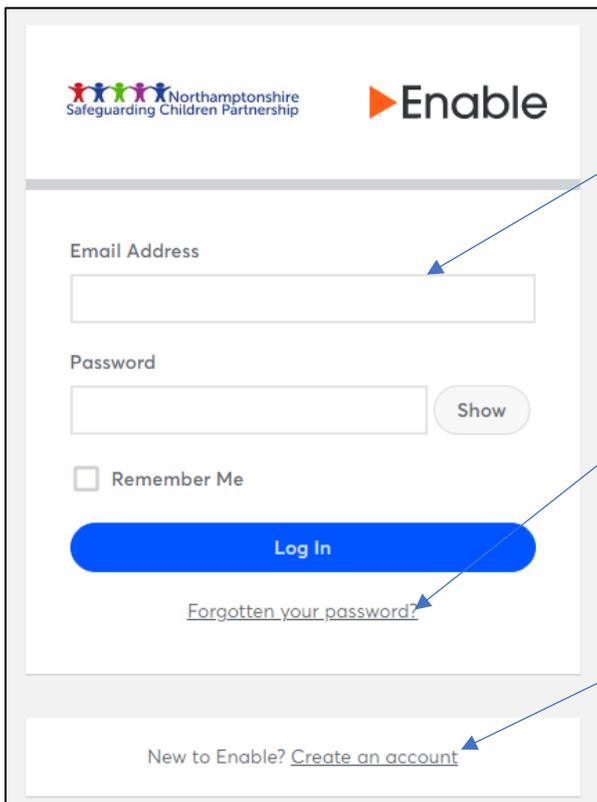


## How to sign up for NSCP Training

The below guide details the step-by-step process needed to sign up for a face to face / virtual training course offered by the NSCP.

You will need to have an account with the NSCP Learner Management System. Click the link below to log back into your account or click where indicated to sign up for an account.

