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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 the Technology & Transformation training catalogue.
- Find & enrol on courses
- Explore HSeLanD Hubs & Resources.
- How to gain access to Technology & Transformation 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 courses have specific requirements.
- Gain permission from your line manager to attend training prior to enrolling.

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

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

Kind Regards,
Jessica Winters

On behalf of Technology & Transformation, 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:

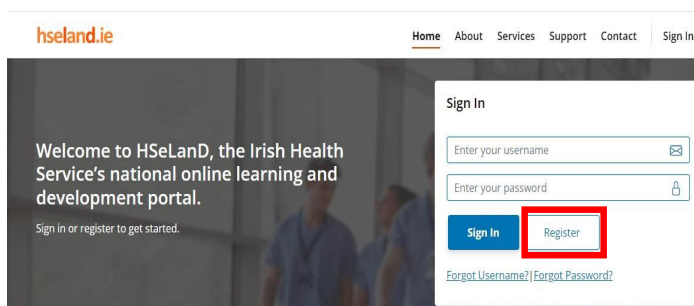
- A single training platform, where you can complete all mandatory, essential and Covid- 19 related training.
- Dedicated online areas called collaborative learning hubs to facilitate knowledge sharing between multidisciplinary groups.
- Targeted online tools to support areas such as induction, personal 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**



Do you really need to create a NEW account?

Unless you are a first-time user of HSeLand, chances are, you may already have an account. It's easy to check, you can use the buttons below to retrieve an existing Username, Password or both.

[Forgot Username?](#)

[Update or Forgot Password](#)

If you think you might have previously created an account but can't remember your username or the email address you used, or you no longer have access to that email account, please contact support@hseland.ie and they will assist you with your retrieving your existing account.

You do not need to use a work email to use an account (i.e. @hse.ie). Accounts previously created using a personal email (Hotmail, Gmail, etc.) will work fine, so there is no need to create a new account.

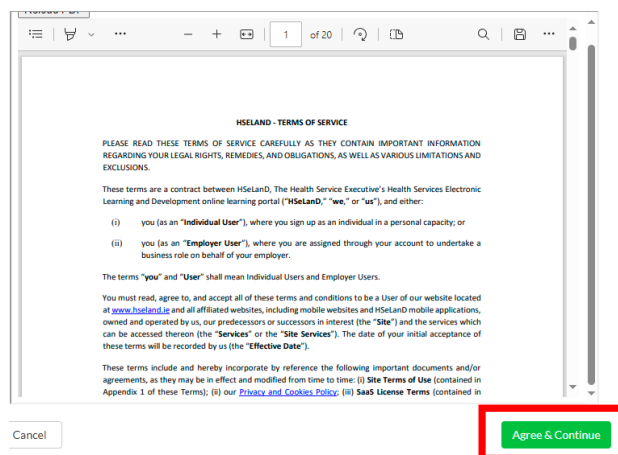
If you have moved jobs and have trouble logging in please contact support@hseland.ie

If, however you are confident that you have not previously registered, please proceed to the Create Account section below.

[Create an account as staff](#)

[Create an account as Temporary Health Service Contract or Volunteer](#)

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



[Back to top](#)



3. 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.

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 county in which you currently work

Choose a Username. Your username should be between 3 and 30 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.

Enter a security answer

Continue

4. Scroll down, find **National Services and National Divisions** & press

Select



National Services and National Divisions

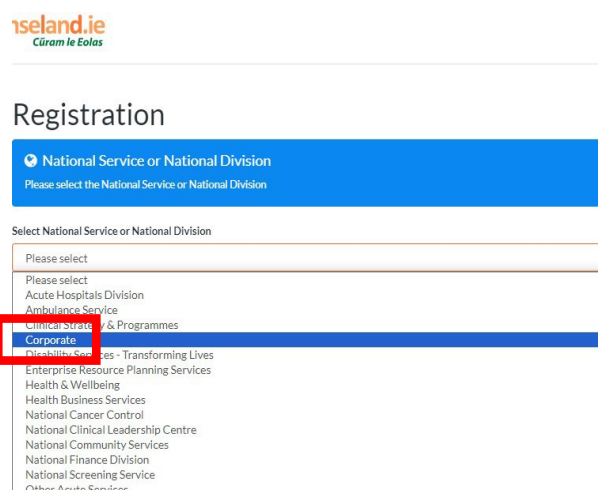
If you work for a National Service or a National Division, select this option.

Select

[Back to top](#)



5. Please Select **Corporate**



hseland.ie
Cúram le Eolas

Registration

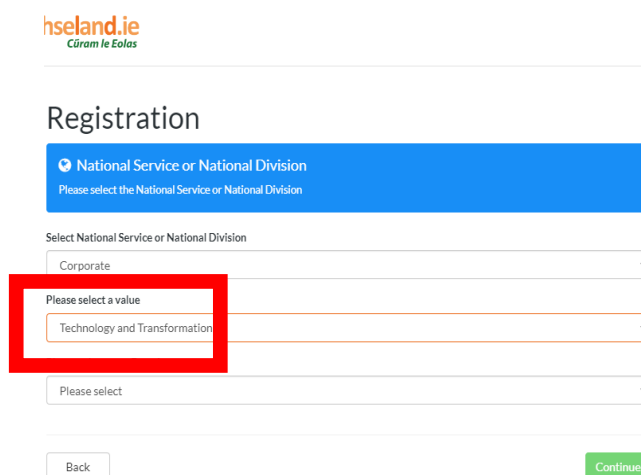
National Service or National Division
Please select the National Service or National Division

Select National Service or National Division

Please select

- Please select
- Acute Hospitals Division
- Ambulance Service
- Clinical Strategy & Programmes
- Corporate**
- Disability Services - Transforming Lives
- Enterprise Resource Planning Services
- Health & Wellbeing
- Health Business Services
- National Cancer Control
- National Clinical Leadership Centre
- National Community Services
- National Finance Division
- National Screening Service
- Other Acute Services

6. Please select **Technology & Transformation**



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Registration

National Service or National Division
Please select the National Service or National Division

