

QUICK GUIDE: Upload information from training session into eProg

This guide is intended for PGRs.

To upload your information about the training session you have attended into eProg:

1. Log in to eProg through [My Manchester](#)
2. Select My Training & Development on the left-hand menu
3. Complete the Add External Skills Training box using course information in your booking confirmation email:
 - Course name: **My Research Essentials**
 - Provider: **University of Manchester Library**
 - Comments: *[example]* **Overview of reference management tools**
4. Click Add External Training button to submit details
5. The course will now display as part of your training and development record.
Use the Export to Spreadsheet button to download a copy of your record

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