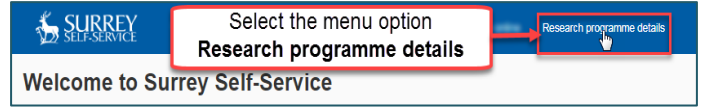


### Registering for Researcher Development Programme Workshops

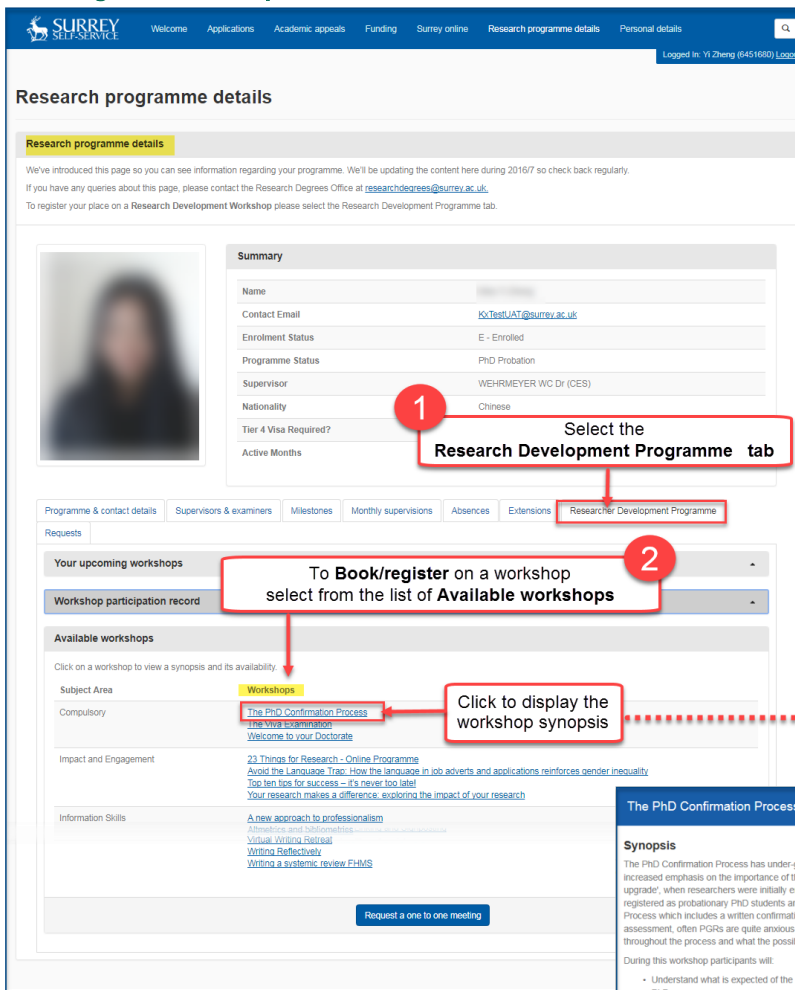
Workshop attendance may be booked through Surrey Self-Service. Login using your university username and password at [sits.surrey.ac.uk](https://sits.surrey.ac.uk)

From the **Welcome** screen select the menu option **Research Programme Details**

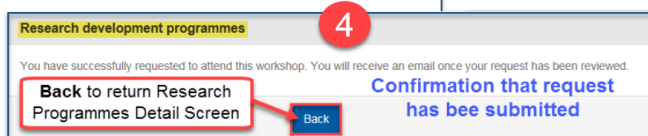
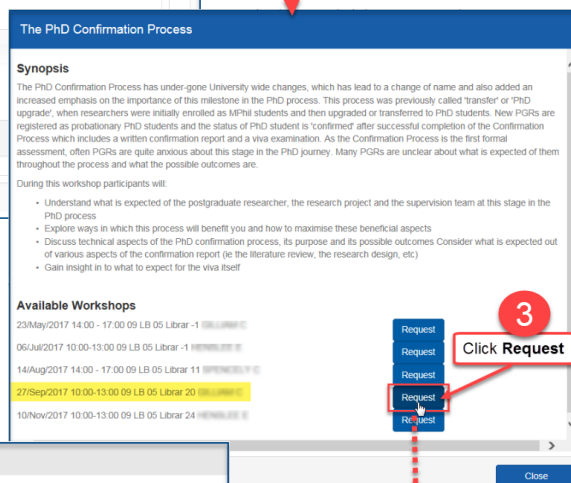


