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Dear Colleagues,

We are delighted to present our HSeLanD Training Manual which is designed to assist you in navigating this platform.

The manual will support you to:

- Navigate HSeLanD.
- Register/update your profile so you can access our eHealth training catalogue.
- Find and enrol on courses
- Explore HSeLanD Hubs & Resources.
- How to gain access to eHealth Resources on the Discovery Zone.

HSeLanD is a user friendly learning platform offering both virtual and classroom based training. It helps you to take control of your learning progress and allows you to develop your Personal Learning goals. You can also review your learning history in preparation for your Performance Achievement discussion with your line manager.

Things to consider before booking training:

- Please read our course outline carefully on HSeLanD, as some of our courses have very specific requirements, for example it is recommended to use a personal computer/laptop with a private internet connection to complete exams that are proctored online such as PRINCE2 & ITIL.
- A number of our courses require experience in using specific software or programmes.

Please contact us as soon as possible if you are unable to attend the training and need to withdraw from a course on HSeLanD. This is to ensure your place can become available for another member of eHealth.

I hope you will find this training manual useful and if you have any comments or suggestions, please contact us at ehealth.training@hse.ie

Kind Regards,

Jessica Winters.

On behalf of eHealth Training and Development Team.

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What is HSeLanD?



HSeLanD – is the Health Service’s online learning portal with over 300 eLearning programmes, resources, assessments and planning tools to support you in your current job role and with your personal and professional development. Built on a fully integrated Learning and Talent Management System, HSeLanD supports over 120,000 health and social care staff, across multiple disciplines in Ireland. In addition to providing the portal, HSeLanD offers:

- A single training platform, where you can complete all mandatory, essential and Covid- 19 related training.
- Dedicated online areas called collaborative learning hubs to facilitate knowledge sharing between multidisciplinary groups.
- Targeted online tools to support areas such as induction, personal development planning and skills assessments.
- Online management of classroom, virtual and blended learning, enabling users to register for learning events.
- Learning Management system technology to track and report on local learning and training activities.

It also offers flexibility, because you can complete courses virtually, start – pause and resume at your own convenience. You will also receive reminders for all your Certificates that are due to expire.

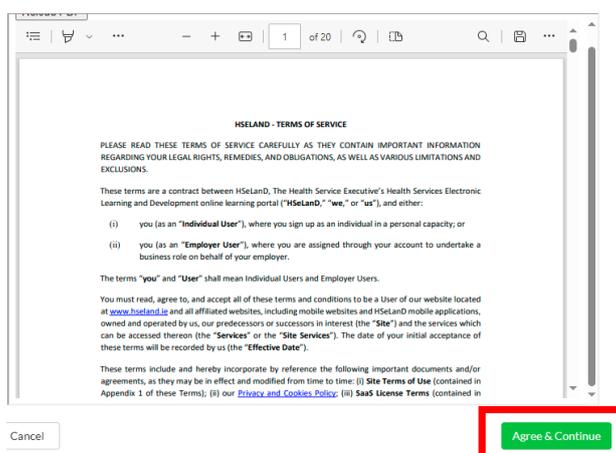
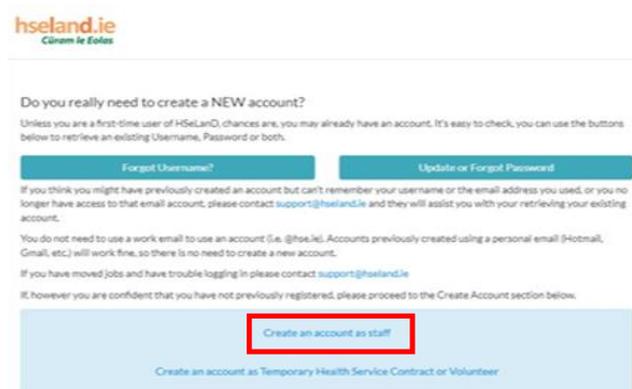


How to register your profile on HSeLanD

1. Select **Register** by following this link
<https://www.hseland.ie/dash/Account/Login>



2. Select **create an account as staff**,



Read through the following terms and conditions and when complete select **agree and continue**.

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- Please fill in all personal details within registration. Make sure to use your HSE email address in case you may forget log in details & require your password reset. Click **continue** when all fields are filled in.

- Scroll down, find **National Services and National Divisions** & press



- Please select **Corporate**.

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6. Please Select eHealth in “Value”

Registration

National Service or National Division

Select National Service or National Division

Corporate

eHealth and Disruptive Technologies

Please select your Function

Please select

Back Continue

7. Select your Function

Registration

National Service or National Division

Select National Service or National Division

Corporate

Please select a value

eHealth and Disruptive Technologies

Please select your Function

Please select

- Access to Information (A2I)
- Acute Delivery
- Chief Information Officer (CIO)
- Chief Information Security Officer (CISO)
- Chief Technology Transformation Officer (CTTO)
- Community Delivery
- Contracted Staff
- Corporate Delivery
- Customer Service Experience (CSE)
- eHealth Chief Operating Office (COO)
- Integrated Information Services (IIS)
- Public Health Delivery
- SAP CoE
- Standards & Shared Care Records
- Technology Office

You will then be presented with the different sections within eHealth. Select your area and where available your further section.

Please see below bullets to define your section:

CTTO

- Transformation & Strategy Office
- Transformation – Solution Architecture
- User Experience

Community Delivery

- Community IT
- Delivery Team
- ECC Programme
- ePharmacy
- ICCMS
- Primary Care
- Public Care
- SCS – CMS
- Social Care
- Telehealth
- WRE

Acute Delivery

- Acute Delivery
- Critical Care
- IPMS
- Med Lis
- MN CMS
- NCIS
- NIMIS

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Corporate Delivery

- Corporate Services
- RPA – Intelligence
- Automation & CRM Solutions

Customer Service Experience (CSE)

- Service Operations
- Service Transition
- Strategic - Applications Service

eHealth Chief Operating Office (COO) Business Operations

- Employee Relations
- Executive Support
- Finance
- Finance & Mobile Telephony
- Hr & Recruitment
- Training, Development & Communications
- Office 365
- Planning & Portfolio Management (PPM)
- Programme Management Office (PMO)
- Resource Augmentation Services

Integrated Information Services (IIS)

- Data Governance & Enabling Services
- Data Operations
- Health Performance & Visualisation Platform (HPVP)

Technology Office

- Business Enterprise Solution
- Cloud Platforms
- Health IRL
- Networks
- Portfolio Management
- Technology & Deployment

SAP COE

- Business Delivery, Finance & Procurement
- Business Support
- New Developments
- Quality Assurance
- SAP Business Intelligence Unit
- SAP Transformation & Continuous Change
- Technology & Infrastructure

Standards and Shared Care

- NRC & Clinical Terminology
- Shared Care Records
- Technical Architecture

CIO

A2i

Public Health Delivery

Contracted Staff

8. Please provide your Personnel number & click  (If you do not know this yet – use 12345 & update once you do know.)



Registration

Unique Identification Number

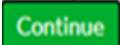
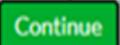
Please enter your Staff or Personnel Number.

90042181



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9. You will be presented with further registration screens, update if required and press  or if no adjustments are needed just press the  button.

10. Select you're not a part of a professional body &



Registration

Professional Body

Are you a member of a professional body?