<https://northamptonshirescp.vc-enable.co.uk/Login/>

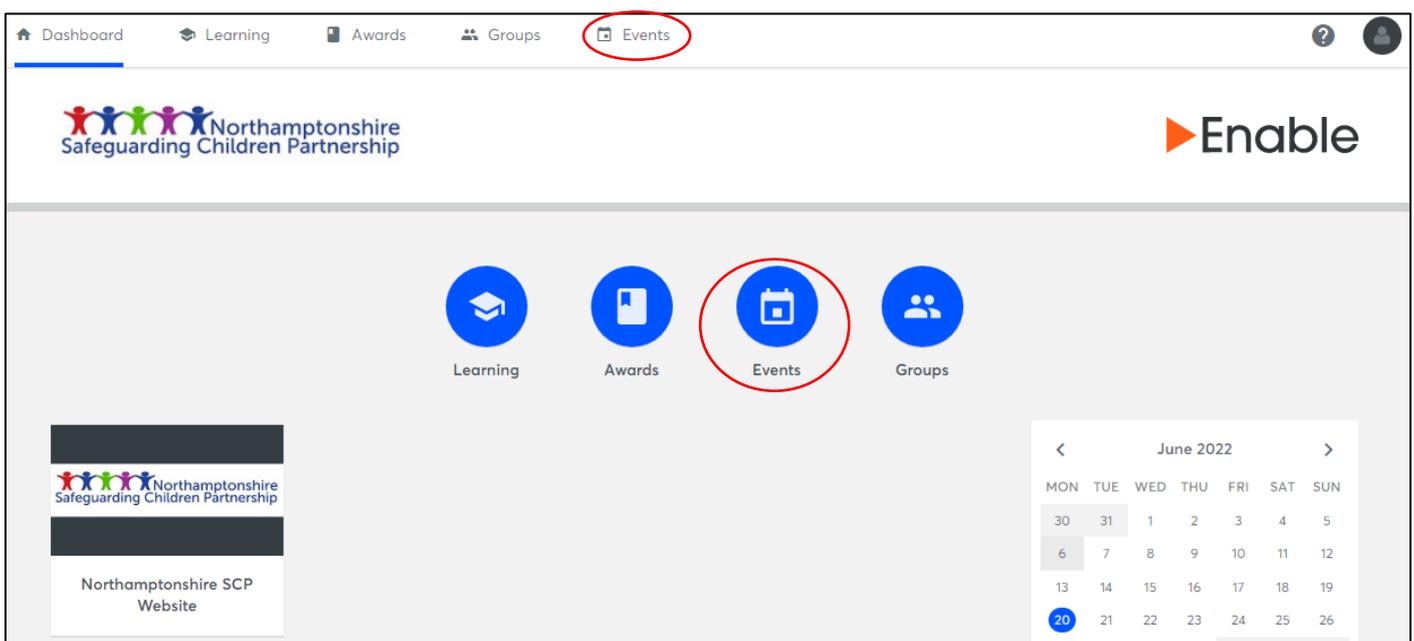


Enter your email address and password for your account here and click log in.

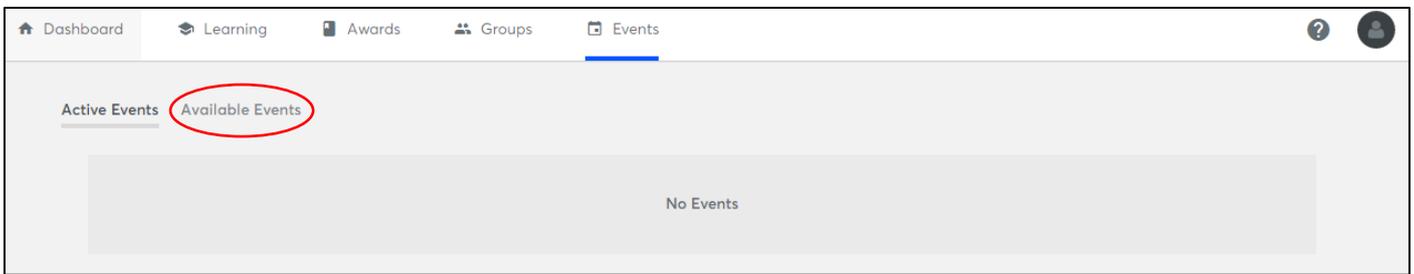
If you have forgotten your log in details, please click forgotten your password and follow the steps. Please do not sign up for a new account as you will not be able to access your past learning.

If you do not already have an account, click here to register for an account.

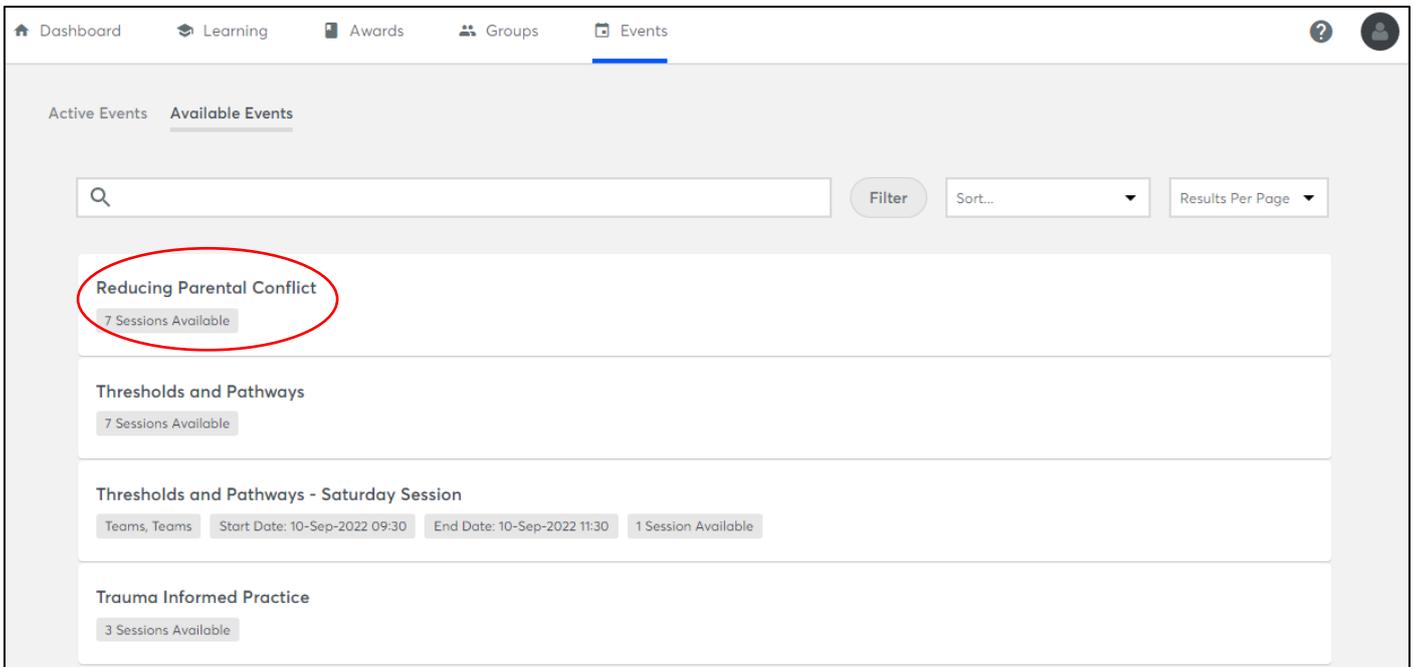
Once you have logged in you will be met with the below screen where you need to click on 'events' to see the current face to face / virtual training available.



