

## How to create an account and booking a place on CareFirst training

This brief guidance note explains how to create an account on the online course booking system etc.

### 1) Creating a Zipporah account (you will need to create an account of "login" before proceeding.

- Click this link: <http://app-ebookings.devon.gov.uk/TrainingAdmin-Devon/Default.aspx> (users external to DCC should use this link: <https://www.devon.gov.uk/onlinebookings?url=TrainingAdmin%2DDevon/>)
- Click "Logon/Register" on the left-hand side of the screen. Click "**register your details here**" on the right side of the screen.
- Complete the following form. A few points to note;
  - The email address is used to send the confirmation details to so ideally should be the candidate's email address. It does not need to be a DCC email address. If however the candidate has not yet started please use your own email address and forward info as required.
  - For "**Dietary Requirements**" and "**Access/Special Requirements**" enter "NA" if these aren't applicable
- Click "Continue" at the bottom of the page.
- On the following page enter a Username. This should be in a firstname.surname format. Then enter a password, this needs to have at least 1 uppercase and 1 numeric character – for example JoeBloggs1. Confirm the password in the box below.
- The account has now been created, click the "**Done**" button to return to the main page where you will already be logged into Zipporah

### 2) Booking a placement

- Click "Please [click here](#) to select a course." Then select the following;
  - Course Category:** Social Care IT Training
  - Sub Category:** (select the CareFirst category required, e.g. Adults, Child Care etc)
  - Course Title:** (select the course required, e.g. Practitioner Input)
- If there are courses scheduled that match the criteria then results similar to the details below will be shown;

<b>Course Title</b>	Half Day Generic View	<b>Course Reference</b>	CF6GV
<b>Description</b>	This course is for staff who will be using CareFirst to navigate the system and view client information and assessments.		
<b>Date(s)</b>		<b>Venue</b>	
17/07/2012 - 17/07/2012	09:30-12:30	Devon Travel Academy, Westpoint, Exeter, EX5 1DJ	<a href="#">book</a>

- Click on [book](#) to the right of the course date required.
- Click on [Select](#) to the right of the date required (as shown below) then click on **Continue**.

Schedule				7 Available Date(s)
1	17/07/2012	09:30-12:30	1 Space(s) Available	Devon Travel Academy Westpoint Exeter

- Click into the **Please confirm that you have read the terms and conditions:** (shown below) then click **Continue**.

<b>Course Details</b>	
Course Title:	Half Day Generic View
Course Reference:	CF6GV
Course Description:	This course is for staff who will be using CareFirst to navigate the system and view client information and assessments.
Terms and Conditions:	N/A
Please confirm that you have read the terms and conditions:	<input checked="" type="checkbox"/>
<div>Cancel Continue</div>	

- Complete the 4 sections highlighted below;

<b>Course Details</b>	
Course Title:	Half Day Generic View
Course Reference:	CF6GV
Course Description:	This course is for staff who will be using CareFirst to navigate the system and view client information and assessments.
Terms and conditions:	
<b>User Details</b>	
First Name:	Neil
Last Name:	Burt
Email Address:	neil.burt@devon.gov.uk
Organisation:	DCC-Corporate Services-Business Strategy & Support
<b>Fees</b>	
Agency:	Local Government - Devon CC - Corporate Resources <div>Select</div>
Course Cost:	£0.00
We need to know the type of organisation you belong to; please confirm that you have selected the relevant option from the dropdown list.	
<input checked="" type="checkbox"/>	
Please provide Cost Code, Purchase Order Number, state if invoice is to be raised, or not applicable: *	NA
Please enter the email address of your Line Manager or other officer who will approve your attendance on this course: *	neil.burt@devon.gov.uk
"I have obtained authorisation from my Line Manager to attend this course and I understand that I may still be charged if I do not attend or do not provide sufficient notice of cancellation." - Please tick box to continue.	
<input checked="" type="checkbox"/>	
<div>Cancel Continue</div>	

- Click **Continue**.
- On the following screen (shown below) either complete or select **Prefer not to disclose** then click **Continue**.

Gender:	<input type="radio"/> Male <input type="radio"/> Female
Age Group:	16-29 ▼
Ethnic origin:	Select ... ▼
Do you consider yourself to have a <a href="#">disability</a> ?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Notes:	<div></div>
Prefer not to disclose:	<input checked="" type="checkbox"/>
<div>Continue</div>	

- The booking is now complete! The booking will be approved shortly and an automatic email will then be sent to the provided email address training with training information and directions to the venue.