Yes No



11. The last screen you will be presented with is the confirmation screen. Tick the box to confirm that all the information you have provided is accurate and up-to-date and press 

Registration

Confirmation

I confirm that all of the information I have provided is accurate and up-to-date.



If you are experiencing any difficulty with the above steps, please email eHealth.Training@hse.ie and one of the eHealth Training & Development team members will assist you.

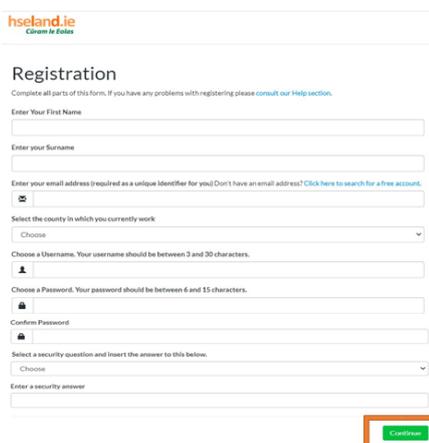
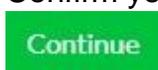


How to edit your HSeLand account

1. Log into HSeLand by following this link
<https://www.hseland.ie/dash/Account/Login>
2. When logged in successfully, on **Home** Tab click Profile & click on



3. Confirm your personal information & security questions are correct, press



hseland.ie
Cúram le Faois

Registration

Complete all parts of this form. If you have any problems with registering please consult our [Help section](#).

Enter Your First Name

Enter your Surname

Enter your email address (required as a unique identifier for you! Don't have an email address? [Click here to search for a free account.](#))

Select the country in which you currently work
Choose

Choose a Username. Your username should be between 3 and 20 characters.

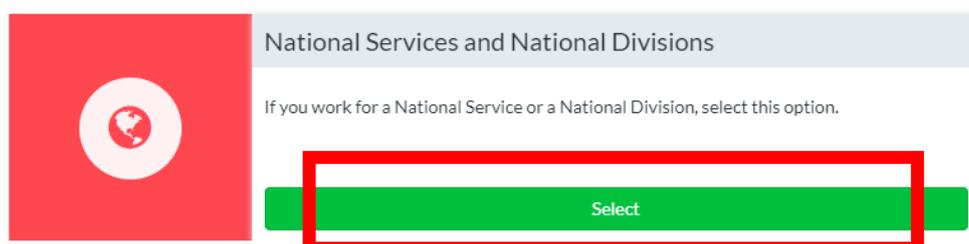
Choose a Password. Your password should be between 6 and 15 characters.

Confirm Password

Select a security question and insert the answer to this below.
Choose

Enter a security answer

4. Find **National Services & Divisions** & press



National Services and National Divisions

If you work for a National Service or a National Division, select this option.

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5. Please make sure you have **Corporate – eHealth & Disruptive**

Technologies –current **Function & Sector** and press  if you need to make any changes select

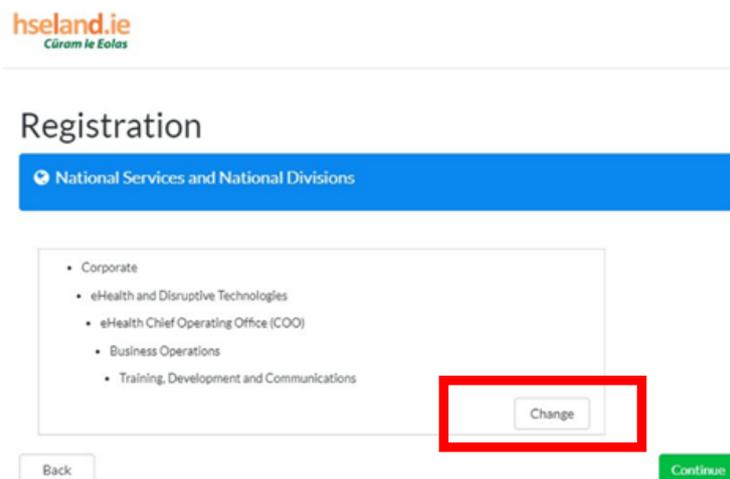


& update.

If your function is incorrect, you must change to the correct function by clicking



Please see example:



When selecting your function, you will be presented with the different sections within eHealth.





Please see below bullets to define your section:

CTTO

- Transformation & Strategy Office
- Transformation – Solution Architecture
- User Experience

Community Delivery

- Community IT
- Delivery Team
- ECC Programme
- ePharmacy
- ICCMS
- Primary Care
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- Training, Development & Communications
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- Programme Management Office (PMO)
- Resource Augmentation Services

Integrated Information Services (IIS)

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- Data Operations
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- Health IRL
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- Technology & Deployment

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- Business Delivery, Finance & Procurement
- Business Support
- New Developments
- Quality Assurance
- SAP Business Intelligence Unit
- SAP Transformation & Continuous Change
- Technology & Infrastructure

Standards and Shared Care

- NRC & Clinical Terminology
- Shared Care Records
- Technical Architecture

CIO

A2i

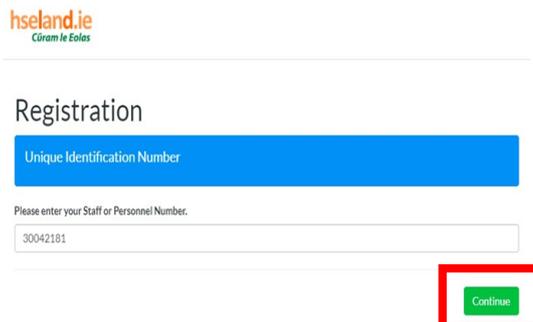
Public Health Delivery

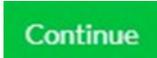
Contracted Staff

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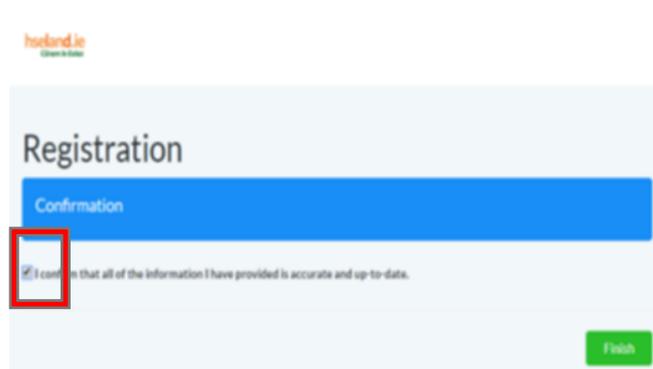
6. Please enter your Personnel number and select 



Further registration will follow, update if required and select. 