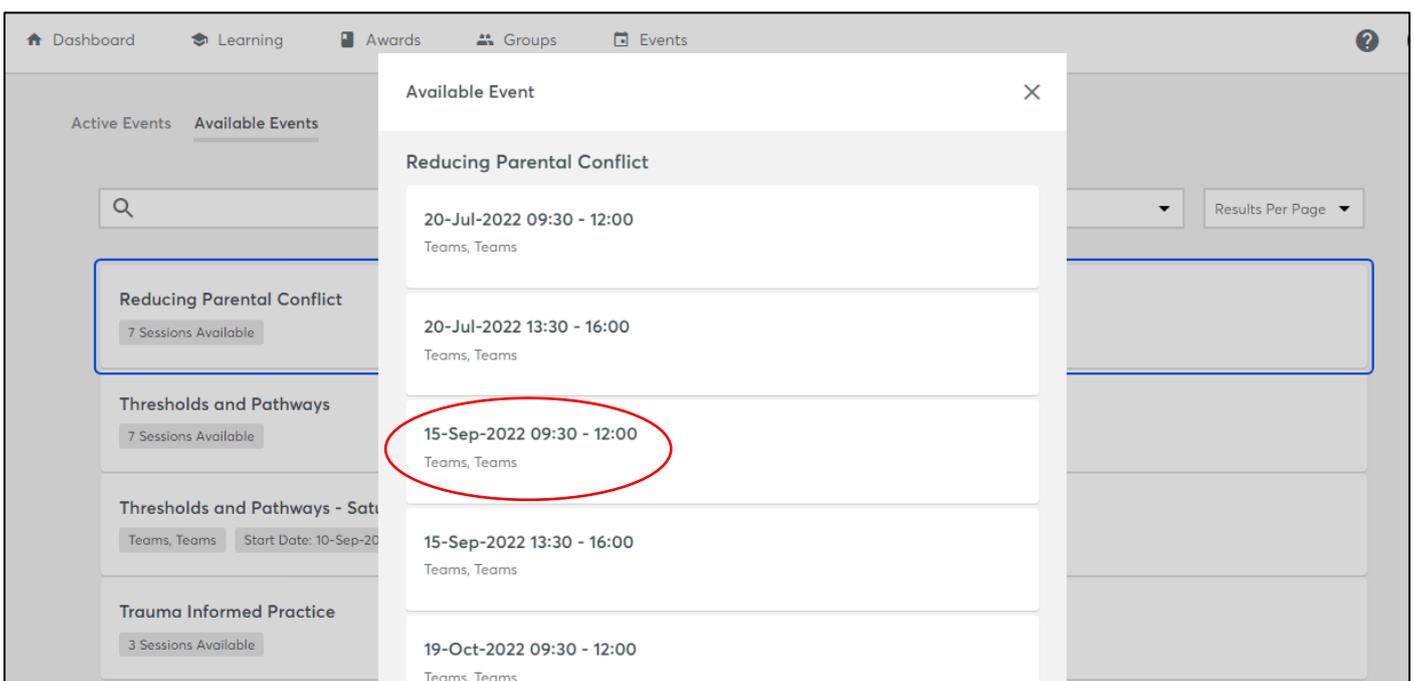
June 2022						
MON	TUE	WED	THU	FRI	SAT	SUN
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26