Select National Service or National Division

Corporate

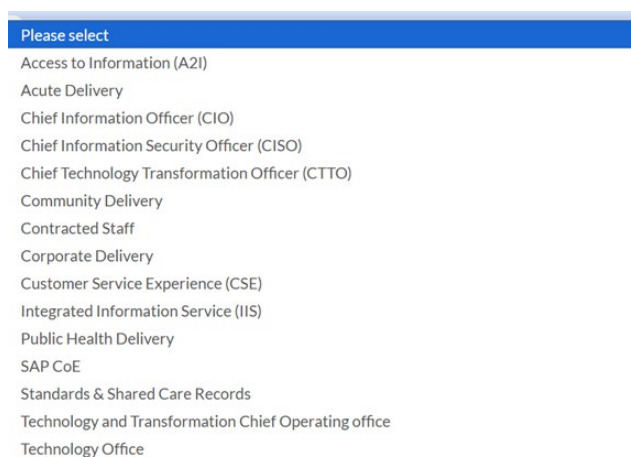
Please select a value

Technology and Transformation

Please select

Back Continue

7. Please select your **Function** from the options below



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)
- Integrated Information Service (IIS)
- Public Health Delivery
- SAP CoE
- Standards & Shared Care Records
- Technology and Transformation Chief Operating office
- Technology Office

[Back to top](#)



Some functions must also select a value, like so:

- **Acute Delivery:** Critical Care, IPMS, MedLis, MN CMS, NCIS, NIMIS
- **Chief Information Security Officer (CISO):** CISO Office, InfoSec Framework & Control, Security Operations, Security Policies & Data Protection
- **Chief Technology Transformation Officer (CTTO):** Transformation & Strategy Management 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
- **Corporate Delivery:** Corporate Services, RPA-Intelligent Automation & CRM Solutions
- **Customer Service Experience (CSE):** Service Operations, Service Transition, Strategic Applications Service
- **Integrated Information Service (IIS):** Data Governance & Enabling Services, Data Operations, Health Performance & Visualisation Platform (HPVP) Strategy & Project Management
- **SAP CoE:** Business Delivery Finance & Procurement, Business Support, New Developments, Quality Assurance, SAP Business Intelligence Unit, SAP Transformation & Continuous Change, Technology & Infrastructure
- **Standards & Shared Care Records:** NRC & Clinical Terminology, Shared Cared Records, Technical Architecture
- **Technology & Transformation Chief Operating Office:** Business Operations, Health Identity Management Services (HIDS), Office 365, Planning & Portfolio Management (PPM), Programme Management Office (PMO), Resource Augmentation Services
- **Technology Office:** Business Enterprise Solutions, Cloud Platforms, Health IRL, Networks, Portfolio Management, Technology & Deployment



8. Please provide your Personnel number & click [Continue](#)
(If you do not know this yet – use 12345678 & update once you do know.)

Registration

Unique Identification Number

Please enter your Staff or Personnel Number.

12345678

[Continue](#)

9. Please select your specific **Job Group**

For Grade III (clerical officer) & Grade IV:

Staff Category - please select **Management & Administrative**, Grade Group – please select **General Administrative**, select your grade & press [Continue](#)

Job Group

Do you know your Grade Number? It can be found on your payslip and is 4 digits long. ☐ Yes ☒ No

Select your Staff Category

Management & Administrative

Select your Grade Group

General Administrative

Select your Grade

Clerical Officer
Grade IV
Supplies Officer Grade C
Supplies Officer Grade D
Telephonist
Telephonist- Night
Telephonist- Supervisor
Telephonist- Supervisor- Assistant

[Back to top](#)





For Grade V, VI & VII:

Staff Category - please select **Management & Administrative**, Grade Group – please select **Middle Management**, select your grade & press [Continue](#)

Job Group

Do you know your Grade Number? It can be found on your payslip and is 4 digits long. ☐ Yes ☒ No

Select your Staff Category

Management & Administrative

Select your Grade Group

Middle Management

Select your Grade

- Grade V
- Grade VI
- Grade VII
- Special Care Unit Manager- Assistant
- Supplies Officer Grade A
- Supplies Officer Grade B

For Grade VIII & GM:

Staff Category - please select **Management & Administrative**, Grade Group – please select **Senior Management**, select your grade & press [Continue](#)

Job Group

Do you know your Grade Number? It can be found on your payslip and is 4 digits long. ☐ Yes ☒ No

Select your Staff Category

Management & Administrative

Select your Grade Group

Senior Management

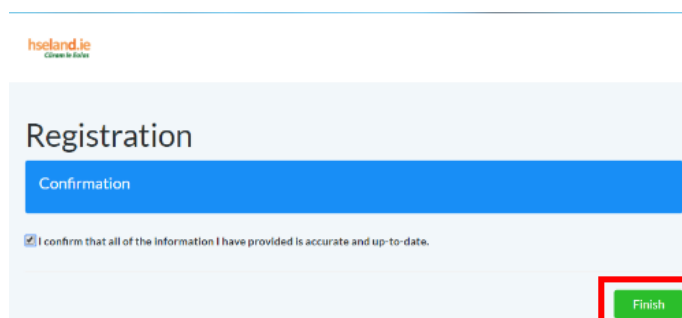
Select your Grade

- Personnel Officer
- General Manager
- General Manager, Deputy
- Grade VIII
- Personnel Officer/Manager
- Planning and Evaluation Officer
- Quantity Surveying Adviser
- Quantity Surveying Adviser- Principal
- Service Director
- Service Manager
- Special Care Unit Manager

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10. 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 



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



How to edit your HSeLandD account

1. Log into HSeLandD by following this link <https://www.hseland.ie/dash/Account/Login>
2. When logged in successfully, on **Home** Tab click Profile & click Edit Profile
3. Confirm your personal information & security questions are correct. Make sure to use your **HSE email address** in case you may forget log in details & press

Continue

Update Registration

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

Username: loccloudstore

Enter your Username

Enter your Surname

Enter your email address

Select the county in which you currently work

Choose

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

Choose

Enter a security answer

Continue

4. Scroll down, find **National Services & Divisions** & press

Select



National Services and National Divisions

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

Select

[Back to top](#)



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

Change

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Registration

National Services and National Divisions

- Corporate
- Technology and Transformation
- Technology and Transformation Chief Operating office
- Business Operations
- Training, Development and Communications

Change

Back

Continue

6. Please select **Corporate**.

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Cúram le Eolas

Registration

National Service or National Division

Please select the National Service or National Division

Select National Service or National Division

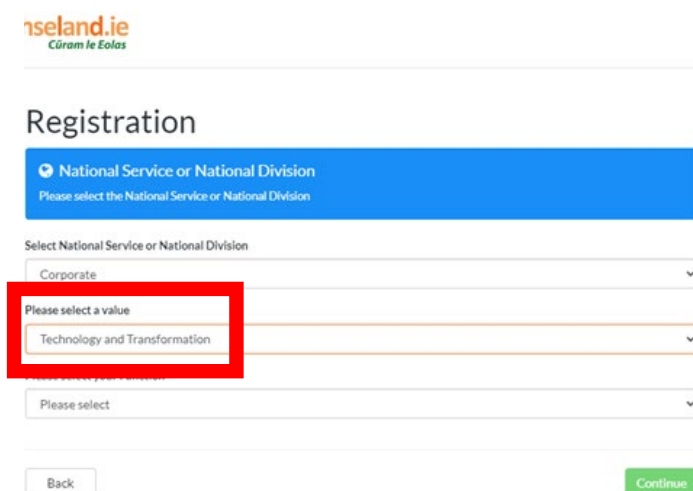
Please select

- Please select
- Acute Hospitals Division
- Ambulance Service
- Clinical Strategy Programmes
- Corporate**
- Disability Service - Transforming Lives
- Enterprise Resource Planning Services
- Health & Wellbeing
- Health Business Services
- National Cancer Control
- National Clinical Leadership Centre
- National Community Services
- National Finance Division
- National Screening Service
- Other Acute Services