If no adjustments are needed click 

7. The last screen you will be presented with is a confirmation screen. If you are happy that all your information you've provided is correct, click the box and press 



How to enrol onto eHealth Induction

1. Log into HSeLanD following this link <https://www.hseland.ie/dash/Account/Login>
2. When on the **home** tab, type eHealth & click 



3. Select eHealth Induction Classroom



In catalogue(s): Customer Service Experience (CSE), Service Operations, eHealth Chief Operating Office (COO), Business Operations, Resource Augmentation Services, Planning & Portfolio Management (PPM), Programme Management Office (PMO), Access to Information (A2I), Acute Delivery, Community Delivery, Corporate Delivery, Standards & Shared Care Records, NRC & Clinical Terminology, Shared Care Records, Technical Architecture, Integrated Information Services (IIS), Strategy & Project Management, Health Performance & Visualisation Platform (HPVP), Data Operations, Data Governance & Enabling Services, Technology Office, Business Enterprise Solutions, Portfolio Management, Networks, Cloud Platforms, Technology & Deployment, Strategic Applications Service, Service Transition, Public Health Delivery, SAP Centre of Excellence, Chief Technology Transformation Officer (CTTO), Chief Information Security Officer (CISO), Chief Information Officer (CIO)

4. Click



eHealth Induction (Classroom)
by eHealth
0 Reviews Skip to Session

eHealth Ireland

Learning Type: Classroom
Available Languages: English
Duration: 1 Day
Who Should Take This: New members of eHealth and Disruptive Technologies staff

Session(s): eHealth Induction (Classroom) Seats: 36
At The Richmond Education and Event Centre, Banqueting Room, No 1 North Brunswick Street, Dublin 7, D07 TH76, OoCIO Training Facilities
23-Apr-2024 09:30 - 23-Apr-2024 17:00 BST
Enrolment: Not available before: 18-Aug-2023 20:00 BST
[Show more info](#)

Enrol

Please remember you must seek approval from your line manager before enrolling on courses.

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5. Please complete the **Enrolment Confirmation** page

For eHealth Induction (Classroom)

Enrolment Approval Request

Initial enrolment Approval by eHealth Training (E-HEALTH/TRAINING) is required before this request can proceed. Please provide supporting information in relation to your request and rationale for undertaking the course. *

Enter justification here.

Additional Information

Manager E-mail

Your contact mobile number

1. Name of line manager

Have you consulted with your manager and obtained permission to attend this course?
(Please Select) ▼

Is this your first time attending this programme?
(Please Select) ▼

6. If you need to withdraw for any reason go to Learning record, find Induction in courses

Home **Learning Record** Course Catalogues Certificates Social Tools

Search Course Catalogues

Keywords

Learning Type
All ▼

Search

Current Learning

7. Select **Withdraw enrolment** & contact eHealth.Training@hse.ie to let us know.

Learning Record

Current Learning Learning History My Learning Requests Learning Path External Training Records

Module Title/ID Status Type Training undertaken between And

All All e.g 17-Oct-2023 e.g 17-Oct-2023

Filter Reset

Results per Page: 25

Showing: 1 - 25 of 39

Sort By Enrol Date Refresh

eHealth Induction (Classroom)
Classroom, English, Enrolled On 17-Oct-2023 13:58 BST
1 Evaluation(s)

Not Started 0%

Withdraw enrolment

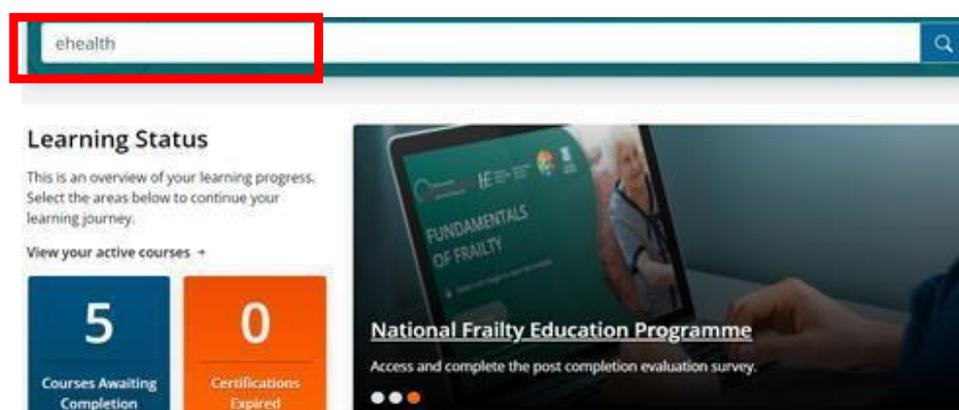
Back to top



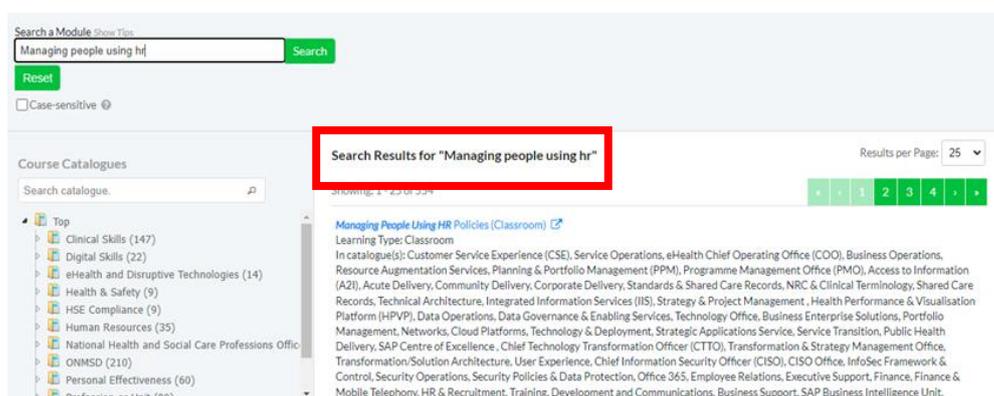
How to enrol on eHealth Courses

1. Log onto HSeLanD following this link :
<https://www.hseland.ie/dash/Account/Login>
2. If you know the name of the course you're interested partaking, type it into the search bar & press 

For example:



3. After selecting the course title, this will then direct you to Course Catalogues page, select the course from the listing.



Please remember you must seek approval from your line manager before enrolling on courses.

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Managing People Using HR Policies (Classroom)

by eHealth
[0 Reviews](#) [Skip to Session](#)

Programme Overview

Understanding and applying the legal framework that governs human resource development in the organisation is as important as other management skills. Factors defining this framework are presented in **this one-day programme**. The programme aims to explain the various employment statutes and their impact on the role of the line manager. Moreover, how the use of HR policies not only serves to comply with the legislative obligations but is also essential in motivating and building committed staff to deliver that high-quality performance.

Learning Outcomes

How to interpret and apply the HR policies that underpins:

- Effective employee performance
- Employee Grievances
- Attendance management
- Dignity at work policy

Learning Type: Classroom

Available Languages: English

Duration: 1 Day

Who Should Take This: Any staff member with direct people management responsibilities, Grade V and above

4. You'll now be able to view & enrol onto the course. If the course has multiple sessions, choose the date that suits you & select 

Learning Outcomes

How to interpret and apply the HR policies that underpins:

- Effective employee performance
- Employee Grievances
- Attendance management
- Dignity at work policy

Learning Type: Classroom

Available Languages: English

Duration: 1 Day

Who Should Take This: Any staff member with direct people management responsibilities, Grade V and above

Support Contact: eHealth.Training@hse.ie

Session(s): Managing People Using HR Policies (Classroom) Seats: 11
At The Richmond Education and Event Centre, Education Room, No 1 North Brunswick Street, Dublin 7, D07 TH76, OoC/O Training Facilities
14-May-2024 09:30 - 14-May-2024 17:00 BST
[Show more Info](#)



5. Please complete the Enrolment Approval page correctly,

Enrolment Approval

For Managing People Using HR Policies (Classroom)

Enrolment Approval Request

Initial enrolment Approval by eHealth Training (EHEALTHTRAINING) is required before this request can proceed. Please provide supporting information in relation to your request and rationale for undertaking the course.

