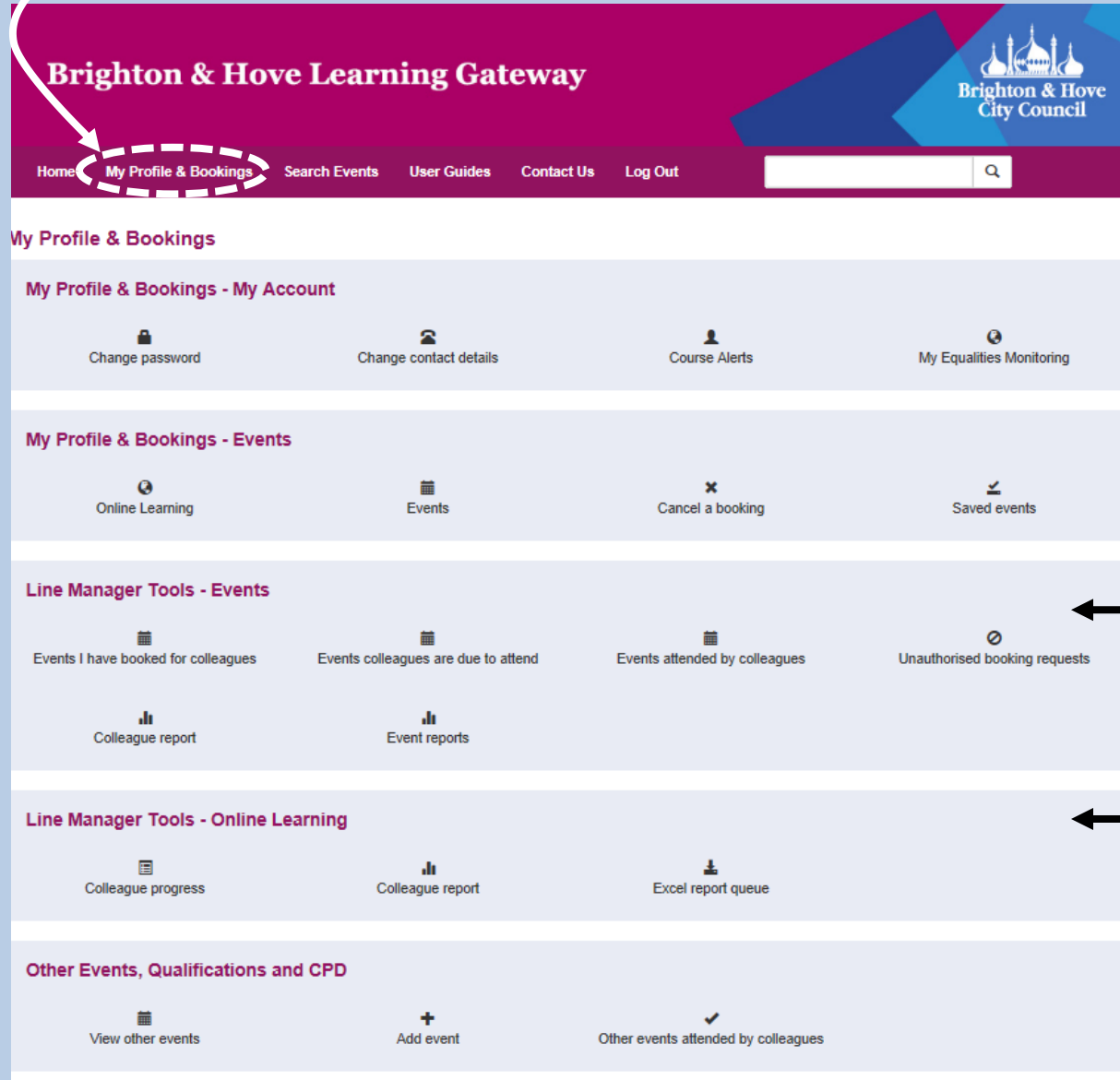


# My Profile & Bookings Page



**My Account** – Here you can update your personal details and contact details should they change, set course alerts and amend your password. Council staff should update personal details via Pier

**My Profile and Bookings** – view online learning progress, events you have booked and those that you have attended. You will find your evaluations, certificates and handouts with each training record. You can also cancel bookings made here and retrieved any events you may have saved

**Other events, qualifications and CPD** – Here you can add events or learning that you have completed outside of the Gateway. This might be a qualification, a course you have completed in your own time or historic learning that you would like to record. You can view all of the learning you have recorded here. If you are a manager, you can view the learning of the people you manage

If you are a line manager you will have access to the **Line Manager Tools** for both events and online learning. These tools allow you to report on bookings and events and online learning histories and progress. These reports can be run for individuals or for all of the people you manage. If any events need to be authorised by you as a manager, you will be alerted but unauthorised booking requests can also be found in this section