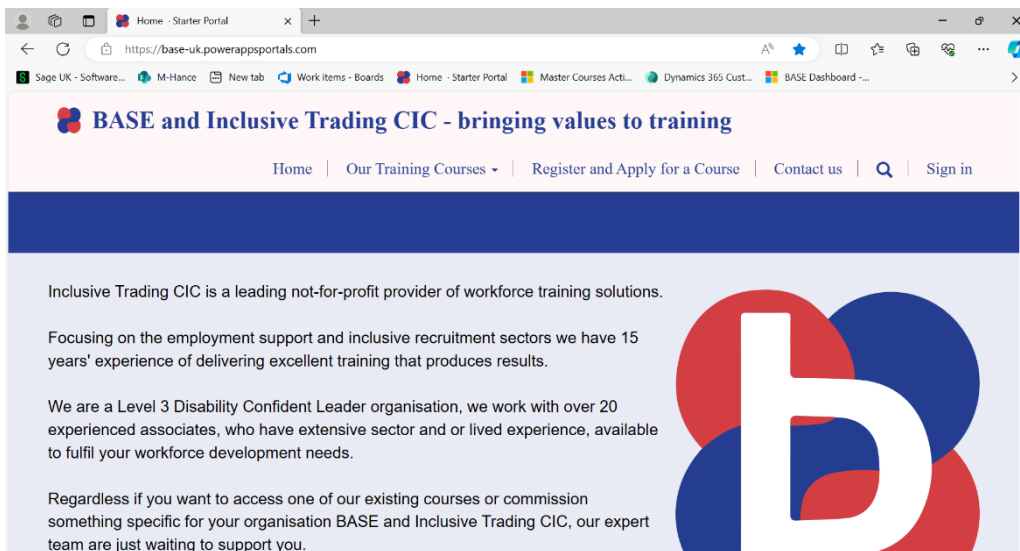
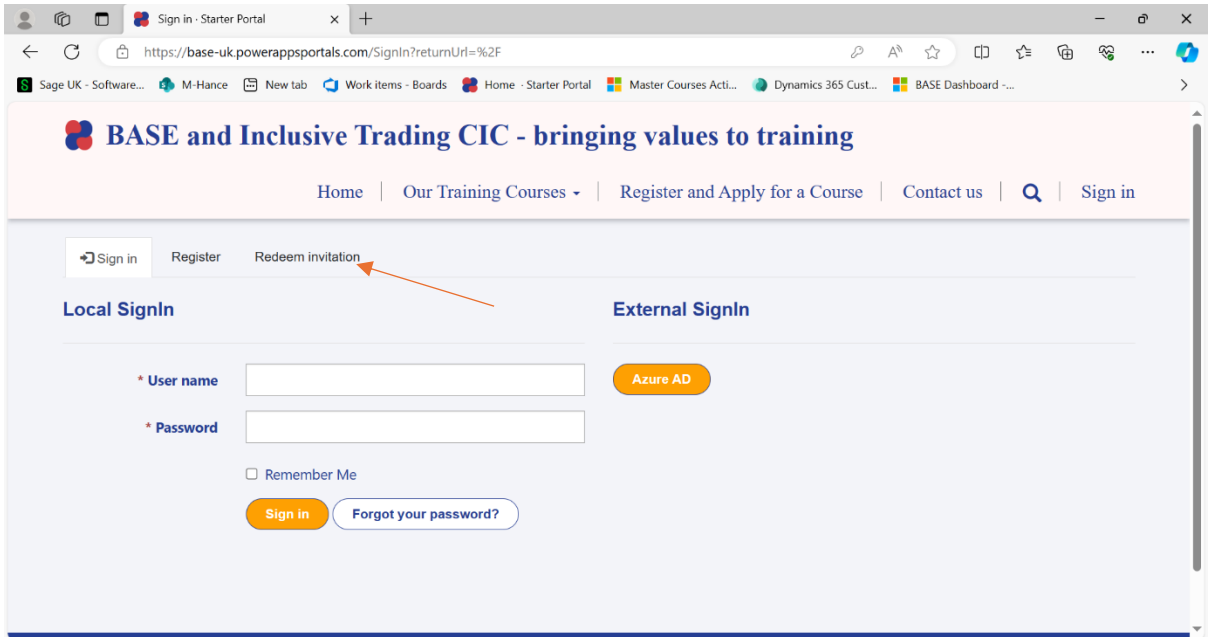