Additional Information

Manager E-mail

Your contact mobile number

I, Name of line manager

Have you consulted with your manager and obtained permission to attend this course?
(Please Select)

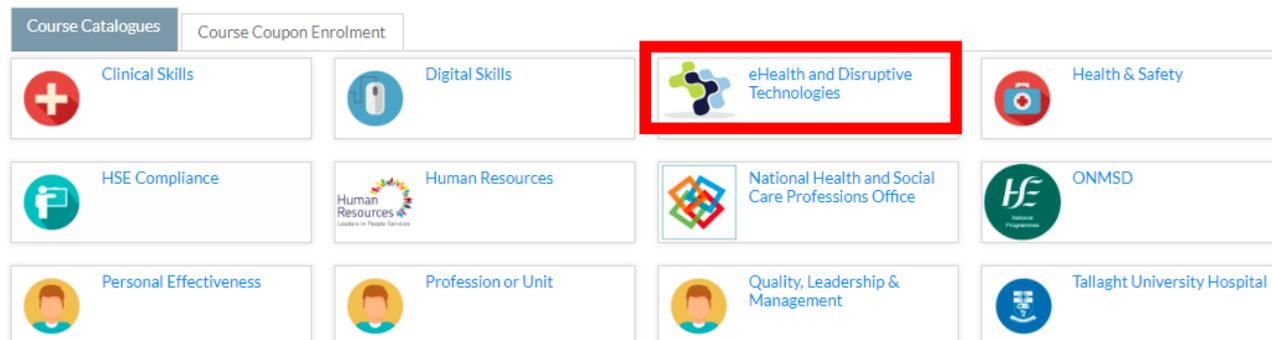
Is this your first time attending this programme?
(Please Select)

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- You can also view all eHealth courses that are available to you depending on your function. Select **Course Catalogues** from the top menu on the Home tab

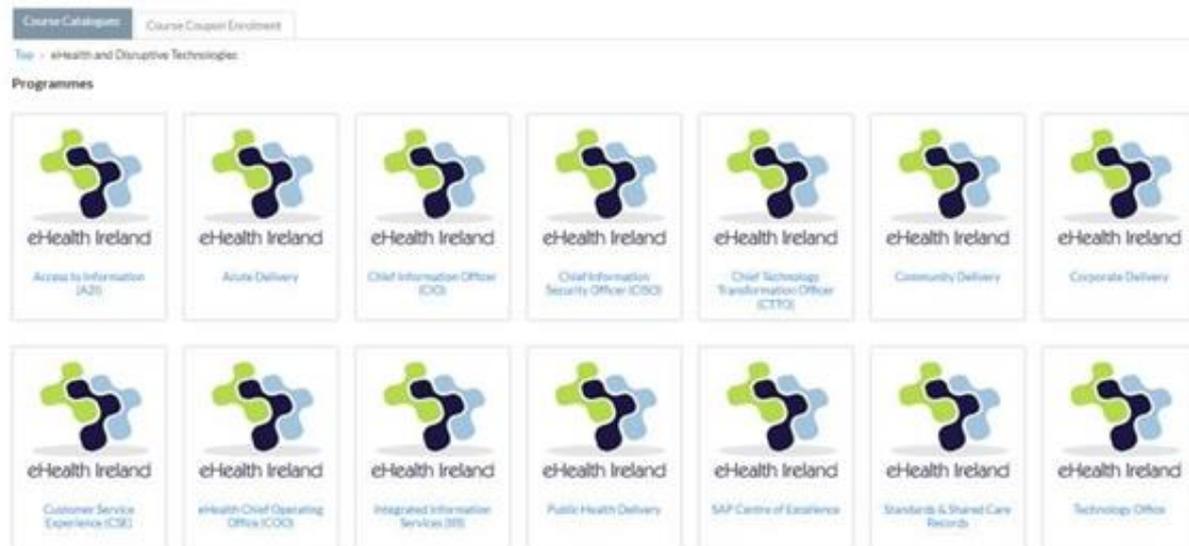
Course Catalogues



This will then direct you to Course Catalogues home page, select “**eHealth & Disruptive Technologies**”.

Now you can explore all courses available to you, depending on your function.

Course Catalogues

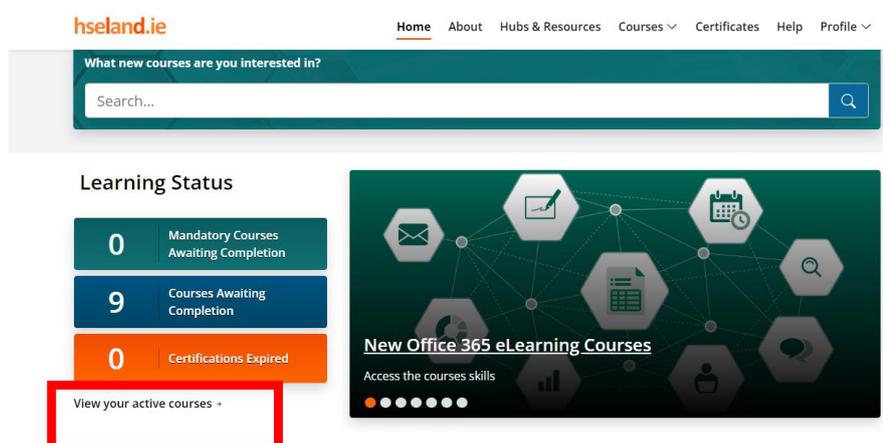


[Back to top](#)



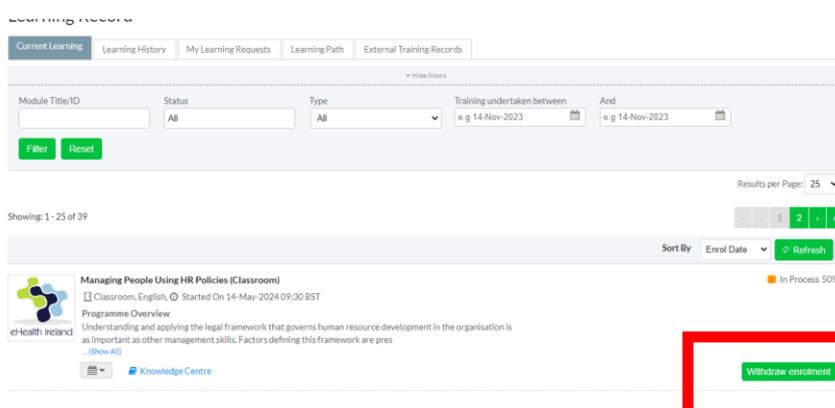
How to withdraw from a course

1. Log onto HSeLanD following this link <https://www.hseland.ie/dash/Account/Login>
2. Please notify the Training & Development team via email (eHealth.Training@hse.ie) as soon as possible that you're unable to attend.
3. You will need to withdraw from the course on HSeLanD. This allows another colleague to avail of the space on the course.
4. To withdraw on HSeLanD, after logging in you'll be directed to the Home page. Go to **View your active courses**.



This will then direct you to the **Learning Record**, find the course in listing.

For example:



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5. Select **Withdraw enrolment**

Managing People Using HR Policies (Classroom) In Progress 50%

Classroom, English, Started On 14-May-2024 09:30 BST

Programme Overview

Understanding and applying the legal framework that governs human resource development in the organisation is as important as other management skills. Factors defining this framework are pres...

