

Completed by	• Pub managers, shift and kitchen managers, shift and kitchen shift leaders where required
Reference	• Training policy (myJDW) • SOP OF0104 - Accessing myJDW, myLearning and the myJDW app
Equipment	• Computer/laptop, mobile phone or tablet
Step 1	• Login to your myLearning centre account. Refer to SOP OF0104 - Accessing myJDW, myLearning and the myJDW app.
Step 2	• Click on 'Open curriculum' for the required training course.
Step 3	• From the menu on the left hand side, choose the course to book onto, and click on 'Select Session.'
Step 4	• A pop-up will display the available courses. If a course has space available, the number of spaces will be indicated in the 'Seats Available' column.
Step 5	• To book onto the course, click on 'Request' next to the date you want to attend. • If there are no available seats, click on 'Notify Me' and you will be notified by email if any spaces become available.
Step 6	• Once 'Request' has been clicked, the session you have booked onto will show as 'Registered' on the module, and you will receive a confirmation email. • Additional reminder emails will be sent in the lead up to the course dates.
Step 7	• Ensure all pre-work (where applicable) is complete before attending the session.