- 1) To access the new training portal, please follow this link:

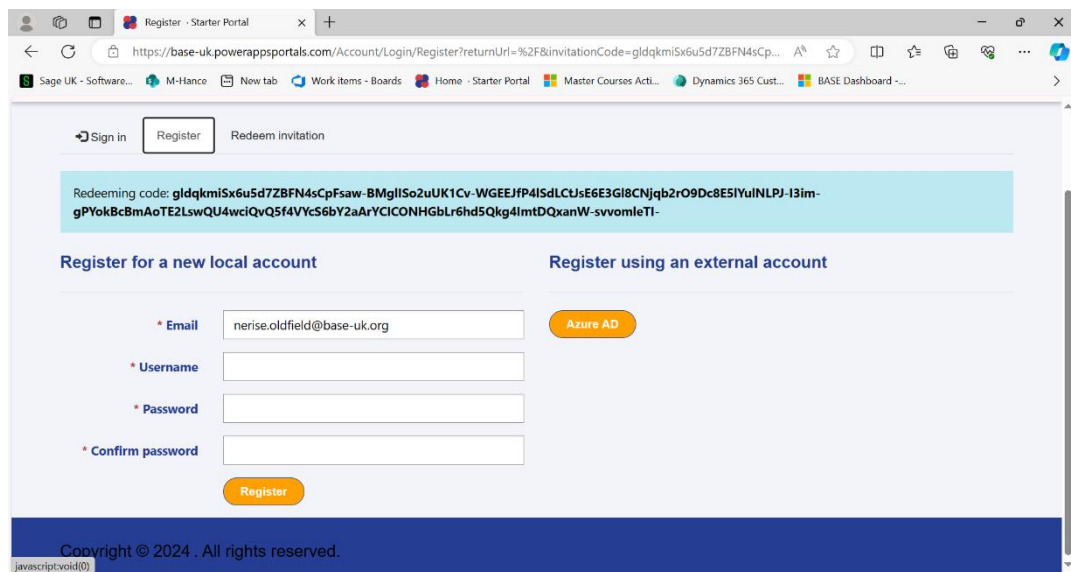
<https://base-uk.powerappsportals.com>



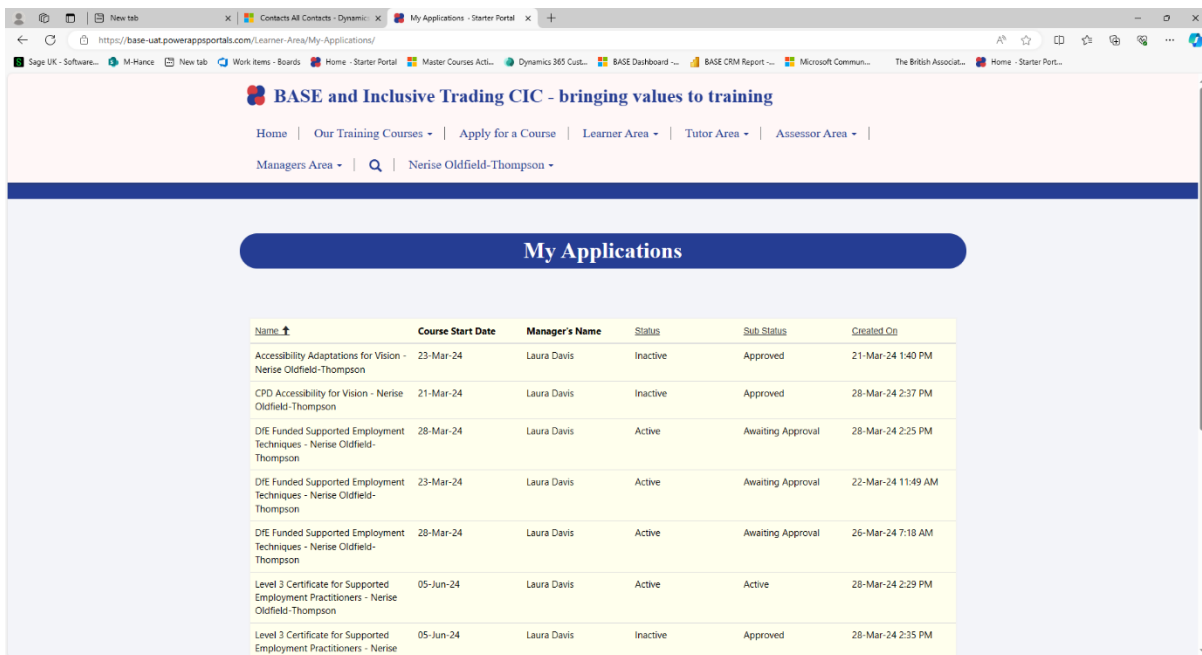
- 2) From this link you can click onto our training courses and view training courses and upcoming courses, both of which we will regularly update.
- 3) To register for a course you are interested in please go to the register and apply for a course in the navigation bar to commence the process. As part of your enrolment, you will need to fill out all of the relevant information, including Manager's contact details.
- 4) Once you have completed the registration process an email will be sent to your Line Manager to authorise your