



How to book a course



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- 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 Access

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

Account

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 '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 browser's navigation bar includes links for 'Research', 'Teaching', 'Library', 'Personal', 'Help', 'Logout', 'Admin', and 'Searches'. The browser's status bar shows 'Sussex Direct' and 'Staff Develop'.