

LLInC UTQ-trainings

Registration Process Manual

Purpose of this guide:

This is a manual about the process of registration of the UTQ-trainings of LLIInC.

The purpose of this manual is to create clarity about the process.

You are welcome to share this guide with other relevant staff members within Leiden University.

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Training Office, Leiden Learning & Innovation Centre

Date: April 2024

Information of organization

The Leiden Learning & Innovation Centre provides the UTQ-trainings within Leiden University. The organization of the UTQ-trainings (and other trainings offered by LLInC) is covered by the LLInC Training Office.

UTQ stands for University Teaching Qualification and is the English translation for BKO. LLInC offers UTQ-trainings in English and in Dutch.

Disclaimer: LLInC offers UTQ-trainings, but is not responsible for publishing the UTQ-qualification. For more information please visit [this page](#).

Disclaimer: this manual is about the enrollment for the general UTQ-trainings offered by LLInC and not about the registrations for the trainings specially tailored for Law, FGGA, and LUMC.

1. Prior to the training

Information and details about LLInC trainings is communicated via different channels:

- [The internal LLInC page](#): for an overview of LLInC.
- [The UTQ-training overview page](#): an overview page of all the UTQ-trainings offered by LLInC.

1.1 Where can I find the training information?

The registrations for the UTQ-trainings (for internal employees) are organized via the **Learning Management System SuccessFactors**. On the [homepage](#) you can navigate to the search bar and search for the desirable UTQ-training. Per training you will find the following:

- Dates and time;
- Whether there is a waiting list;
- Location;
- Final registration date.

1.2 How do I register?

You will need a valid SAP-number to be able to enroll yourself for a training. This number differs per department and organization section, so make sure to check it with your supervisor. You can enroll for a training by clicking on one group of the trainings:

Upcoming Classes

| | |
|---|---|
| Thursday 30/5/2024 – Thursday 30/5/2024 13:00 – 17:00 Europe/Amsterdam Leiden PLNT, Langegracht 70, Leiden, 2312 NV | 137,50 EUR 6 seats available |
| Wednesday 16/10/2024 – Wednesday 16/10/2024 13:00 – 17:00 Europe/Amsterdam Leiden PLNT, Langegracht 70, Leiden, 2312 NV | 137,50 EUR 12 seats available |

[View Available Classes \(5\)](#)

My Learning and Development / Library / UTQ Inclusive education / Available Classes / Class Details

UTQ Inclusive education

1162

| | | | |
|-------------------------------|---|--|---|
| Thursday 30/5/2024 – 13:00 | Langegracht 70, Leiden, 2312 NV PLNT | 137,50 EUR 6 seats available | Registration closes 16/5/2024 at 00:00 Approval Required |
| Thursday 30/5/2024 17:00 | | | |


Register

LUMC-employees: the enrollment procedure for UTQ-trainings runs through this form [this form](#).

1.3 How do I get approval from my supervisor?

After you have enrolled yourself, you need to make sure that your supervisor approves of your registration. It is important to have organized this at last on the final registration date of the training. The approval e-mail (from noreply@leidenuniv.nl) could end up in the spam-folder because of certain set-up options of your mailbox.

The e-mail asking for approval looks like the following:

Beste collega,

Naam aanvrager heeft de volgende training aangevraagd ter goedkeuring:

Registratie: UTQ Inclusive education

Begindatum/-tijd: 11/3/2024 13:00 Europa/Amsterdam

Einddatum/-tijd: 11/3/2024 17:00 Europa/Amsterdam

Locatie: PLNT - LLINC(LOC_PLNT_LLINC)

Commentaar van de aanvrager:

Je staat vermeld als goedkeurder van het goedkeuringsproces.

Ga zo spoedig mogelijk naar het gedeelte **Goedkeuringen van SuccessFactors LMS** om deze aanvraag te bekijken. Zodra je de aanvraag hebt goedgekeurd of afgewezen kan het proces worden afgerond. Als je vragen hebt over de goedkeuring, neem dan contact op met de gebruiker, die de activiteit heeft aangevraagd.

When clicking on the link “Goedkeuring van SuccessFactors LMS” (approval of SuccessFactors LMS) your supervisor will be led to SuccessFactors. Your supervisor can give their approval in this environment. If the option for approval is not visible, this might mean that the final time to registration time has passed. If that is the case, please send an e-mail with explanation to trainingoffice@llinc.leidenuniv.nl. We will then check if you can be added manually. Be aware: the training could be fully booked in the meantime.

When your supervisor has given approval, you will receive an e-mail from noreply@leidenuniv.nl with the message that your enrollment for the training has been

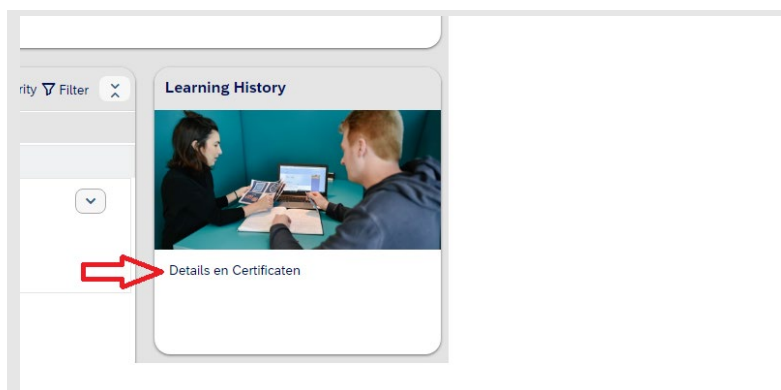
approved. Approximately 12 working days ahead of the training your trainer will contact you with all information and a link to the Brightspace-page.

2. During the training

Your trainer will record your attendance during the training. In case there are urgent reasons causing you to miss a session (e.g., illness), please contact your trainer to find a suitable solution.

3. After the training

After the training your trainer will record your attendance, providing that everything was okay, as complete in SuccessFactors. Hereafter your certificate will become available to download in SuccessFactors. To do this, go the [homepage](#) and select “Details and Certificates”. In here you will find all certificates. It could take a few days for a certificate to appear.



Contact Information

Should you have any questions, suggestions, or feedback regarding the UTQ-training process, please contact the Training Office via trainingoffice@linc.leidenuniv.nl.