

REQUEST A USER ACCOUNT

If you are new to using the Gateway you will need an account before you can book a learning opportunity.

There are two ways to get an account. If you're a West Sussex County Council member of staff you will already have one. If you're an external user you'll need to request an account.

Try This Yourself:

Before trying this ensure that the Gateway home page is on screen

For WSCC Staff members

- 1** Click the **Forgotten Password** icon on the shortcut bar
- 2** Enter your email address
- 3** Click **Enter**
- 4** Your password will be emailed to you

For external users

- 5** On the Gateway home page, click **New User** on the shortcut bar
- 6** In the onscreen form that appears click **I would like a user account**

Complete all the fields and the reCAPTCHA box

- 7** Click **Send**

1 Username Password LOGIN ?

2 Forgotten Password
If you have forgotten your password please enter your email address below. We will email a copy of your account details, including your password, to the address you enter.
Enter your email address:
Enter

3 Enter

4 Forgotten Password
Thank you. Your account details have been emailed to andy.blake@westsussex.gov.uk
Click here to log in

Home Advanced Search Contact Us New User

5 I would like a user account

6 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 the code exactly as you see it in the image

particular
Type the text reCAPTCHA™
Privacy & Terms

7 Send

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...

- If you're an external user your account will need to be verified before you are given access. This will take 2 working days.