place on your specified course and you will be copied in. Unless it is an e-learning course and then you will go to Step 6.
- 5) Once your manager has approved your course, you will be enrolled onto the course.
- 6) You will receive an invitation email, which will have a code that you need to redeem by going into the website above and clicking sign in on the navigation bar, you will see the page below.



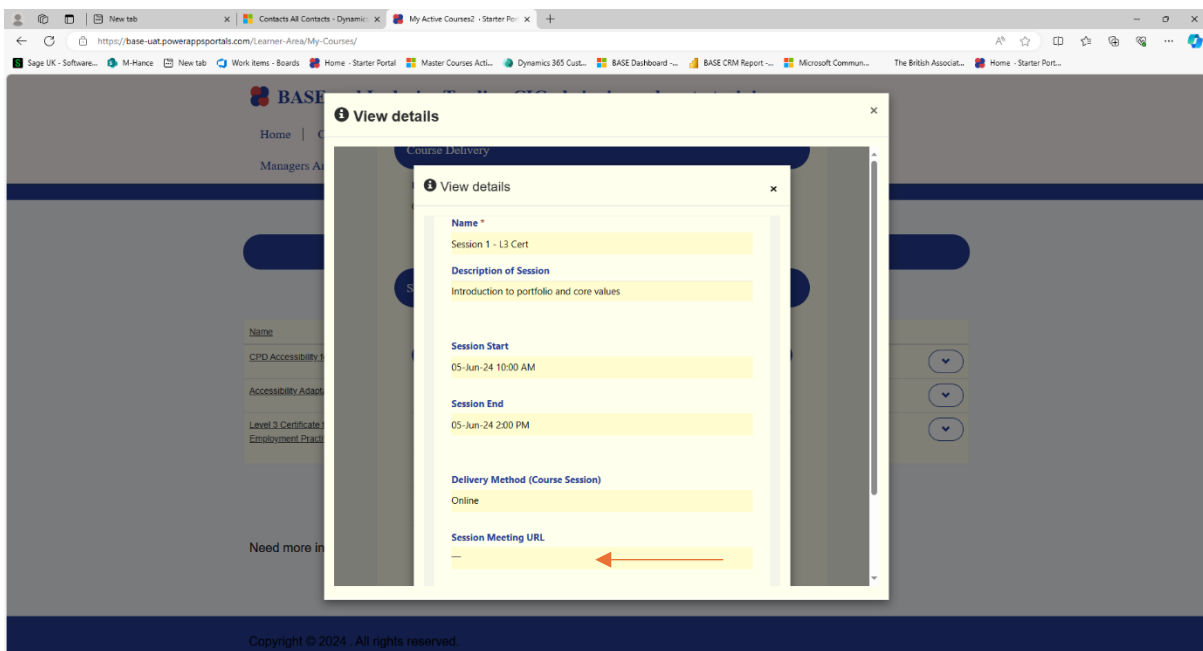
- 7) Click on redeem invitation and copy the code from the email into this section.
- 8) Then complete the relevant details and create password and keep a copy of your username and password as this is what you will use every time you sign into the portal. Then click Register.



