



**How to book a course**



**How to book a course**

- Staff can access the course booking facility by going to [Sussex Direct](#).
- Staff can book courses run by IT Services, Media Services Unit, Staff Development Unit, Health and Safety, and TLDU.
- Students can access the course booking facility by going to [Sussex Direct](#).
- Students can book courses run by IT Services, Media Services Unit, Health and Safety, and Sussex Language Institute.

**Account Activity**

When you access the course booking area of Sussex Direct you will see a record of your past and future activities.

**Booked**

**BOOKED:** If you have booked a place on a course then the status will show as 'booked' and a cancel icon will appear (  ). If you wish to cancel your place, click the  icon. If the icon is not displayed then you should email the organising department (see t



## Book a course

To book a place on a course you must enter a cost code, if requested. This appears for staff only and will only be used in the event of non-attendance. Click the **Book Now** or the **Request** button.

If there are no convenient dates for you, click on the **Go on Waiting List** button. You will then be contacted, by email, when another occurrence of the course has been scheduled.

An email reminder will automatically be sent to anyone booked on a course.

The screenshot shows a web browser window displaying the 'Training Course Booking Form'. The browser's address bar shows 'http://www.sussex.ac.uk/...'. The page title is 'Training Course Booking Form' and the page contents are listed as 'Training Course Booking Form'. The form includes a 'Book Now' button and a 'Request' button. A 'Cost Code' field is present, with a note: 'Enter Cost Code (only used for non-attendance):'. The course details are: 'Tue, 02 Dec 2008' from '10.00am to 12.30pm' with a 'Maximum No.' of '16' and 'Confirmed' spots. The page also features a navigation menu with links for 'Research', 'Teaching', 'Library', 'Personal', 'Help', 'Logout', 'Admin', and 'Searches'. A 'Sussex Direct' logo is visible in the top right corner.