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7. Please Select **Technology & Transformation**



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Registration

National Service or National Division
Please select the National Service or National Division

Select National Service or National Division

Corporate

Please select a value

Technology and Transformation

Please select

Back Continue

8. Please select your **Function** from the options below



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)
- Integrated Information Service (IIS)
- Public Health Delivery
- SAP CoE
- Standards & Shared Care Records
- Technology and Transformation Chief Operating office
- Technology Office

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Some functions must also select a value, like so:

- **Acute Delivery:** Critical Care, IPMS, MedLis, MN CMS, NCIS, NIMIS
- **Chief Information Security Officer (CISO):** CISO Office, InfoSec Framework & Control, Security Operations, Security Policies & Data Protection
- **Chief Technology Transformation Officer (CTTO):** Transformation & Strategy Management 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
- **Corporate Delivery:** Corporate Services, RPA-Intelligent Automation & CRM Solutions
- **Customer Service Experience (CSE):** Service Operations, Service Transition, Strategic Applications Service
- **Integrated Information Service (IIS):** Data Governance & Enabling Services, Data Operations, Health Performance & Visualisation Platform (HPVP) Strategy & Project Management
- **SAP CoE:** Business Delivery Finance & Procurement, Business Support, New Developments, Quality Assurance, SAP Business Intelligence Unit, SAP Transformation & Continuous Change, Technology & Infrastructure
- **Standards & Shared Care Records:** NRC & Clinical Terminology, Shared Cared Records, Technical Architecture
- **Technology & Transformation Chief Operating Office:** Business Operations, Health Identity Management Services (HIDS), Office 365, Planning & Portfolio Management (PPM), Programme Management Office (PMO), Resource Augmentation Services
- **Technology Office:** Business Enterprise Solutions, Cloud Platforms, Health IRL, Networks, Portfolio Management, Technology & Deployment



9. Please enter your Personnel number and select

Continue

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Registration

Unique Identification Number

Please enter your Staff or Personnel Number.

30042181

Continue

10. Next step is to select your specific **Job Group**

For Grade III (clerical officer) & Grade IV:

Staff Category - please select **Management & Administrative**, Grade Group - please select **General Administrative**, select your grade & press

Continue

Job Group

Do you know your Grade Number? It can be found on your payslip and is 4 digits long. ☐ Yes ☒ No

Select your Staff Category

Management & Administrative

Select your Grade Group

General Administrative

Select your Grade

Clerical Officer
Grade IV
Supplies Officer Grade C
Supplies Officer Grade D
Telephonist
Telephonist- Night
Telephonist- Supervisor
Telephonist- Supervisor- Assistant

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For Grade V, VI & VII:

Staff Category - please select **Management & Administrative**, Grade Group – please select **Middle Management**, select your grade & press [Continue](#)

Job Group

Do you know your Grade Number? It can be found on your payslip and is 4 digits long. ☐ Yes ☒ No

Select your Staff Category

Management & Administrative

Select your Grade Group

Middle Management

Select your Grade

- Grade V
- Grade VI
- Grade VII
- Special Care Unit Manager- Assistant
- Supplies Officer Grade A
- Supplies Officer Grade B

For Grade VIII & GM:

Staff Category - please select **Management & Administrative**, **Senior Management**, select your grade & press [Continue](#)

Job Group

Do you know your Grade Number? It can be found on your payslip and is 4 digits long. ☐ Yes ☒ No

Select your Staff Category

Management & Administrative

Select your Grade Group

Senior Management

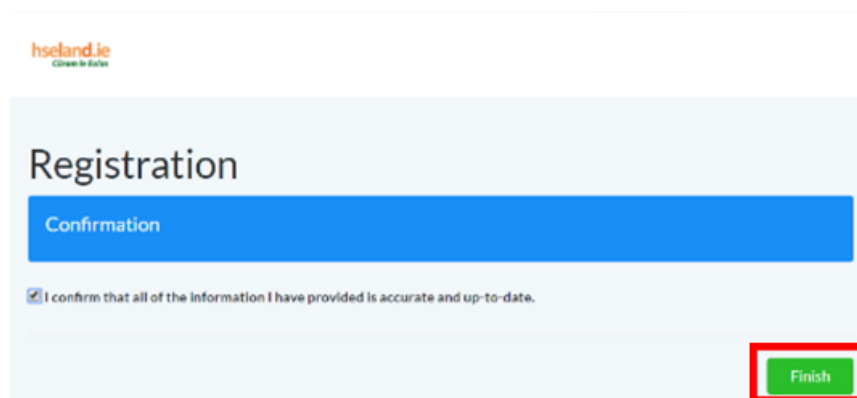
Select your Grade

- General Manager
- General Manager, Deputy
- Grade VIII
- Personnel Officer/Manager
- Planning and Evaluation Officer
- Quantity Surveying Adviser
- Quantity Surveying Adviser- Principal
- Service Director
- Service Manager
- Special Care Unit Manager

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11. 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



The image shows a web page titled "Registration" with a sub-header "Confirmation". At the top left is the "hseand.ie" logo. Below the title is a blue bar with the word "Confirmation". Underneath is a checkbox with the text "I confirm that all of the information I have provided is accurate and up-to-date." In the bottom right corner, there is a green "Finish" button, which is highlighted with a red rectangular border.

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



How to enrol onto Technology & Transformation Induction

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



2. When on the **home** tab, type Technology & Transformation Induction & click

What new courses are you interested in?

Technology & Transformation Induction



3. Select Technology & Transformation Induction Classroom

Course Catalogues

Browse Search Course Catalogues Course Calendar Course Coupon Enrolment

Search a Module [Show Tips](#)

Technology | [Search](#)

[Reset](#)

☐ Case-sensitive

Course Catalogues

Search catalogue.

