

*Fact Sheet*

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# How to book a training course

Please see instructions on 'How to book a training course' via the Oracle (E-Business Suite) below:

## Step 1

Please click on to the Oracle (E-Business Suite) icon located on your desktop and login to the homepage.

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## Step 2

Click on the 'OLM Learner Self Service NR' tab on the left-hand side of the homepage. Here, you can search for the course name in the search bar at the top of the page.

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## Step 3

When you have located the course, click on the course name to find out further information about the course (i.e. course objectives and description).

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## Step 4

On the right-hand side of the course title, there is a yellow icon (underneath 'Choose or Enrol in class'). Click icon to enrol. You will receive a pop up message advising you that this course is in the planning stage and to confirm you still want to enrol in this class.



## Step 5

Select 'Yes' and you will be taken to the 'Review' page. You now have the option to 'Cancel or Review'. If you select 'Review', you will be taken to the 'Submit' page. Click on 'Submit' and your Oracle status will change to 'Requested'.

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## Step 6

Once you click 'Submit', an email will be sent to your Line Manager for approval. Once your Line Manager has approved your request, your Oracle status will change to 'Waitlisted'. After you have been waitlisted, you will require budget holder approval.

## Questions?

For more information please contact the Training Account Management team via the TAM inbox;

**TrainingAccountManagement@networkrail.co.uk**