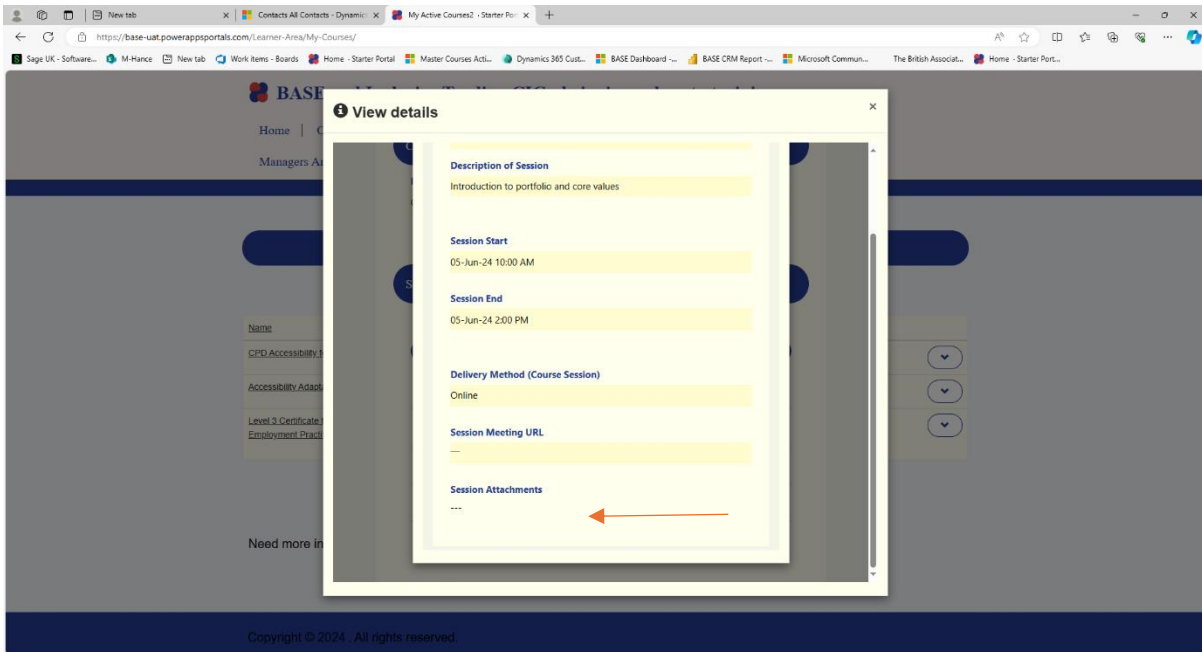
9) You can then go to the Learner Area and look at your applications, courses and sessions.