Top

- Clinical Skills (9)
- ONMSD (1)
- Profession or Unit (1)
- Quality, Leadership & Management (1)
- Technology & Transformation (2)

Refine By

Search Results for "Technology "

Results per Page: 25

Showing: 1 - 13 of 13

[Technology & Transformation Induction \(Classroom\)](#)

In catalogue(s): Customer Service Experience (CSE), Service Operations, Transformation 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



Technology & Transformation Induction (Classroom)

by eHealth

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

Learning Type: Classroom

Available Languages: • English

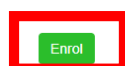
Duration: 1 Day

Who Should Take This: • New members of Technology & Transformation staff

Session(s): ☐ Technology & Transformation Induction (Classroom)

Seats: 34

At The Richmond Education and Event Centre, Banqueting Room, No 1 North Brunswick Street, Dublin 7, D07 TH76, OoCIO Training Facilities



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

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

Enrolment Approval Request

Initial enrolment Approval by eHealth Training (EHEALTH.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) ▼

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How to enrol on Technology & Transformation 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:

What new courses are you interested in?

Managing People Using HR 

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

Search a Module Show Tips

Managing people using hr  

☐ Case-sensitive ⓘ

Course Catalogues

Search catalogue: 

- Top
 - Clinical Skills (147)
 - Digital Skills (22)
 - eHealth and Disruptive Technologies (14)
 - Health & Safety (9)
 - HSE Compliance (9)
 - Human Resources (35)
 - National Health and Social Care Professions Office
 - ONMSD (210)
 - Personal Effectiveness (60)
 - Profession or Unit (90)

Search Results for "Managing people using hr"

Results per Page: 25

Showing: 1 - 25 of 554

1 2 3 4

Managing People Using HR Policies (Classroom) 

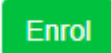
Learning type: Classroom

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), Transformation & Strategy Management Office, Transformation/Solution Architecture, User Experience, Chief Information Security Officer (CISO), CISO Office, InfoSec Framework & Control, Security Operations, Security Policies & Data Protection, Office 365, Employee Relations, Executive Support, Finance, Finance & Mobile Telephony, HR & Recruitment, Training, Development and Communications, Business Support, SAP Business Intelligence Unit,

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

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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 



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

Support Contact: TechnologyAndTransformation.Training@hse.ie

Session(s): ☒ Managing People Using HR Policies (Classroom) Seats: 11

[At Technology & Transformation, Third Floor, Southgate, Colpe Cross, Dublin Road, Drogheda, Co. Meath, A92 YK7W, Technology & Transformation](#)



5. Please complete the Enrolment Approval Confirmation 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

1. Name of line manager

Have you consulted with your manager and obtained permission to attend this course?

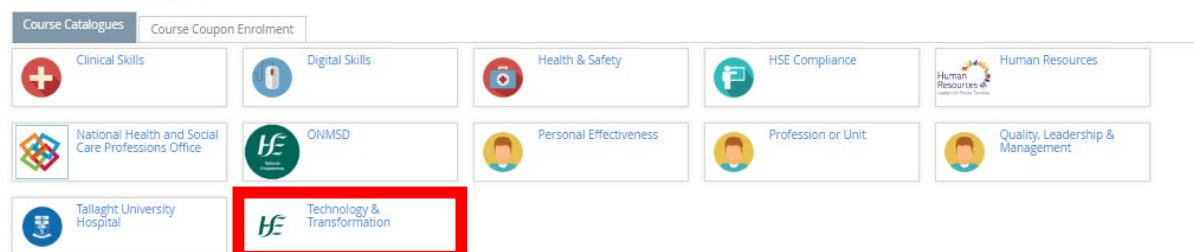
Is this your first time attending this programme?

[Back to top](#)



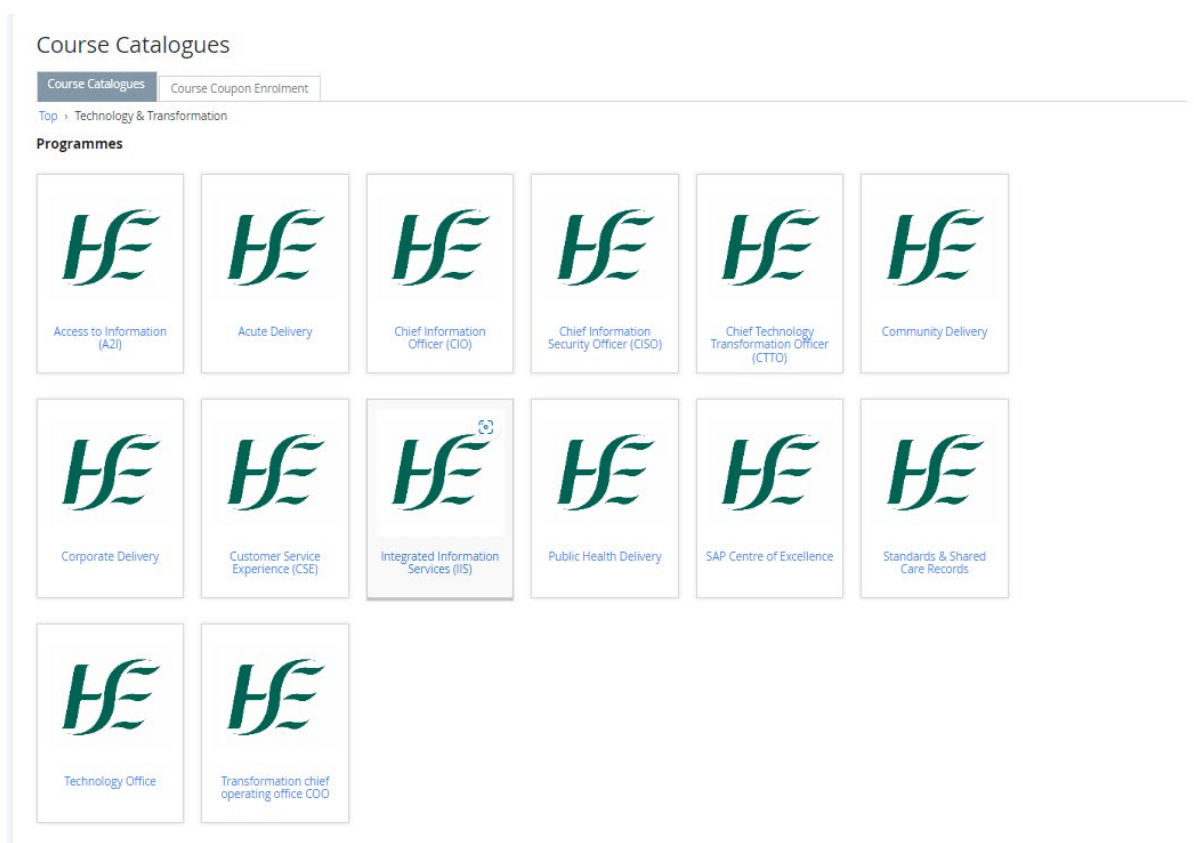
- You can also view all Technology & Transformation courses that are available to you depending on your function. Select **Course Catalogues** from the top menu on the Home tab

Course Catalogues



This will then direct you to Course Catalogues home page, select **“Technology & Transformation”**.