[Show All](#)

[Knowledge Centre](#)

Withdraw enrolment

6. A pop-up box will appear, type your reason for withdrawing. Click

Withdraw

Reason for Withdrawal ✕

Withdrawing from this learning module will remove its record from your learning history.

Withdraw **Cancel**

7. The Training & Development will then receive notification that you've withdrawn yourself.

When: Tuesday 14 May 2024 09:30-17:00 | Location: Managing People Using H.R. Policies; Richmond

09

10

11

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Jessica Winters,

Please note your withdrawal from Managing People Using HR Policies (Classroom).

Thank you for your attention.

[Back to top](#)





8. You'll also receive a confirmation email regarding your withdrawal.

 Tue 14/11/2023 12:43
support@hseland.ie
Course Withdrawal Notification

Required ■ Jessica Winters

When Tuesday 14 May 2024 09:30-17:00 | Location

09	Course Withdrawal Notification The Richmond Education and Event Centre, Education Room, No 1 North Brunswick Street, Dublin 7, D07 TH76 (Note: The GMT offset below reflects daylight saving time adjustments) support@hseland.ie
10	
11	

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Jessica Winters,

Please note your withdrawal from Managing People Using HR Policies (Classroom).

Thank you for your attention.

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What is the Discovery Zone on HSeLanD?

What is the Discovery Zone?

- The Discovery Zone Hub is a location within HSeLanD that hosts an eclectic mix of valuable learning resources for all Health and Social Care workers across a range of important topics and initiatives.

What does the eHealth & Disruptive Technologies Training Resources page contain?

This page is dedicated to eHealth & Disruptive Technologies staff, here you can view the:

- Organisational Chart which is a part of our eHealth Induction Programme,
- Animated Videos from our training specialist (Covid-19 information) & HR Policies
- Performance Achievement resources,
- eHealth & Disruptive Technologies Tech Free Pod Casts, which focuses on human issues
- eHealth & Disruptive Technologies Lunch & Learn webinars.

The content is always updating so keep an eye out for future developments.

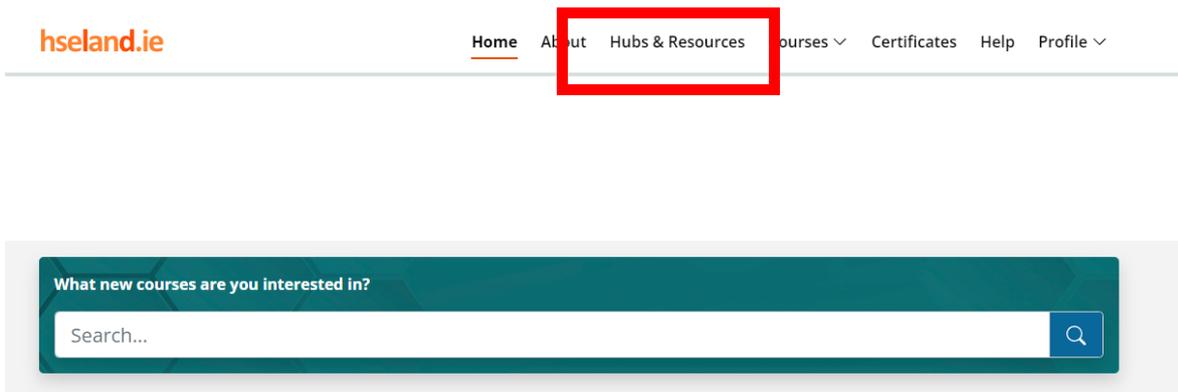
Please click link below to watch a short video about the Discovery Zone:

<https://www.youtube.com/watch?v=e7EgS3unPME>

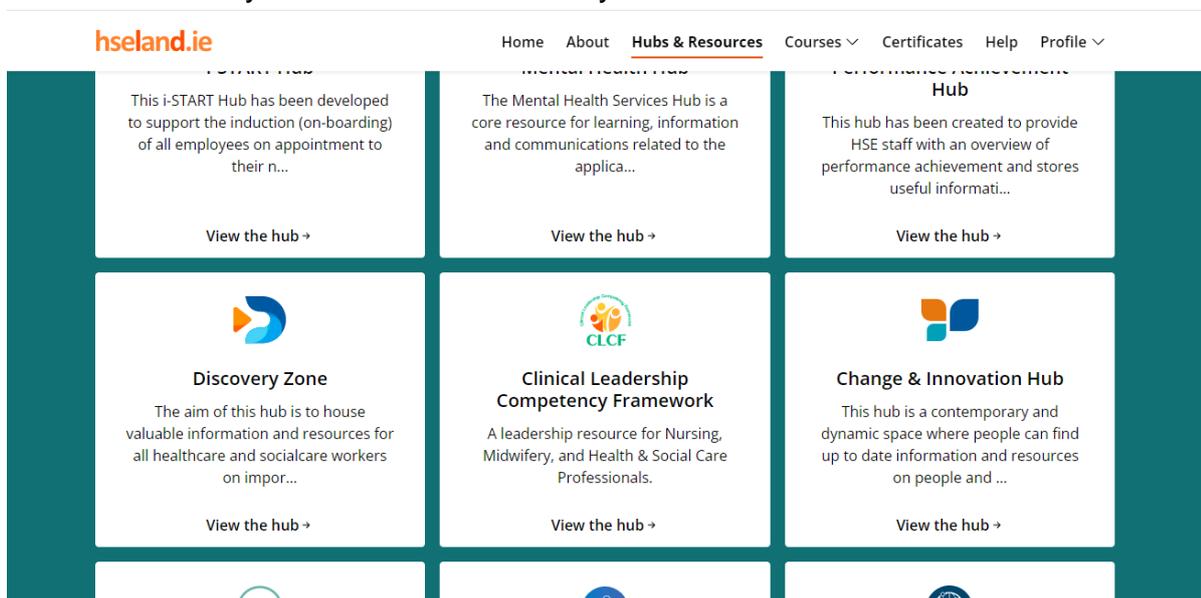


Where is the Discovery Zone located on HSeLandD?

1. Log into HSeLandD following this link
<https://www.hseland.ie/dash/Account/Login>
2. On home tab click Hubs & Resources



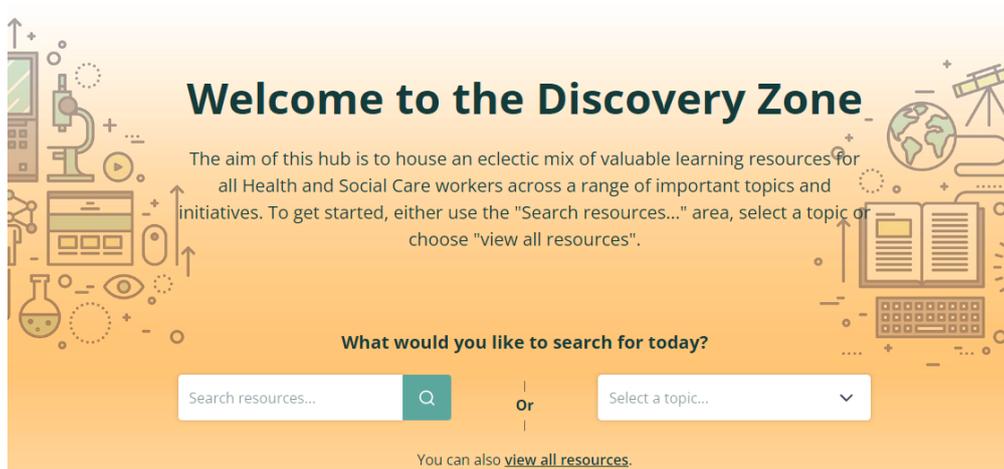
3. This will then direct you to Hubs & Resources section of HSeLandD, scroll down & you will find the Discovery Zone hub



4. Select **View the hub ->**



5. You'll be directed to a new webpage like so:



6. You can now view all resources available to you on the Discovery Zone.

7. If you know the name of the resource, type it into the search bar & click , If not you can also view all resources by clicking on

You can also [view all resources](#).