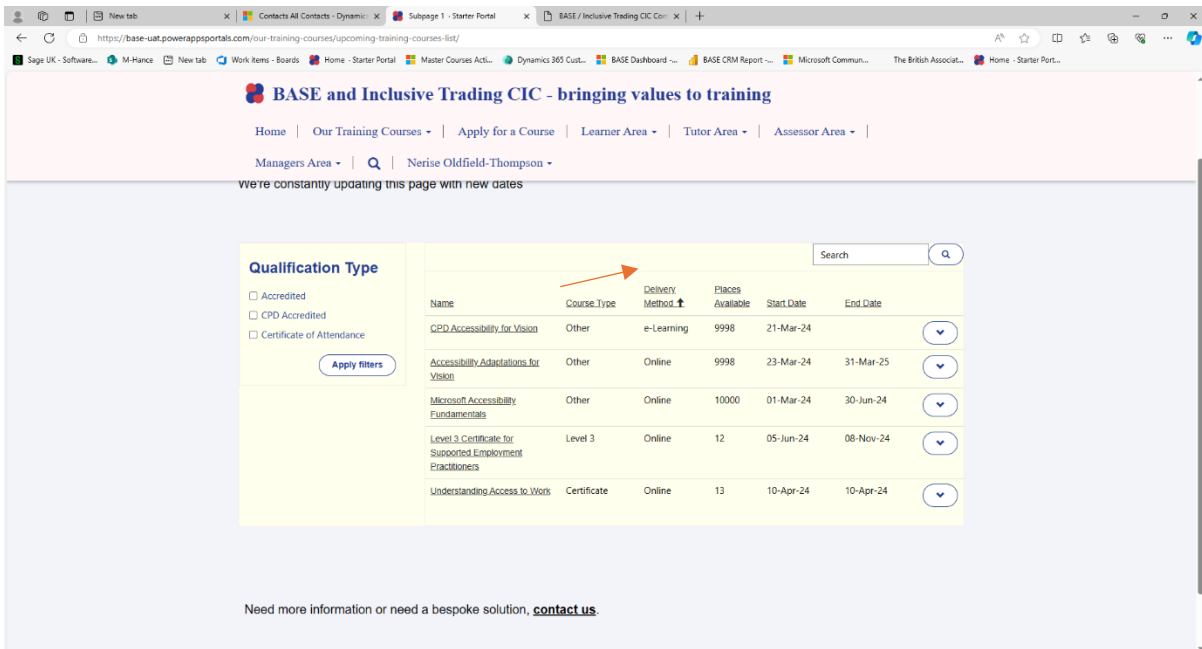
10) To access your course sessions, click into my courses and then click on the course you are looking at and if you scroll down the view details, you will see the sessions for this course. If you click on a session, you can view the details for that session and also the session meeting URL, which will be the link for you to attend the training on that session.



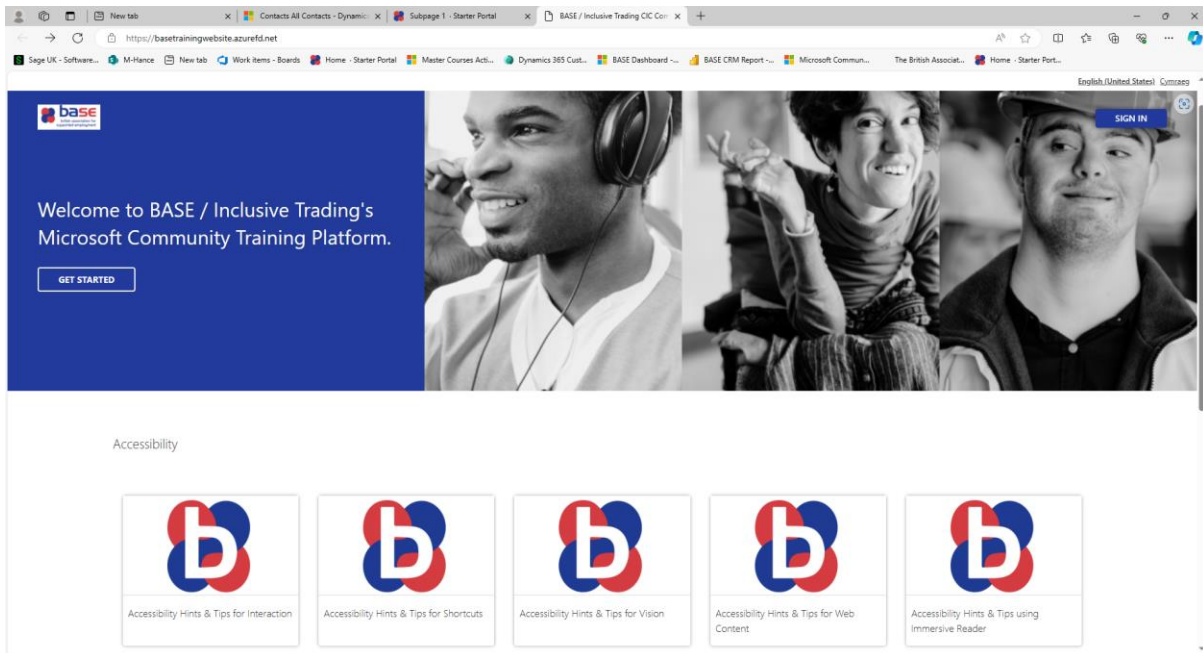
11) Additionally, there may be session attachments for your course, which you may need to download prior to your session.