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

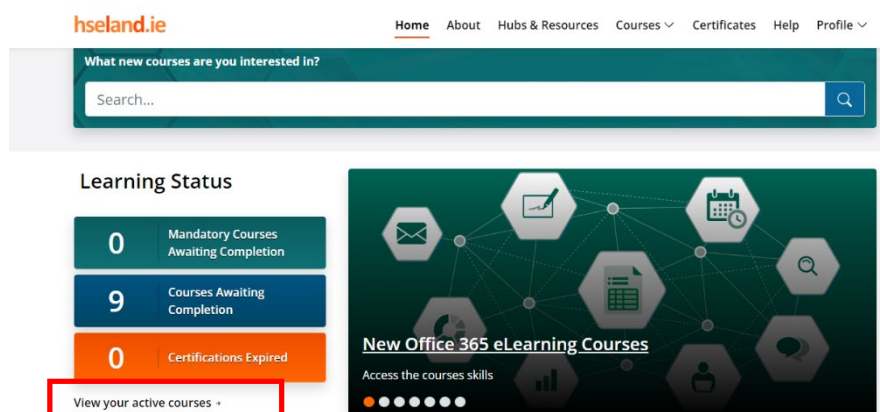


[Back to top](#)



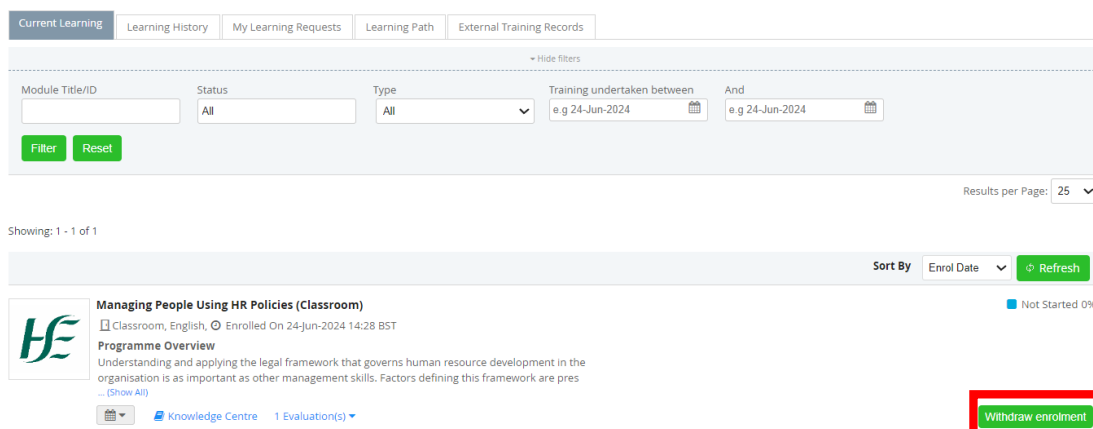
How to withdraw from a course

1. Log onto HSeLanD following this link <https://www.hseland.ie/dash/Account/Login>
2. Please notify the Training & Development team via email (Training.TechnologyAndTransformation@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:



[Back to top](#)



5. Select

Withdraw enrolment



Managing People Using HR Policies (Classroom)

Classroom, English, Enrolled On 24-Jun-2024 14:28 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 1 Evaluation(s)

Not Started 0%

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.

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,

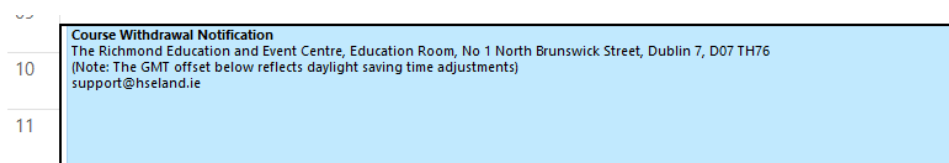
Please note your withdrawal from Managing People Using HR Policies (Classroom).

Thank you for your attention.

Back to top



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



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.



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 Technology & Transformation Training Resources page contain?

This page is dedicated to Technology & Transformation staff, here you can view the:

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

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

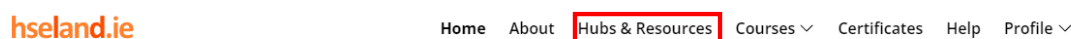
Please click link below to watch a short video about the Discovery Zone:

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

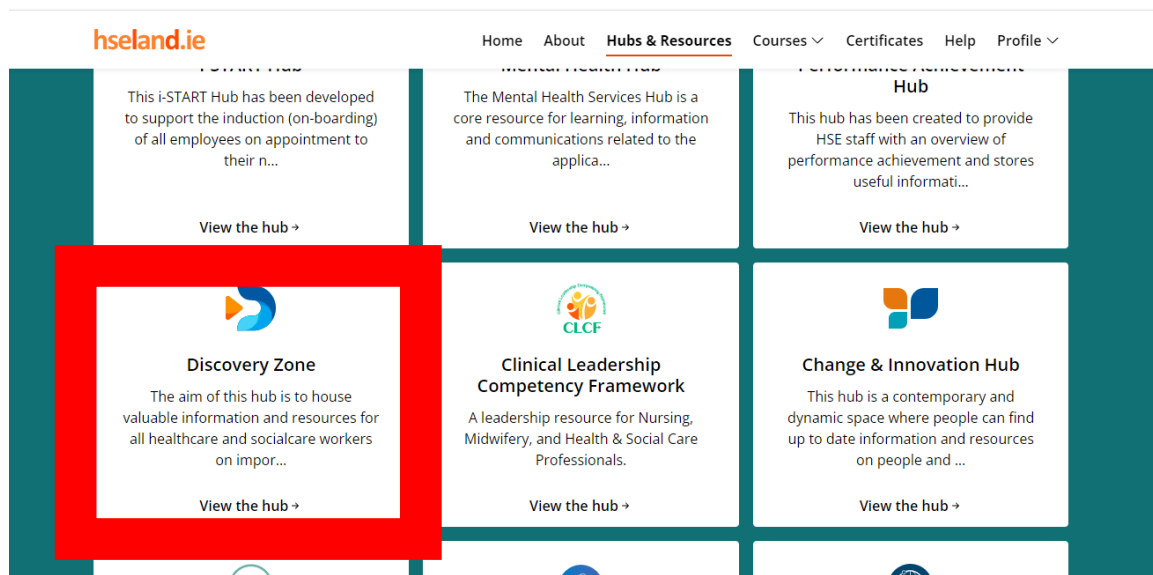


Where is the Discovery Zone located on HSeLandD?

