REQUEST A USER ACCOUNT

Requesting an account to use the Learning and Development Gateway is a simple process if you follow these steps.

Try This Yourself:

Before trying this visit
www.westsussexcpd.co.uk

1 On the Gateway home page. click **New User** on the shortcut bar

The General Enquiry / New User Request form appears

2 Click **I would like a user account**

Complete all the fields that have a red asterisk next to them. (See page 2 for more guidance on how to complete the fields).

3 Click **Send**

| Home | Advanced Search | Contact Us | New User | **1** |

General Enquiry / New User Request

Please let us know what you think about the website and our course provision. We welcome your enquiries and suggestions for improvement

Your name _____ *
Your email address _____ *

Subject [   ] *

I would like a user account ☐ —— **2**

General Enquiry / New User Request

Please let us know what you think about the website and our course provision. We welcome your enquiries and suggestions for improvement

Your name _____ *
Your email address _____ *

Subject [   ] *

I would like a user account ☑
Establishment name _____ *
Establishment address _____ *
Establishment postcode _____ *
Job title _____ *
Line manager's name _____ *
Line manager's email address _____ *

For Your Reference…

You can contact us for help any time you are using the Gateway by:

1. Clicking **Contact Us** on the shortcut bar
2. Calling Learning and development Admin on 01243 756834

Handy to Know…

- Your account will need to be verified before you are given access. This is usually done the same day.

COMPLETING THE GENERAL ENQUIRY / NEW USER REQUEST FORM

Use the following hints and tips to complete the General Enquiry / New User Form.

Enter your own name and email address here

This is the name of your place of work

General Enquiry / New User Request

Please let us know what you think about the website and our course provision. We welcome your enquiries and suggestions for improvement

Your name *

Your email address *

Subject *

I would like a user account ☑

Establishment name *

Establishment address *

Establishment postcode *

Job title *

Line manager's name *

Line manager's email address *

Enter your address work address here

If you don't have a line manager please enter 'N/A' here

For Your Reference…

You will be sent an email login details when your account has been verified

Handy to Know…

- Once you have an account you will be able to access over 2000 events and 400 online learning modules