Selecting the above menu option will display the **Research programme details** screen which displays a series of tabular headings (*i.e. Programme & Contact details; Milestones; Absences; Extensions etc.*)

### Booking a workshop

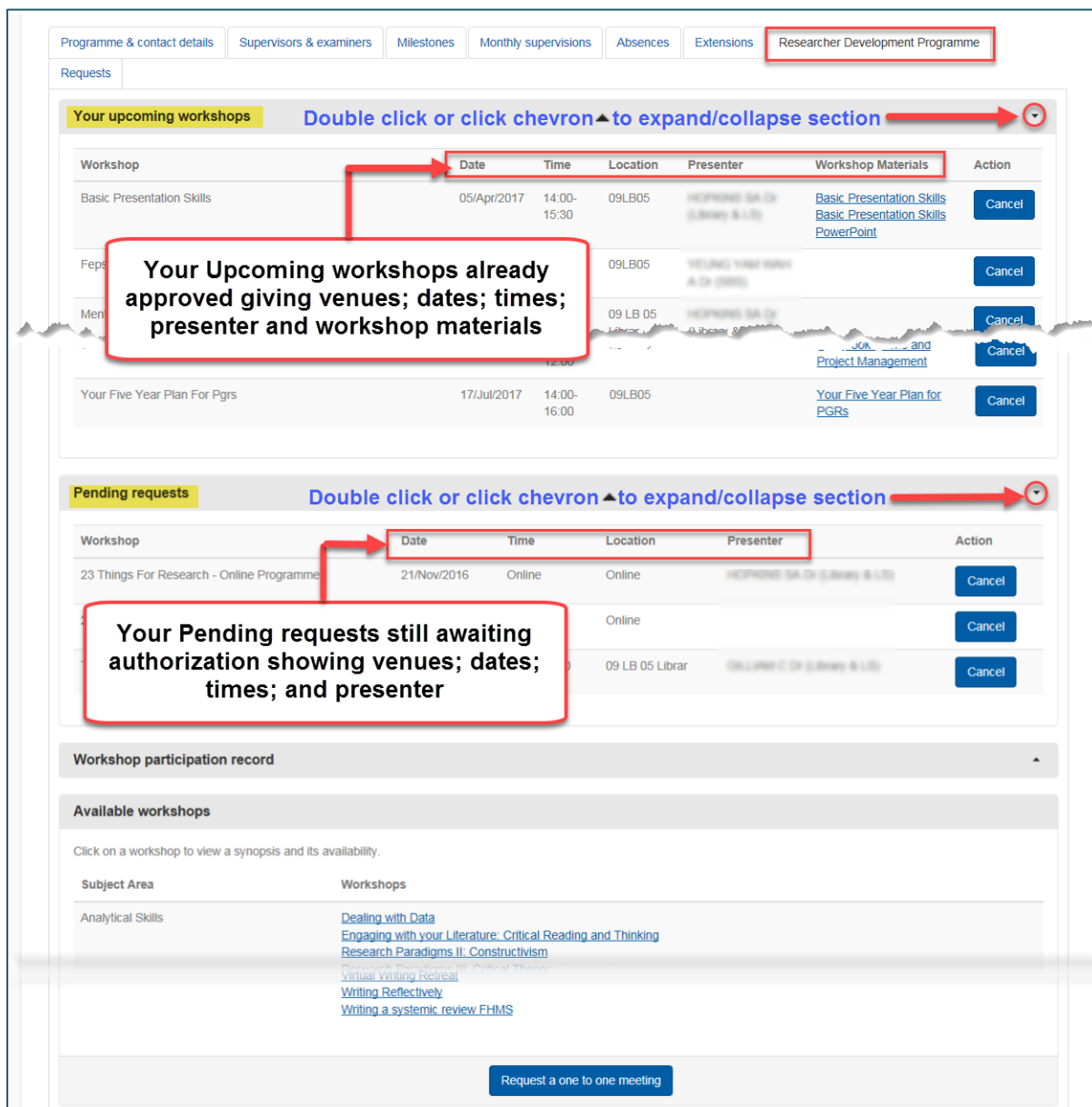


1. Select **Researcher Development Programme** tab
2. Click to select workshop from list of **Available workshops**
3. Select and **Request** workshop from **Available workshop** dates listed
4. Click **Back** on the confirmation screen to return to Research Programme Details



## Review 'Upcoming workshops' and 'Pending requests'

From the Research Programme Details screen select the option Research Development Programme tab to view 'Your upcoming requests' and any 'Pending requests' sections.