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

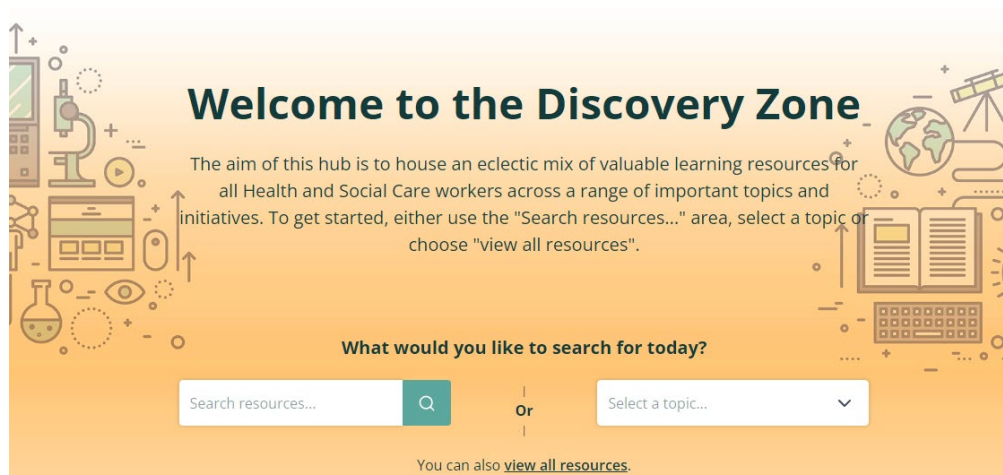


4. Select

View the hub →

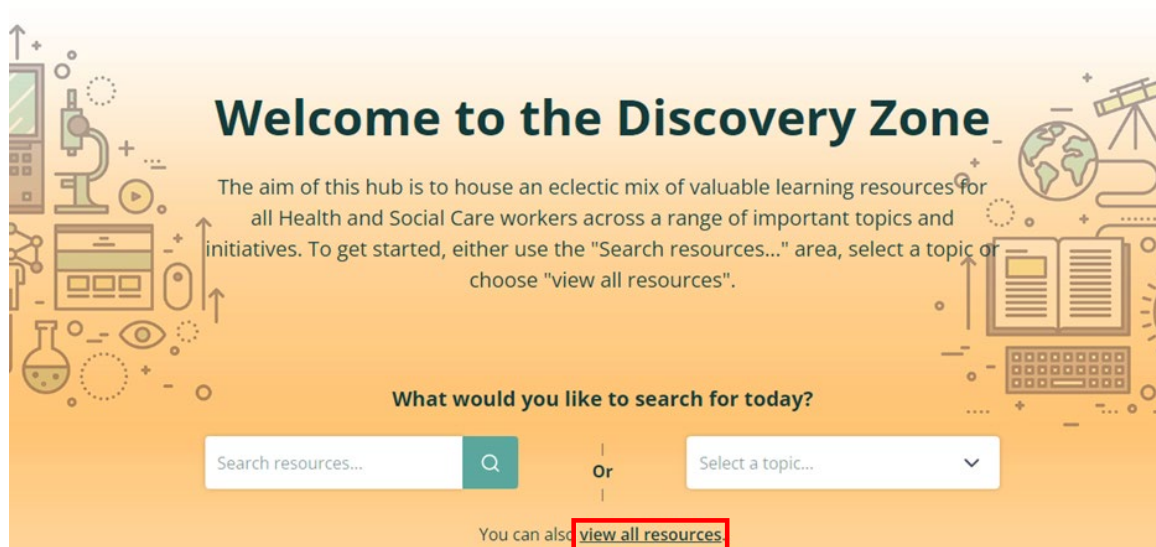


5. You'll be directed to a new webpage like so:



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 [view all resources](#).

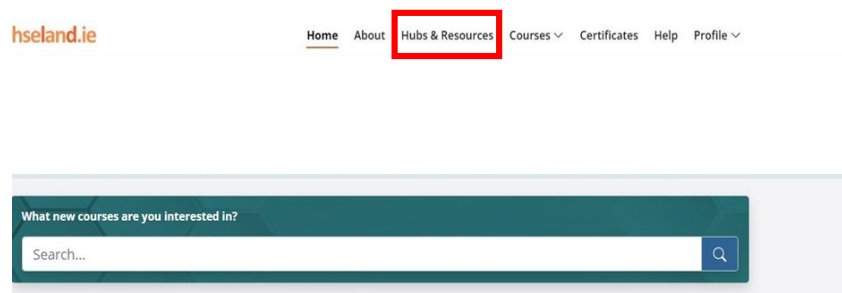


How to find Technology & Transformation Resources on the Discovery Zone

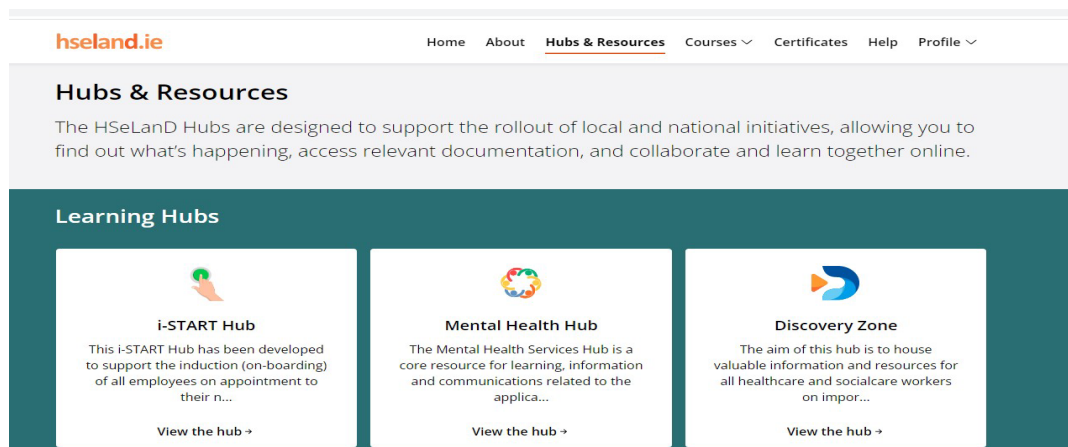
1. Firstly log onto HSeLanD following this link
<https://www.hseland.ie/dash/Account/Login>

