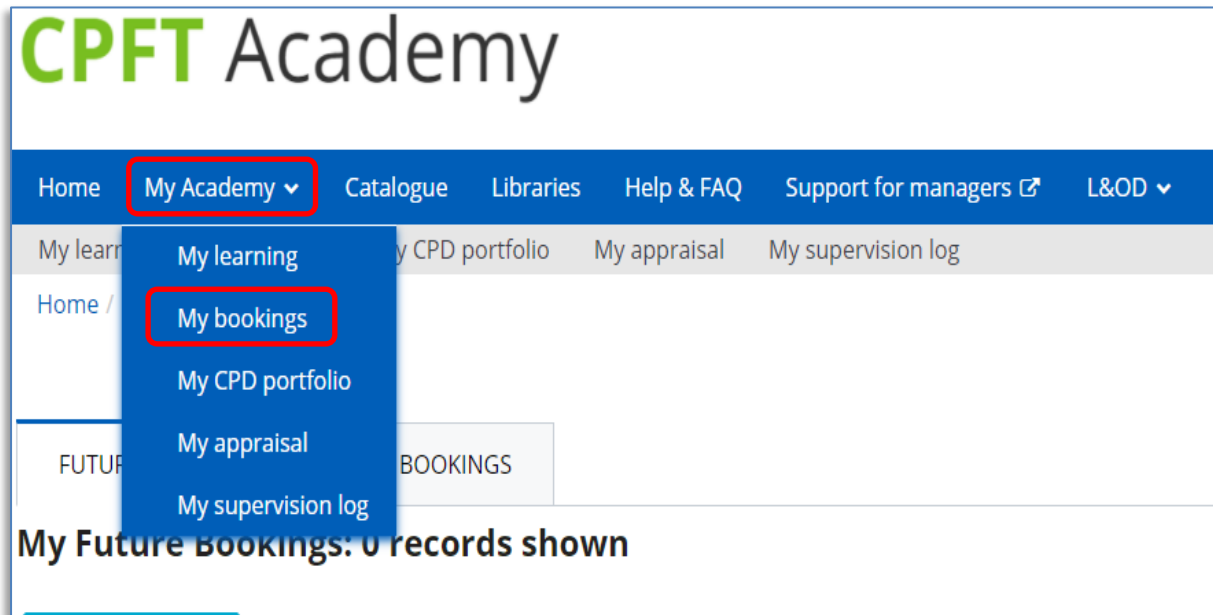


User Guide to access CPFT Induction Schedule Bookings in Academy

1. Log into your Academy account at <https://learning.cpft.nhs.uk> and navigate the top, menu & select: **My Academy > My Bookings**



2. A new window will open showing your future bookings during the week of induction for which you have been assigned. To sort these bookings into date order please 'click' the **Session Start Date** option:

The screenshot shows the 'My Future Bookings' page. At the top, there are tabs for 'FUTURE BOOKINGS' and 'PAST BOOKINGS'. Below the tabs, the text 'My Future Bookings: 4 records shown' is displayed. A 'Show/Hide Columns' button is visible. The table below has the following columns: Course Name, Event Name, Session Start (sorted by date), Event Start Time, and Event Finish Time.

Course Name	Event Name	Session Start	Event Start Time	Event Finish Time
Corporate Induction Welcome	All Sessions	1 February 2021, 9:00 AM	9:00 AM	4:00 PM
Professional discussions: Clinical support staff (Corporate Induction)	All Sessions	1 February 2021, 11:45 AM	11:45 AM	12:45 PM
Basic Life Support (Corporate Induction)	All Sessions	2 February 2021, 9:30 AM	9:30 AM	10:30 AM
Moving and Handling Foundation Level 2 (Corporate Induction)	All Sessions	4 February 2021, 10:30 AM	10:30 AM	3:30 PM

Any course bookings you have made yourself through the CPFT Academy that are not part of your induction week will also be shown here.

User Guide to access CPFT Induction Schedule Bookings in Academy

- You can view the course details by clicking onto the course name to check information such as location/Address, room, date & time:

Basic Life Support dates

You will not be able to book and cancel a place on an induction session from this page. You must contact learning@cpft.nhs.uk for support with your induction programme.

[All Sessions](#) ○

Date	Time	Room	Capacity	Status	Options
2 February 2021	9:30 AM - 10:30 AM	Conference Hall, Block 20a, Ida Darwin, Fulbourn, Cambridge, CB21 5EE (Room details)	1 / 13	Booked	 Attendees More info

[View all events](#)

Maps & Venues

Please use the following link to locate map & Venue details

[Maps & Venues](#)

Below your booking information you will find a link to access resources for Maps & Venues to help you plan your journey.