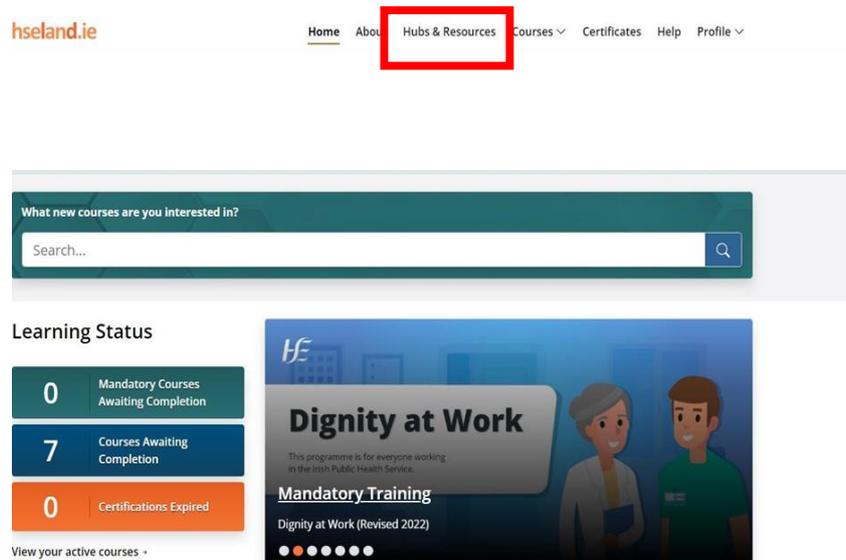


[Back to top](#)

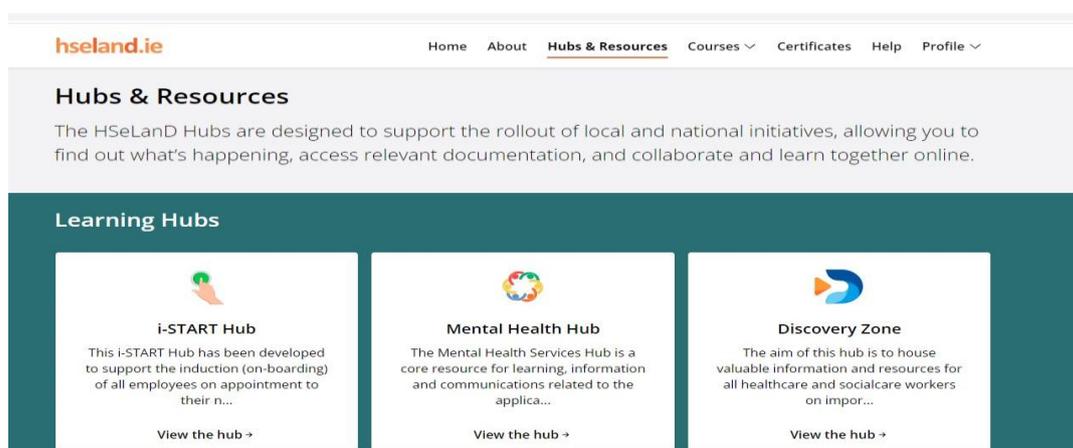


How to find eHealth Resources on the Discovery Zone

1. Firstly log onto HSeLanD following this link <https://www.hseland.ie/dash/Account/Login>
2. After logging in, when on the Home Tab, select **Hubs & Resources**



3. This will then direct you to the Hubs & Resources tab,



[Back to top](#)



7. The eHealth HSeLanD Administrators will then receive notification regarding your access request & then approve. **HSeLanD administrators must grant you access to these resources, otherwise they will not appear visible.**
8. After access has been granted, go to Hubs & Resources, Discovery Zone & type **“eHealth”**

Resources will now show after clicking on the title.

Resources containing the text "ehealth":

eHealth and Disruptive Technologies Training Resources

Welcome to the eHealth and Disruptive Technologies Training Resources Page. This location hosts training resources which support our Staff, browse and check out what is available. eHealth and Disruptive Technologies Induction / Onboarding Information pdf document eHealth and Disruptive Technologies...

Date added: 8th Oct 2020

Tags: Business Services Human Resources Leadership, Learning & Talent Management

eHealth and Disruptive Technologies Training Resources

← Back to search

Welcome to the eHealth and Disruptive Technologies Training Resources Page. This location hosts training resources which support our Staff, browse and check out what is available.

eHealth and Disruptive Technologies Induction / Onboarding Information

PDF DOCUMENT
eHealth and Disruptive Technologies Induction Programme Presentation
Added: 25 March, 2022 [Download →](#)

PDF DOCUMENT
eHealth and Disruptive Technologies Organisational Chart

Details

Date added: 08 October 2020

Tags: Business Services Human Resources Leadership, Learning & Talent Management

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How to find/enrol on NiSRP courses on HSeLand

1. Firstly log onto HSeLand following this link
<https://www.hseland.ie/dash/Account/Login>

2. On the Home tab, type NiSRP in the search bar & click 



3. Depending on your current role please select one of the following options that applies to you:
 - If you are employee, select the **My HSE Self Service – NiSRP for Employees** Programme.
 - If you are a staff member who may have to travel as part of your role also select: **My HSE Self Service – NiSRP for Staff Who Travel**.
 - If you are a Manager choose: **My HSE Self Service – NiSRP for Managers**

Course Catalogues

Course Catalogues

Browse Search Course Catalogues Course Calendar Course Coupon Enrolment

Search a Module Show Tips

NISRP Search

Reset

Case-sensitive

Course Catalogues

Search catalogue:

- Top
- Digital Skills (3)
- Human Resources (3)
- Quality, Leadership & Management (1)

Refine By

All Types

All

Online (3)

All Vendors

All

Unknown (3)

All Subjects

All

Unassigned (3)

Search Results for "NISRP" Results per Page: 25

Showing: 1 - 3 of 3

My HSE Self Service - NiSRP for Employees [↗](#)

Learning Type: Online

In catalogue(s): IT Applications, Quality, Leadership & Management, Human Resources (eLearning)

To ensure successful completion of this E-Learning module, please use the latest version of Internet Explorer or FireFox. Please do not use Google Chrome as there is a known issue with: [Enrol and launch](#)

My HSE Self Service - NiSRP for Managers and Approvers [↗](#)

Learning Type: Online

In catalogue(s): IT Applications, Human Resources (eLearning)

Service NiSRP system [Enrol and launch](#)

My HSE Self Service - NiSRP for Staff Who Travel [↗](#)

Learning Type: Online

In catalogue(s): IT Applications, Human Resources (eLearning)

multiple travel claims within the My HSE Self Service NiSRP system. [Enrol and launch](#)