2. After logging in, when on the Home Tab, select

Hubs & Resources



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

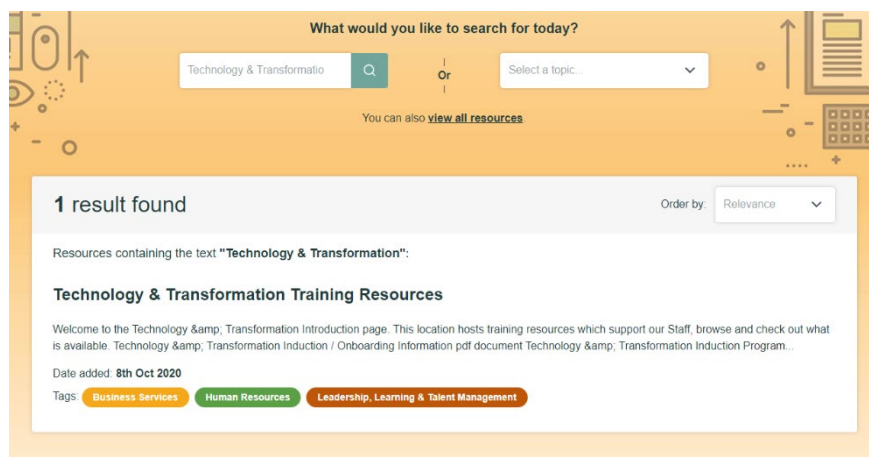


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4. Click **View the hub →**

5. Type Technology & Transformation into the search bar & click 



6. If this is your first time searching for Technology & Transformation Resources, you must request access to these resources.

A pop-up box will appear like so & will ask you to submit an access request. Type "Technology & Transformation Staff" and click

Submit



Technology & Transformation Training Resources

[← Back to search](#)

This is a protected resource page, please submit an access request

Technology & Transformation staff

Submit

[Back to top](#)



7. 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 “Technology & Transformation”

Resources will now show after clicking on the title.

Technology & Transformation Training Resources

Welcome to the Technology & Transformation Introduction page. This location hosts training resources which support our Staff, browse and check out what is available. Technology & Transformation Induction / Onboarding Information pdf document Technology & Transformation Induction Program...

Date added: 8th Oct 2020

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

[hseland.ie](#)
[Return to HSeLanD](#)


Discovery Zone

Technology & Transformation Training Resources

← Back to search

Welcome to the Technology & Transformation Introduction page. This location hosts training resources which support our Staff, browse and check out what is available.

Technology & Transformation Induction / Onboarding Information


PDF DOCUMENT
Technology & Transformation Induction Programme Presentation

Details

Date added: 08 October 2020

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



How to find/enrol on NiSRP courses on HSeLanD

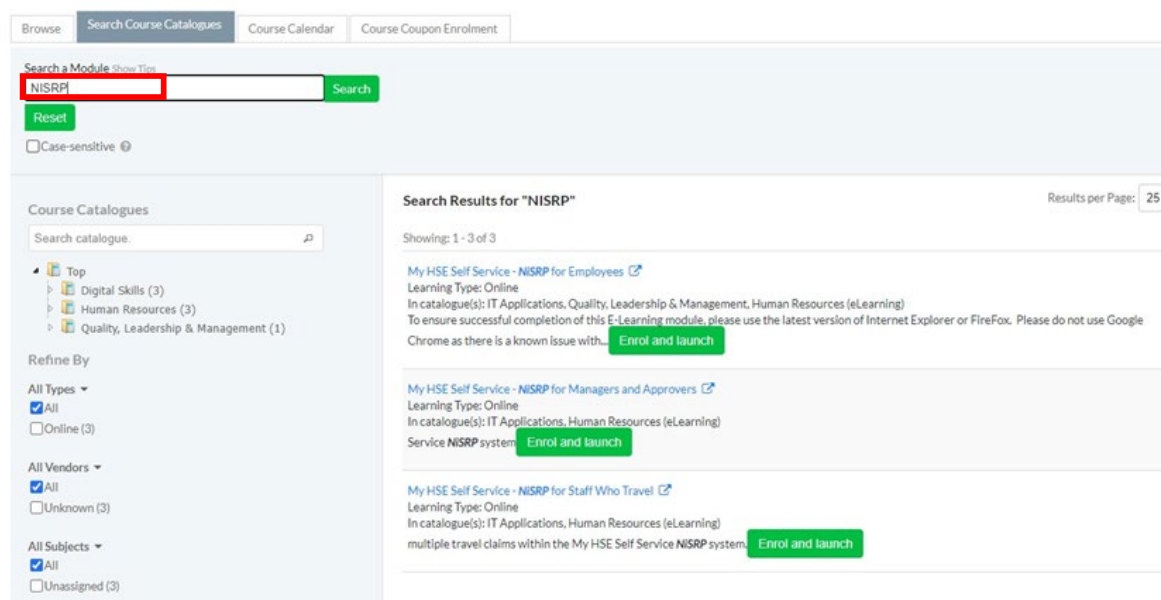
1. Firstly log onto HSeLanD following this link
<https://www.hseland.ie/dash/Account/Login>

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 and Approvers**.

Course Catalogues



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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