The screenshot shows the 'Researcher Development Programme' tab selected. It features two main sections: 'Your upcoming workshops' and 'Pending requests'. Both sections have a header with a chevron icon and the instruction 'Double click or click chevron ▲ to expand/collapse section'. Below each section is a table with columns for Workshop, Date, Time, Location, Presenter, Workshop Materials, and Action. Red boxes and arrows point to specific data points in these tables, such as dates, times, locations, and presenter names. A 'Cancel' button is visible in the Action column for each row. A 'Request a one to one meeting' button is located at the bottom of the page.

**Your Upcoming workshops already approved giving venues; dates; times; presenter and workshop materials**

**Your Pending requests still awaiting authorization showing venues; dates; times; and presenter**

## Cancelling workshop attendance

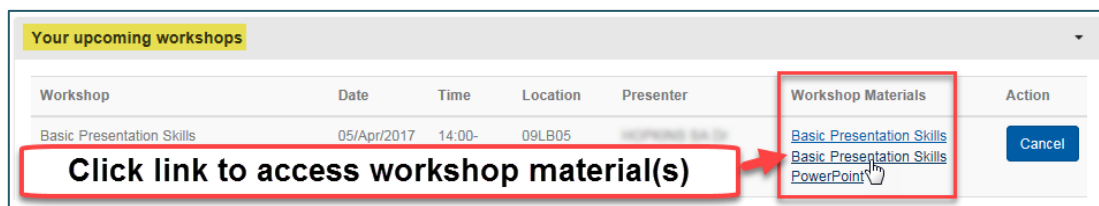
From the Research Development Details screen you can :-

- i. **Cancel** your attendance at a workshop
- ii. **Cancel** your request to attend an 'upcoming' workshop

Simply by clicking on the Cancel under the **Action** column of the display


## Where to find workshop materials

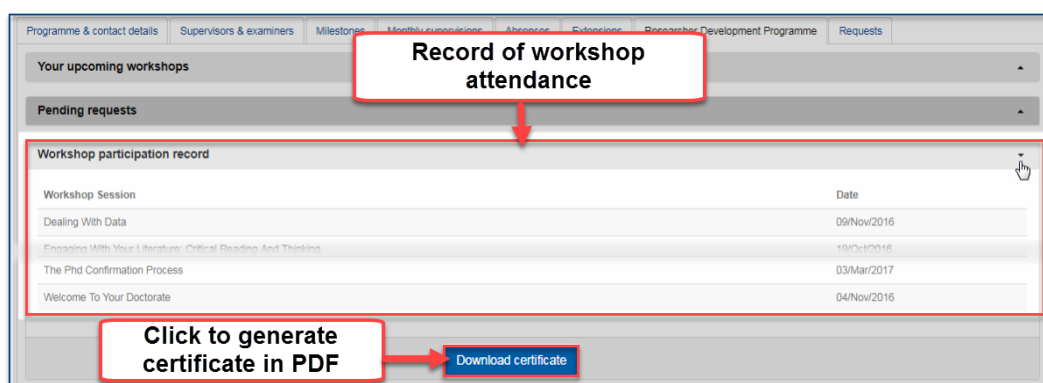
Workshop materials and collateral (e.g. presentations, workbooks, guidance etc.) are listed as a link against the individual workshop



## Viewing and printing your Workshop Participation Record

Your participation record is listed and can be viewed in the section **Workshop Participation Record** from the Rearch Programmes Details screen.

Double click on the title or click on the chevron 



The section **Workshop participation record** displays a list of all workshops attended.

Click the **Download certificate** button to create a **PDF** document listing all attended workshops.

To print a certificate click on the print icon associated with your PDF document reader

