Zipporah guidance July 2012

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;

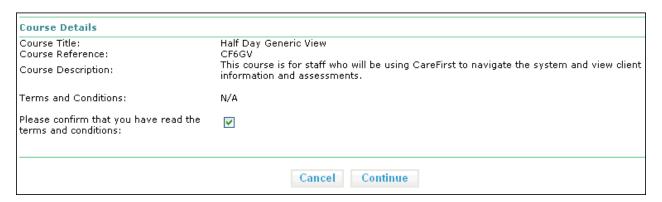
Course Title	Half Day Generic View	Course Reference CF6GV		
Description	This course is for staff who will be using CareFirst to navigate the system and view client information and assessments.			
Date(s)			Venue	
17/07/2012 - 1	7/07/2012	09:30-12:30	Devon Travel Academy, Westpoint, Exeter, EX5 1DJ	<u>book</u>

- 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**.

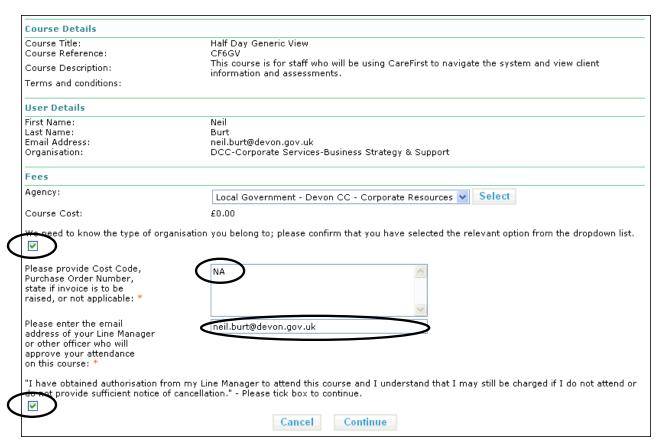
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Sched	lule				7 Available Date(s)
1	17/07/2012	09:30-12:30	1 Space(s) Available	Devon Travel Academy Westpoint	Select
				Exeter	

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



• Complete the 4 sections highlighted below;



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

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Gender:	○ Male ○ Female
Age Group:	16-29 💌
Ethnic origin:	Select
Do you consider yourself to have a <u>disability</u> ?:	○Yes • No
	^
Notes:	
	V
Prefer not to disclose:	✓
	Continue

• 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.