

REQUEST A USER ACCOUNT FOR PARENT CARERS

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**



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**

Enter the code exactly as you see it in the image

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

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 will take 2 working days.

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

Enter "See subject box above"

The form is titled "General Enquiry / New User Request" and includes the following fields and elements:

- Your name**: Text input field with an asterisk.
- Your email address**: Text input field with an asterisk.
- Subject**: Text area with an asterisk.
- I would like a user account**: Checked checkbox.
- Establishment name**: Text input field with an asterisk.
- Establishment address**: Text input field with an asterisk.
- Establishment postcode**: Text input field with an asterisk.
- Job title**: Text input field with an asterisk.
- Line manager's name**: Text input field with an asterisk.
- Line manager's email address**: Text input field with an asterisk.
- reCAPTCHA**: A widget showing the text "contracted nitovic" and a "Type the text" input field.
- Send**: A blue button at the bottom left.

Enter the text "I am requesting an account and I am a" and choose from the following:

- Parent carer – no personal assistants – no social worker assigned
- Parent carer – no personal assistants – with social worker assigned
- Parent carer – employs personal assistants – with social worker assigned
- Parent carer – employs personal assistants – no social worker assigned

Enter your own address and postcode here

Enter N/A here

Enter the reCAPTCHA code here

For Your Reference...

You will be sent an email with a password when your account has been verified

Handy to Know...

- If you're not sure of the reCAPTCHA code you can hit the circular arrows to get another one