001-8327)' with 1 of 20 places available.

Course Title	Date	Duration	Location	Places Available
Adult Support & Protection Level 2 (WD0001-8326)	29/01/2024 09:30 - 12:30	3 hour(s)	Islesburgh Community Centre, Room 10	FULL + Waiting List
Adult Support & Protection Level 2 (WD0001-8327)	27/02/2024 09:30 - 12:30	3 hour(s)	Islesburgh Community Centre, Room 10	1 of 20

Clicking the 'Book' button will take you to the following screen.

Here you will need to select if the course is 'Essential' or 'Desirable'.

You can add any booking comments or Additional Support Need Comments.

The screenshot shows a 'Book Course' form with the following sections:

- Importance:** Radio buttons for 'Essential' and 'Desirable'. An arrow points to the 'Essential' option.
- Booking Comments:** A text area with a placeholder: 'i.e. 'will arrive 10 minutes late'. Please specify dates if this only applies to one event.' An arrow points to this text area.
- Additional Support Needs:** A text area with a placeholder: 'i.e. 'Requires Lift Access' or 'Dyslexia'. Please specify dates if this only applies to one event.' An arrow points to this text area.
- Prerequisites:** A section titled 'Please note you are required to meet the following prerequisites.' containing two checked checkboxes:
 - Prior to attending, I agree I will complete the 'Child and Adult Protection - It's Everyone's Job'. SIC staff will find this course in iLearn. NHS staff will find this in Turas/Learn Pro. Third sector staff can access this course through the Safer Shetland website.
 - If booking on behalf of a staff member, I agree that I will inform the staff member of the requirement to complete the pre-course requirements and forward on any relevant emails directly that are sent to a central mailbox.
- Confirmation:** A checkbox with the text: I confirm that I meet the prerequisites and am eligible for this course. An arrow points to this checkbox.
- Book Button:** A pink button labeled 'Book' at the bottom right. An arrow points to this button.

You will also be required to confirm you meet and agree to any pre-course requirements. Some courses will also require you to confirm your email.

Click the 'Book' button to book your place.