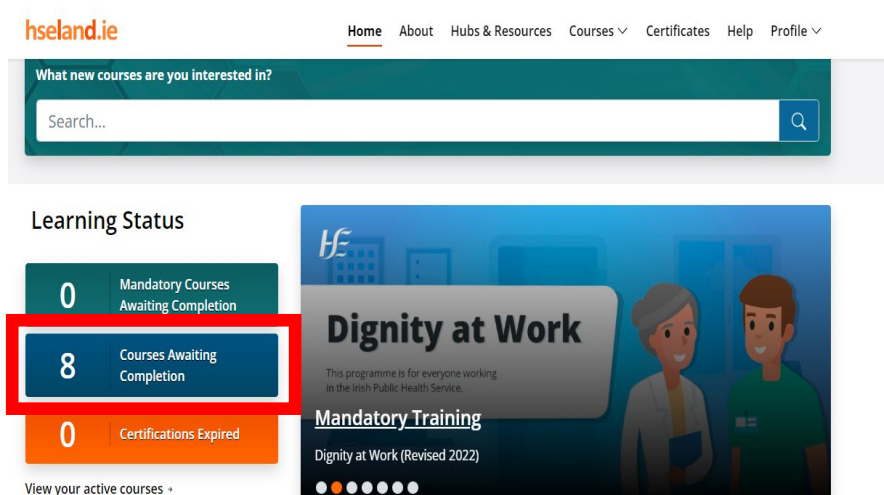


How to launch Online & Virtual modules on HSeLand

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

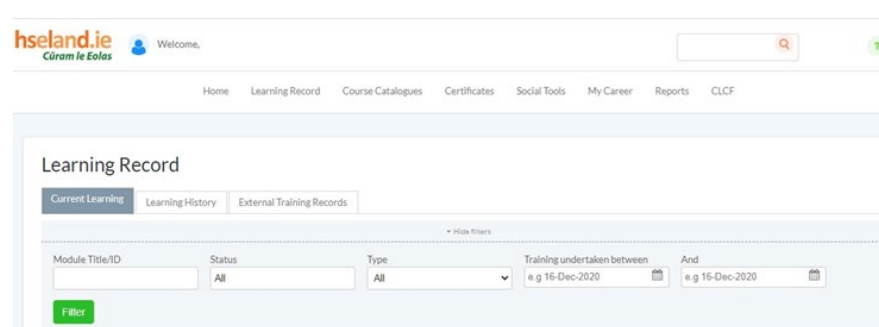
2. On the Home tab, click on

Courses Awaiting Completion



The screenshot shows the HSeLand dashboard. At the top, there is a navigation bar with links: Home, About, Hubs & Resources, Courses, Certificates, Help, and Profile. Below the navigation bar is a search bar with the text "What new courses are you interested in?". Underneath the search bar is a "Learning Status" section. This section contains 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 large banner for "Dignity at Work" with the text "This programme is for everyone working in the Irish Public Health Service." and "Mandatory Training Dignity at Work (Revised 2022)".

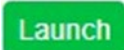
3. You'll then be directed to Learning Record page, scroll down until you find the course you wish to complete.

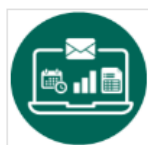


The screenshot shows the HSeLand Learning Record page. At the top, there is a navigation bar with links: Home, Learning Record, Course Catalogues, Certificates, Social Tools, My Career, Reports, and CLCF. Below the navigation bar is a "Learning Record" section. This section contains three tabs: "Current Learning", "Learning History", and "External Training Records". Underneath the tabs is a "Filter" section with fields for "Module Title/ID", "Status" (set to "All"), "Type" (set to "All"), "Training undertaken between" (set to "e.g 16-Dec-2020"), and "And" (set to "e.g 16-Dec-2020"). There is a green "Filter" button at the bottom left of the filter section.

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



Excel Office 365 (Windows): Getting Started

🌐 Online, English, ⌚ Enrolled On 24-Jun-2024 14:39 BST

Get started with Excel Office 365.

This course explores the interface and some of it's features and functions. See how to Find Excel from your Windows 10 search bar, and start menu; pin the Excel icon to the tas... [\(Show All\)](#)



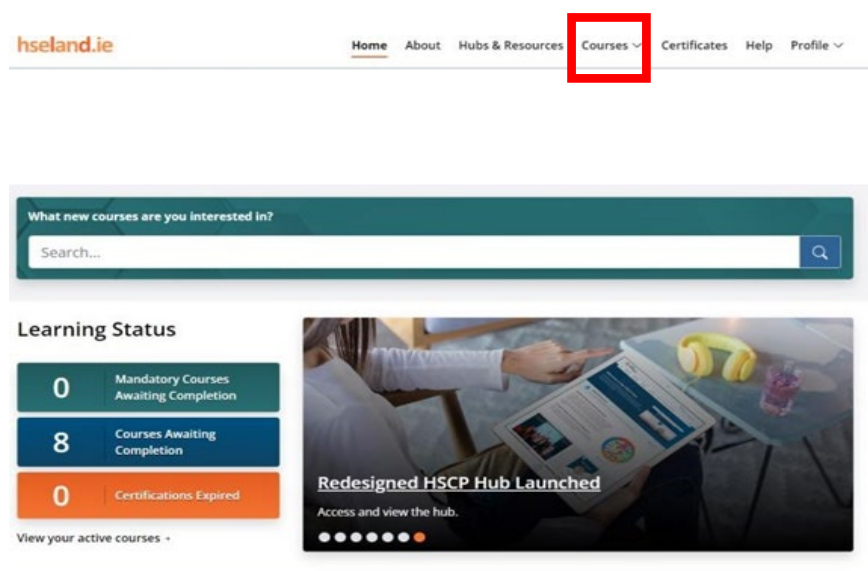
 [Knowledge Centre](#)

[Back to top](#)

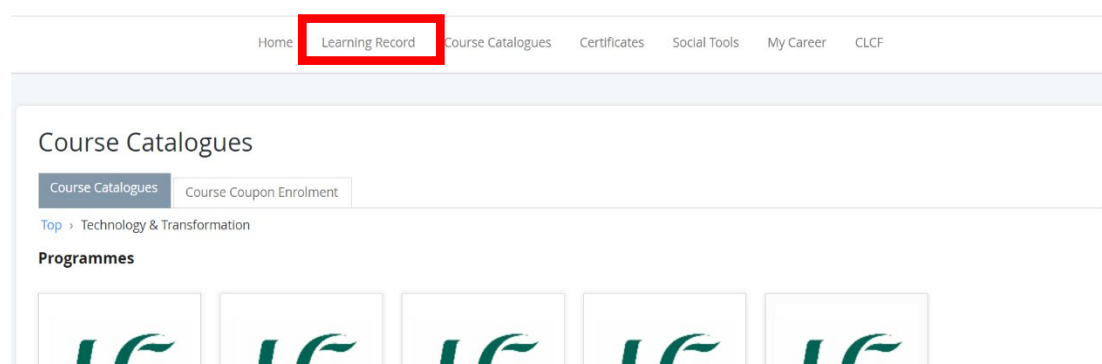


How to upload external training certificates on HSeLand

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.



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

Type

Training undertaken between

And

All

All

e.g 12-Feb-2025

e.g 12-Feb-2025

Filter

Reset

5. Within External Training Record, click

+ Add External Training

Current Learning

Learning History

My Learning Requests

Learning Path

External Training Records

▼ Hide filters

Module Title/ID

Status

Type

Training undertaken between

And

All

All

e.g 12-Feb-2025

e.g 12-Feb-2025

Filter

Reset

Results per Page: 25 ▼

Showing: 0 - 0 of 0

Learning Programme/Module	Date	Status	Type	Score	Duration	+ Add External Training
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Back to top



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 

External Training

This form may be used to record training history earned outside of this system.

Title*:

Course Type:

(not specified) ▼

Subject:

Unassigned ▼

Start Date*:

e.g 12-Feb-2025 

End Date*:

e.g 12-Feb-2025 

Autofill

Venue:

Language:

(not specified) ▼

Duration:

0.0

Minute(s) ▼

Course Cost:

0.0

Euro Member Countries, Euro ▼

Grade:

Score:

Vendor Information:

Comments:

Attachment:

Choose File No file chosen

Status*:

(Select) ▼ ?

(* Mandatory fields)

Create

[Back to top](#)