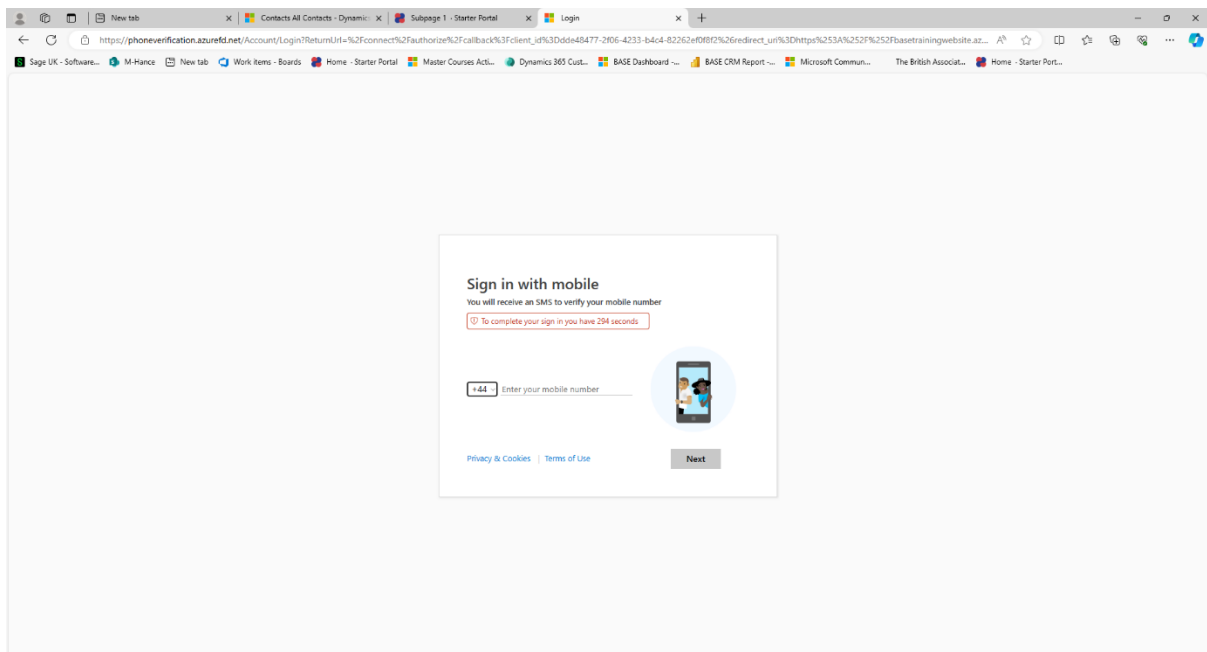
12) For Courses on our Microsoft Community Training Platform, you will not require Manager's approval when you apply for a course, these courses are classed as e-learning when you are applying for these courses.