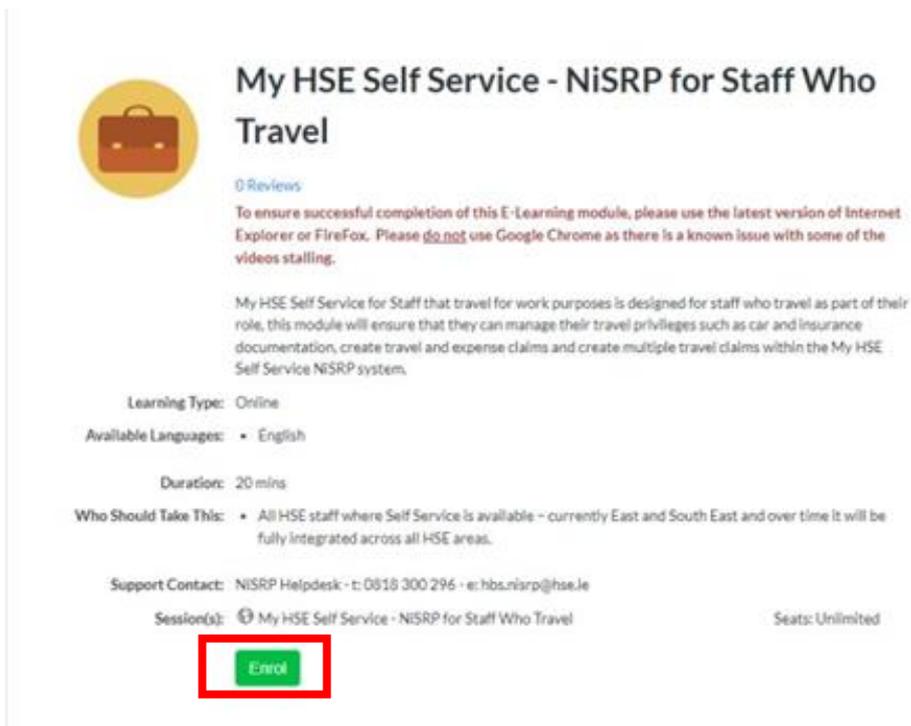
and Approvers.

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4. Click  on whichever programme that applies to yourself.

For example:



 **My HSE Self Service - NiSRP for Staff Who Travel**

0 Reviews

To ensure successful completion of this E-Learning module, please use the latest version of Internet Explorer or FireFox. Please do not use Google Chrome as there is a known issue with some of the videos stalling.

My HSE Self Service for Staff that travel for work purposes is designed for staff who travel as part of their role, this module will ensure that they can manage their travel privileges such as car and insurance documentation, create travel and expense claims and create multiple travel claims within the My HSE Self Service NiSRP system.

Learning Type: Online

Available Languages:

- English

Duration: 20 mins

Who Should Take This:

- All HSE staff where Self Service is available - currently East and South East and over time it will be fully integrated across all HSE areas.

Support Contact: NiSRP Helpdesk - t: 0818 300 296 - e: hbs.nisrp@hse.ie

Session(s):  My HSE Self Service - NiSRP for Staff Who Travel

Seats: Unlimited



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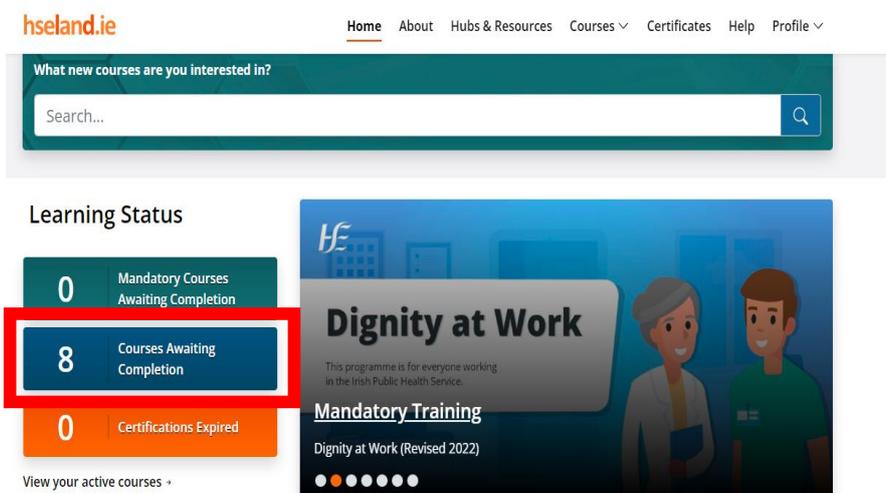
How to launch Online & Virtual modules on HSeLanD

1. Log onto HSeLanD following this link
<https://www.hseland.ie/dash/Account/Login>

2. On the Home tab, click on

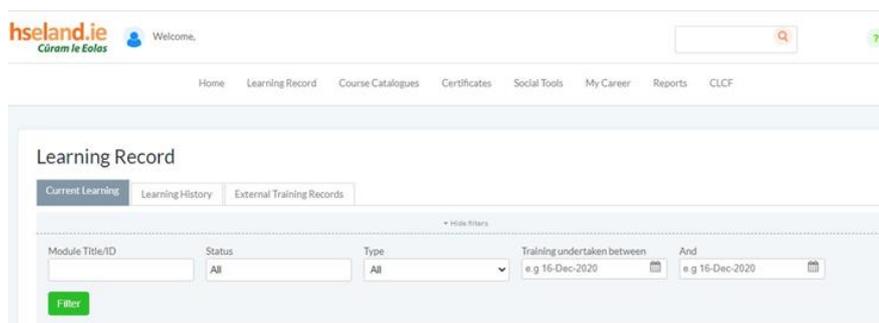


Courses Awaiting
Completion



The screenshot shows the HSeLanD Home dashboard. At the top, there is a navigation menu with links for Home, About, Hubs & Resources, Courses, Certificates, Help, and Profile. Below the navigation is a search bar with the text "What new courses are you interested in?". The main content area features a "Learning Status" section with three cards: "0 Mandatory Courses Awaiting Completion", "8 Courses Awaiting Completion" (highlighted with a red box), and "0 Certifications Expired". To the right of the Learning Status section is a featured course card for "Dignity at Work" under the heading "Mandatory Training". The card includes a description: "This programme is for everyone working in the Irish Public Health Service." and "Dignity at Work (Revised 2022)".

3. You'll then be directed to Learning Record page, scroll down until you find the course you wish to complete.



The screenshot shows the HSeLanD Learning Record page. The page has a navigation menu with links for Home, Learning Record, Course Catalogues, Certificates, Social Tools, My Career, Reports, and CLCF. The main content area is titled "Learning Record" and has three tabs: "Current Learning", "Learning History", and "External Training Records". Below the tabs is a filter section with a "Filter" button and several input fields: "Module Title/ID", "Status" (set to "All"), "Type" (set to "All"), "Training undertaken between" (with a date picker set to "e.g 16-Dec-2020"), and "And" (with a date picker set to "e.g 16-Dec-2020").

