

# Portsmouth Early Years



## Virtual Training Toolkit

### How to book and access your virtual training with Teams

- Visit <http://earlyyears.portsmouth.gov.uk/> Here you will be able to browse all of the Early Years training.
- When booking your training you must submit the email of the person who will be accessing the training. This may be different to who the account is registered with. All links and information will be sent regarding this training so please ensure this is correct. If you would like to add the email at a different time from the initial booking please email [eyworkforce@portsmouthcc.gov.uk](mailto:eyworkforce@portsmouthcc.gov.uk) to update these details.
- There are two types of training being offered this term, live and pre-recorded videos. These have their own instructions depending on which type you are accessing.
- To find out which training type you are accessing you can find this on the training information page when you book and under the title venue. As a guide, the clusters and briefings and getting to good sessions are LIVE. All of the workshops will be pre-recorded VIDEOS.

### Accessing LIVE virtual training

- Two days prior to the training date you will receive a direct email from the mailbox for [eyworkforce@portsmouthcc.gov.uk](mailto:eyworkforce@portsmouthcc.gov.uk). This will confirm the training and include a Teams link.
- 10 minutes before the training is due to start, click on this link and it will take you to a web browser for teams.
- Click join and you will be admitted into a virtual lobby area where the trainer will be able to grant you access.
- When you are granted access, you will be able to see other participants and the trainers. If you do not want to be seen, please click on the video camera. Please also click on the microphone icon to mute yourself. During the training you will be able to write messages in the chat as this will be monitored by a member of the EY team.

**If you have any difficulty accessing this training please email  
natalie.oliver@portsmouthcc.gov.uk**

## **Accessing Pre-recorded Training and Live interactive follow on sessions**

- You will receive an email confirming when your video is available for viewing.
- In the email you will have a You Tube link. Please click the link and this shall open up your training video.
- If your setting restricts access to You Tube please reply to this email and an additional link will be provided.
- This video links will be available until the live session (approximately 3 days) from the date of training advertised on the Traded Services website that you booked through.
- Do keep this email safe as it also will include details of the follow up LIVE interactive follow on 30minute session.

**(For instructions on how to access the LIVE follow up sessions please refer to the  
Accessing LIVE virtual training section above)**

