Flinders University offers many courses, workshop and other training opportunities for its general, academic staff and research higher degree students. To enrol in workshops or training at Flinders University, start at the Flinders home page (www.flinders.edu.au) and click on the “Staff” link.

This will take you to a page full of information and resources for staff. Click on the “Staff development calendar” button.
The Staff Development Opportunities at Flinders page (www.flinders.edu.au/staffdev) is the main page for all staff training needs at Flinders. This page allows you to see what courses are offered, enrol in courses, check what courses you are enrolled in etc.

Viewing Course Calendar

Click on course calendar on the left or right side of the page.

The course calendar page lists all available courses conveniently placed on a month by month basis. By clicking on the arrows at the top of the calendar, the page will give information on all courses offered for that month with the option to navigate to future and/or past months.

In the monthly view, the system may indicate in red that the event is full. Click on the relevant course link, if other events have been programmed, you will be able to enrol directly from this page or you can place yourself on the waiting list for the next course.
Enrolling in Courses

To enrol in a course, click on the course from the calendar. You will be taken to a page describing the course, including learning outcomes, date, time and venue details. To enrol click on the “enrol now” button and enter your FAN and password details. You may also be asked to enter your status and department. You will be sent an acknowledgement email.

If no sessions are currently available or dates are unsuitable, you can place your name on a waiting list for the next event by clicking on the “waiting list” button. When placed on the waiting list you will be advised when another date has been set by an automated email. The email will supply details and a link to enrol in the workshop or training session.

Unenrolling from courses

You can remove yourself from a course by either going to your My course screen and selecting the course from your list and following the options or in the acknowledgment or confirmation emails you receive, selecting the link to remove yourself or transfer to another session.

Searching

If you are searching for a particular workshop and it is not easily seen on the calendar, the course stream, e.g. Educational technology, can be accessed on the left side bar of the screen. This will give a detailed listing of all the courses offered for that area.
Managing your profile

The iEnrol system provides details of all your workshops and training completed while at Flinders.

To access this information, you must first log in to the iEnrol system. Click on the “Log in” icon at the bottom of the side bar at the left of the screen using your FAN and password.

Select My courses in the iEnrol section. This will list the courses you are currently registered for, as well as the courses which you are on the waiting list for.

By clicking on “My history” link on the side bar, all the workshops and training sessions attended while at Flinders University will appear.