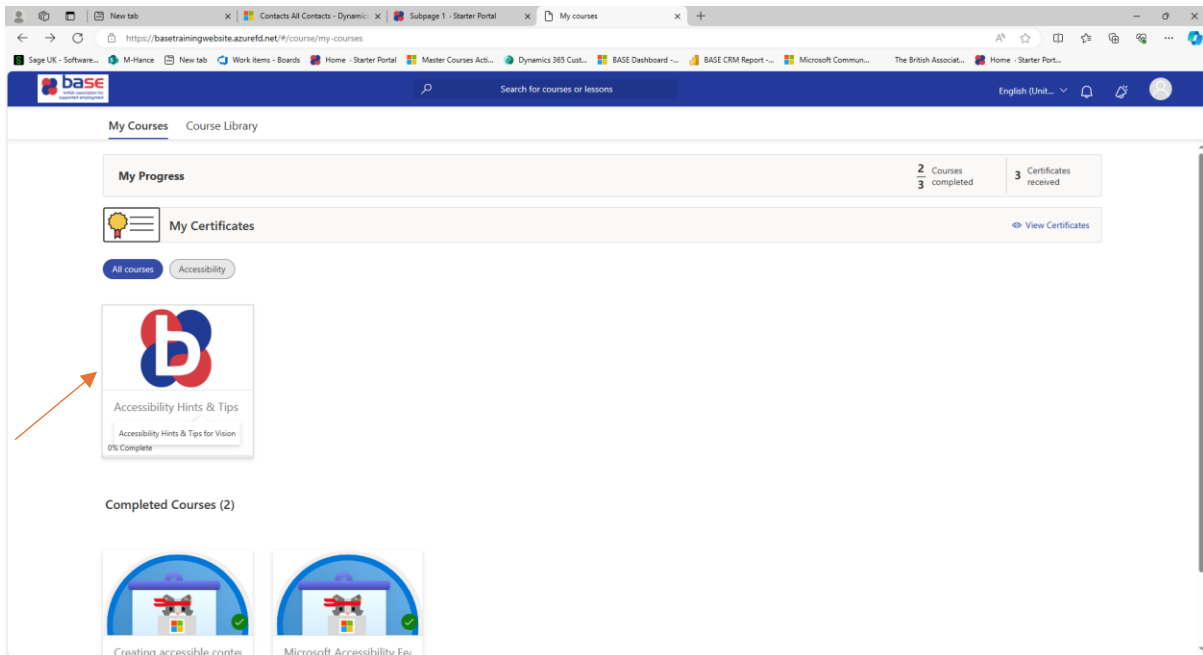
13) You can apply for these courses through the Apply for a Course section on the Learner Portal, once you have submitted this you will receive an email confirming your place with a link to the Microsoft Community Training Platform, when you click on the link it will bring you to this page.



14) Click on Get Started button and you will need your mobile phone to sign in for your course. You will then be able to access your course.

