

Booking Professional Development sessions via MyView:

1. Log into [MyView](#) (If you are off-campus, please click [here](#).)
2. Click 'My Training' from the menu on the left
3. Select 'Request Training' from the drop-down menu
4. From the 'Type' drop-down menu, select 'Learning & Teaching Development' and set the start and end dates as the date of the session that you want to book onto
5. Click on the title of the session to see the full information
6. To book, scroll down and click on the date (in blue)
7. On the next screen, click 'submit'.

If you require any further information/support to book places for the Professional Development Series, please phone 7750 or email clt@edgehill.ac.uk