

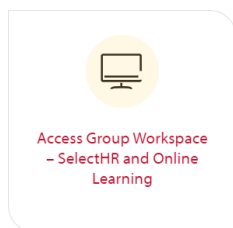
Workspace User Guide V1.0 – All Users (Excluding Ward)

Accessing Workspace

You can now access both SelectHR and online learning (Unicorn) from the same place: **Workspace**. In addition to this guide there is a video to show you how to log on, [click here to open](#).

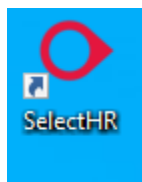
There are two easy ways to open Workspace, either;

- Click the tile on the [Staff internet page](#) titled ‘Access Group Workspace – SelectHR and Online Learning’.



OR

- Use the ‘Access Group Workspace’ icon on your desktop.



Workspace opens with a dashboard featuring important information; your annual leave balance, mandatory training to be done, and tasks that need your attention. Also, a regularly updated Noticeboard with important updates.

To launch **SelectHR** or **Learning**, click the Access button in the top left corner and choose from the menu.



SelectHR – This opens the HR Information system with access to all the same features as the previous version of SelectHR, plus more. Along the top you’ll find Quicklinks for fast access to frequently used features. Soon, a new feature will be the ability to update your own EDI details - information to follow.

Learning – In the Learning workspace, you can complete mandatory training and explore new courses. Click on *My Learning* to see your assigned courses, or use *Find* to discover new ones, register and start them.

Having trouble logging in?

If you've forgotten your login details, try resetting your password first. This will send a reset email to your work address. It might come to your junk folder and, please note, might not arrive instantly.

access
freedom to do more

Sign in to Access Workspace

Email address
@ jackiegoss@loros.co.uk

Password
[password field with lock icon and eye icon]

Stay signed in [Forgot your password?](#)

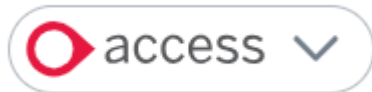
Sign in

Sign in with a different account

If this does not work, or you have any issues with access, please email hr@loros.co.uk

Using SelectHR

Open Workspace from either the Staff internet pages or the Icon on your desktop. Then, to launch **SelectHR**, click the Access button in the top left corner and choose SelectHR from the menu. [If you are unsure how to access Workspace, watch this brief video.](#)



SelectHR – This workspace allows you to access all the same features as the previous version of SelectHR, plus more. Along the top you'll find Quicklinks for fast access to frequently used features.

Self-Service menu set - SelectHR is the HR information system which stores your employment records. You can use the self-service function to see the details held for you, view your payslip, view your leave balance, request, amend and cancel annual leave, see your attendance record and update your home address and next of kin details. Also, you will see an employee directory to find basic employment details for colleagues. A new feature will be the ability to update your own EDI details - more information coming soon.

Direct Manager menu set - If you are a people manager, you will have access in SelectHR to view your team absence calendar, approve leave and enter an absence for a team member. Open the Direct Manager menu set by clicking on your name in the top right-hand corner of the screen, and choosing the Direct Manager menu set.

[Click here to view a walk-through of the steps to open](#) and use the SelectHR Self-Service and Direct Manager menu sets.