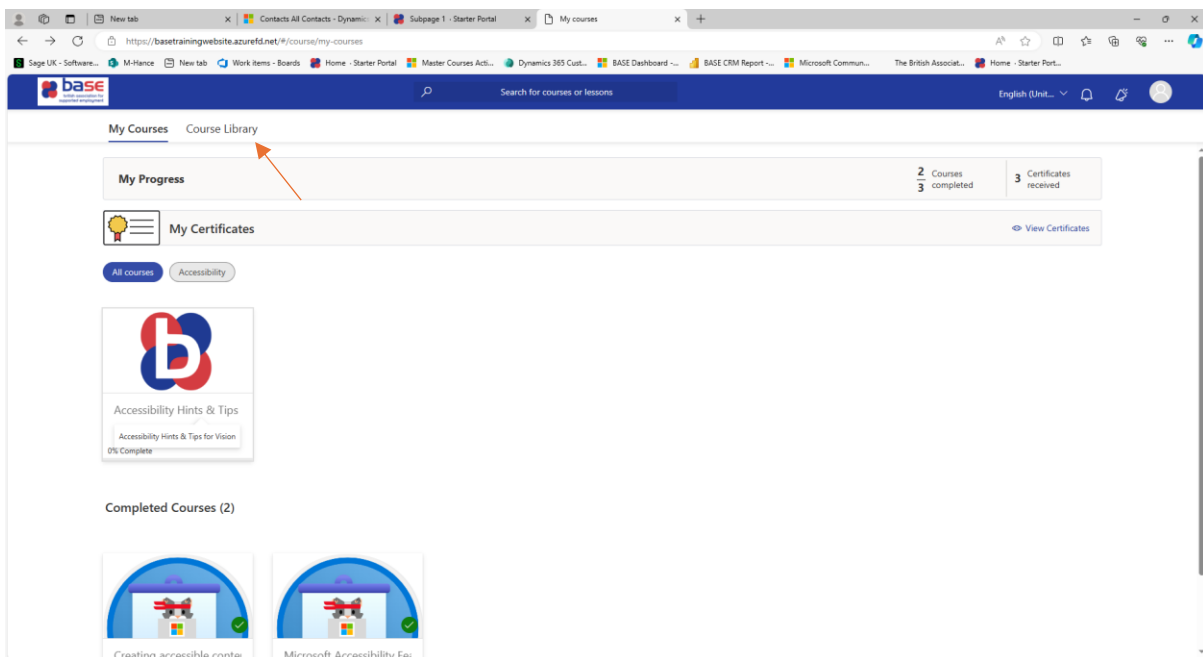


15) You can then go into my courses and click onto the course you want to do.

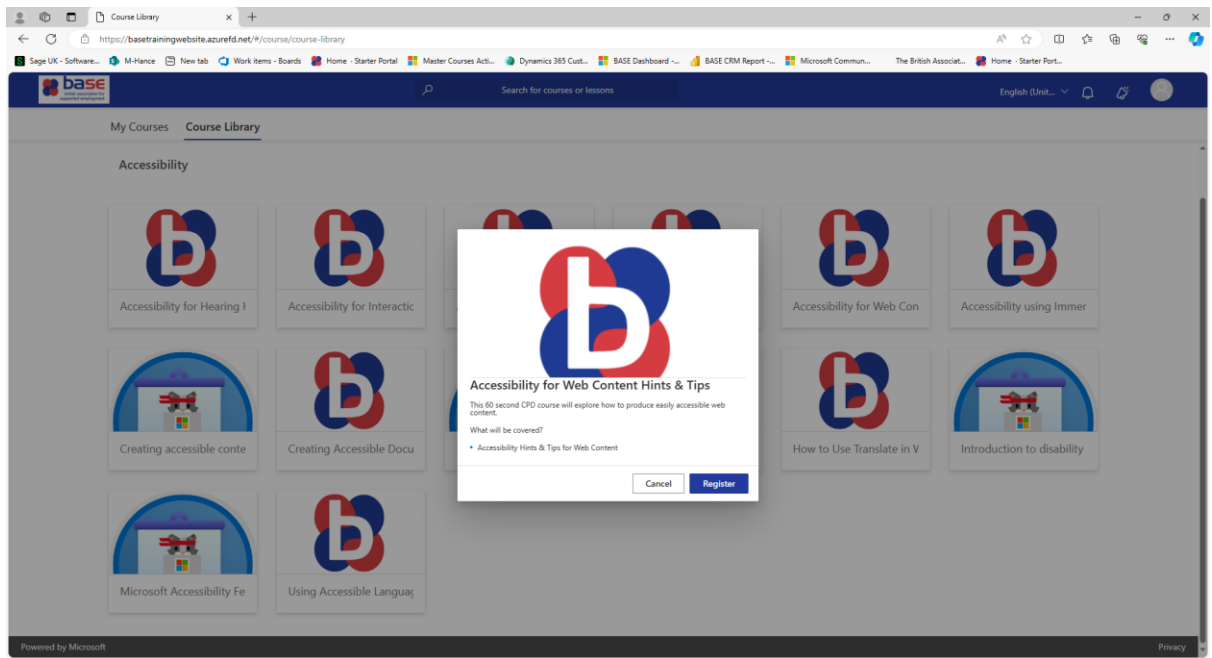


16) Your screen then will take you to that course to complete.

17) If your course is not showing in My Courses you can go to the Course Library, as per diagram below.



18) In the Course Library you can then select a course and click register for this course and it should take you directly to that course.



19) If at any stage you are struggling with the portal please email training@base-uk.org

Good Luck with your studies!