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4. Once you have found the course, press , for example:



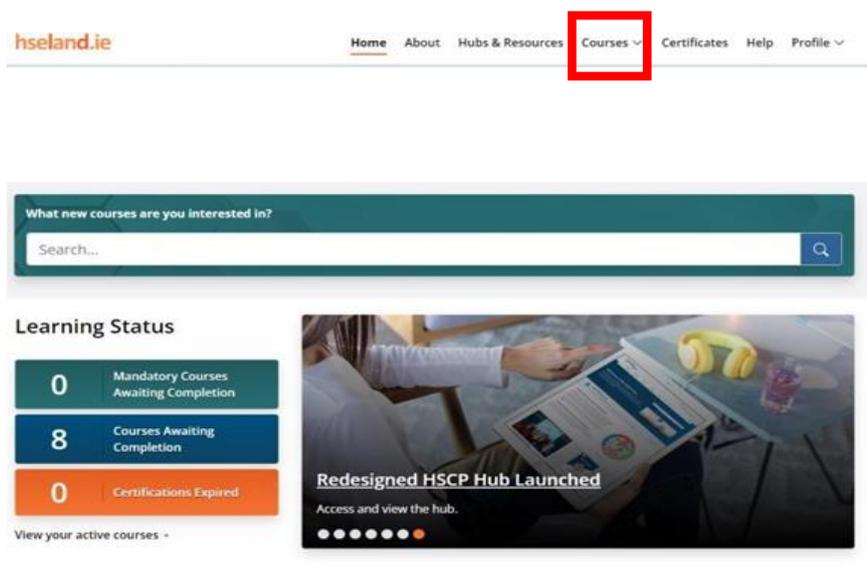
The screenshot shows a course card with the following details:

- Course Title:** eHealth and Disruptive Technologies - Change Management
- Metadata:** Programme, English, Started On 06-Oct-2022 16:32 BST
- Description:** The aim of this resource is to ensure staff understand the change lifecycle and are able to log and update their own change requests in Ivanti - or on behalf of their team or the application/server/service they are responsible for.
- Buttons:** A green 'Launch' button (highlighted with a red box), a dropdown menu for 'Evaluation(s)', and a grey 'Show Sub-Modules' button.

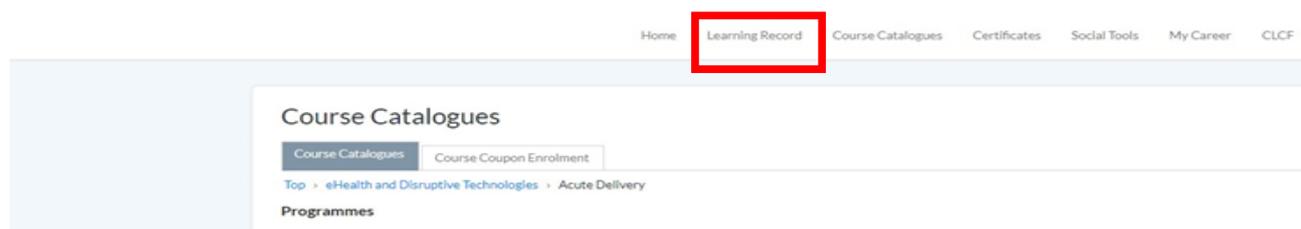


How to upload external training certificates on HSeLand

1. Log onto HSeLand <https://www.hseland.ie/dash/Account/Login>
2. Click on **courses**, then click **Catalogue**



3. Click on **Learning Record** tab which will appear at the top of your screen.



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4. After clicking **Learning Record**, click on **External Training Record**

Learning Record

Current Learning | Learning History | My Learning Requests | Learning Path | **External Training Records**

Hide filters

Module Title/ID: Status: All Type: All Training undertaken between: e.g 15-Nov-2023 And: e.g 15-Nov-2023

Filter Reset

Results per Page: 25

5. Within External Training Record, click

Learning Record

Current Learning | Learning History | My Learning Requests | Learning Path | **External Training Records**

Hide filters

Module Title/ID: Status: All Type: All Training undertaken between: e.g 15-Nov-2023 And: e.g 15-Nov-2023

Filter Reset

+ Add External Training

Results per Page: 25

Showing: 0 - 0 of 0

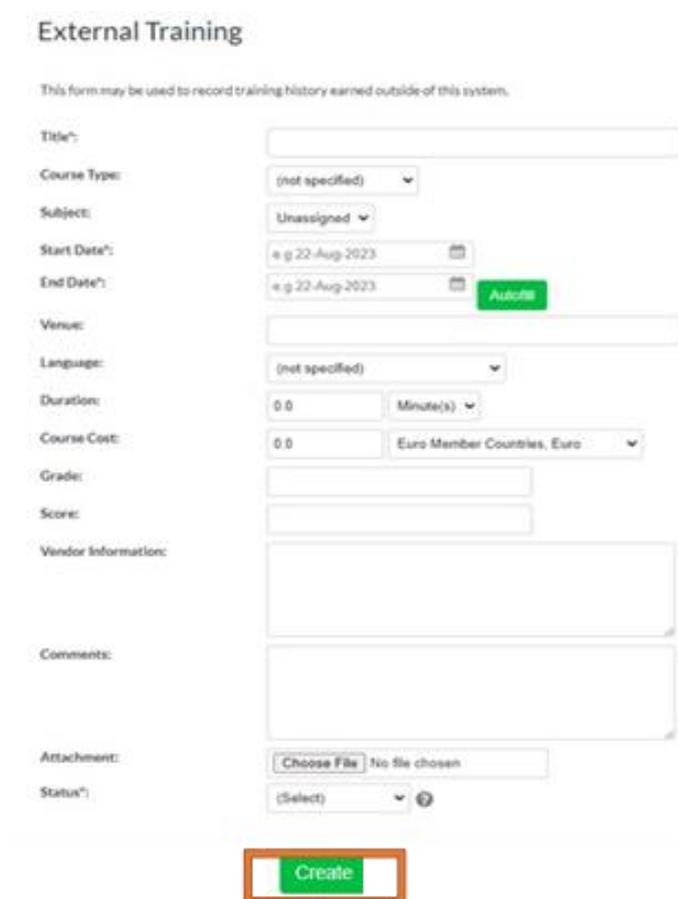
+ Add External Training



6. This then brings you to the External Training page.

Please complete the following:

- Title: Name of the course.
- Course type: Programme/ Classroom/ Online or Workshop/Seminar.
- Subject: Unassigned.
- Start date & finish: The date the course started & finished.
- Venue: Optional, Virtual Class (if it's online).
- Language: Select English.
- Duration: How long the course took place example: 1 day/ 4 days etc.
- Course cost: Leave field blank.
- Grade: Type in your grade.
- Vendor Information: (External Company name).
- Comments: Leave field blank.
- Under attachment, upload your Certificate.
- Status: Select Completed & click 



The screenshot shows the 'External Training' form. At the top, it says 'This form may be used to record training history earned outside of this system.' The form fields are: Title (text input), Course Type (dropdown menu with '(not specified)' selected), Subject (dropdown menu with 'Unassigned' selected), Start Date (calendar icon, placeholder 'e.g. 22-Aug-2023'), End Date (calendar icon, placeholder 'e.g. 22-Aug-2023', and a green 'AutoFill' button), Venue (text input), Language (dropdown menu with '(not specified)' selected), Duration (input '0.0' and dropdown 'Minute(s)'), Course Cost (input '0.0' and dropdown 'Euro Member Countries, Euro'), Grade (text input), Score (text input), Vendor Information (text area), Comments (text area), Attachment (button 'Choose File' and text 'No file chosen'), and Status (dropdown menu with '(Select)' selected). A green 'Create' button is highlighted with a red box at the bottom of the form.

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