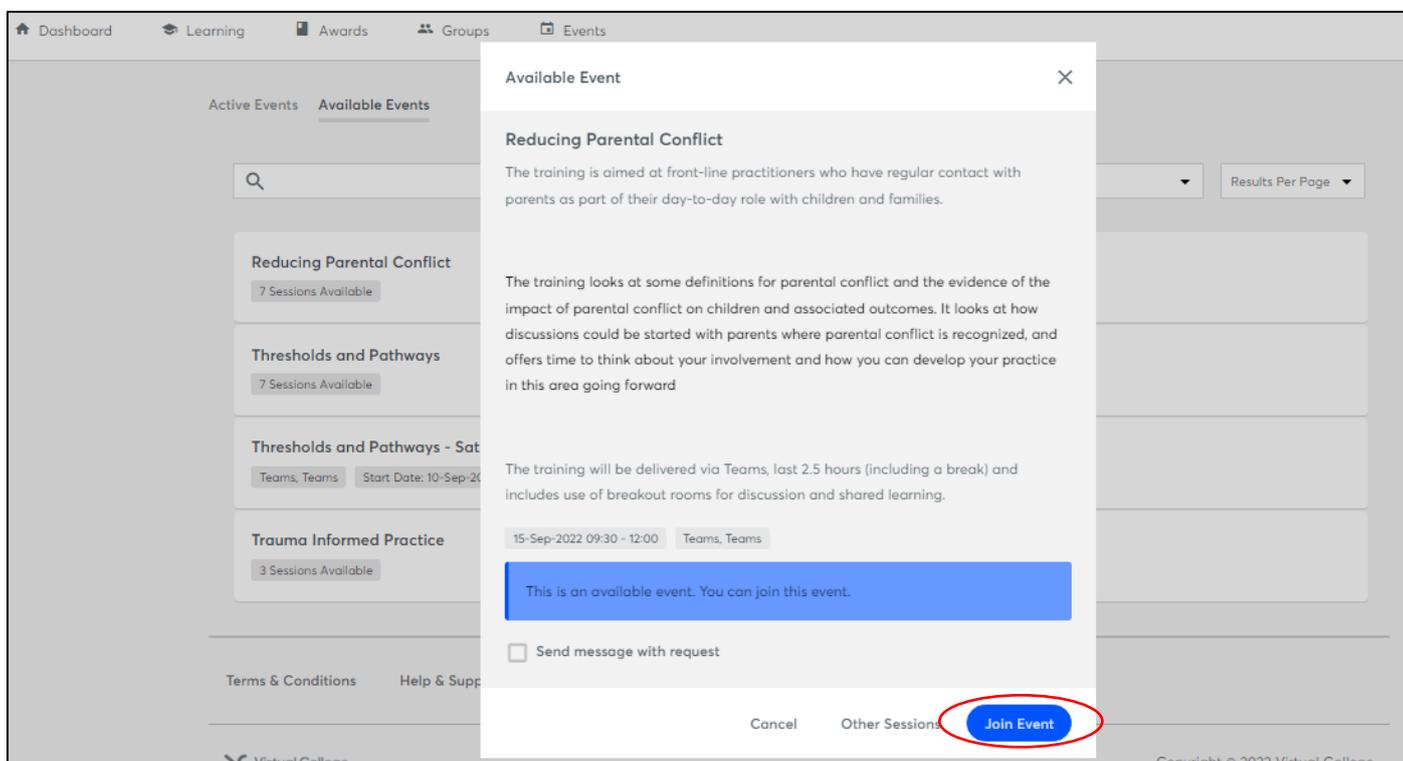
You will first be met with a screen like the above as you currently have no courses you have signed up for. Click on 'Available Events' to see the full list of courses currently available which will look like the image below:



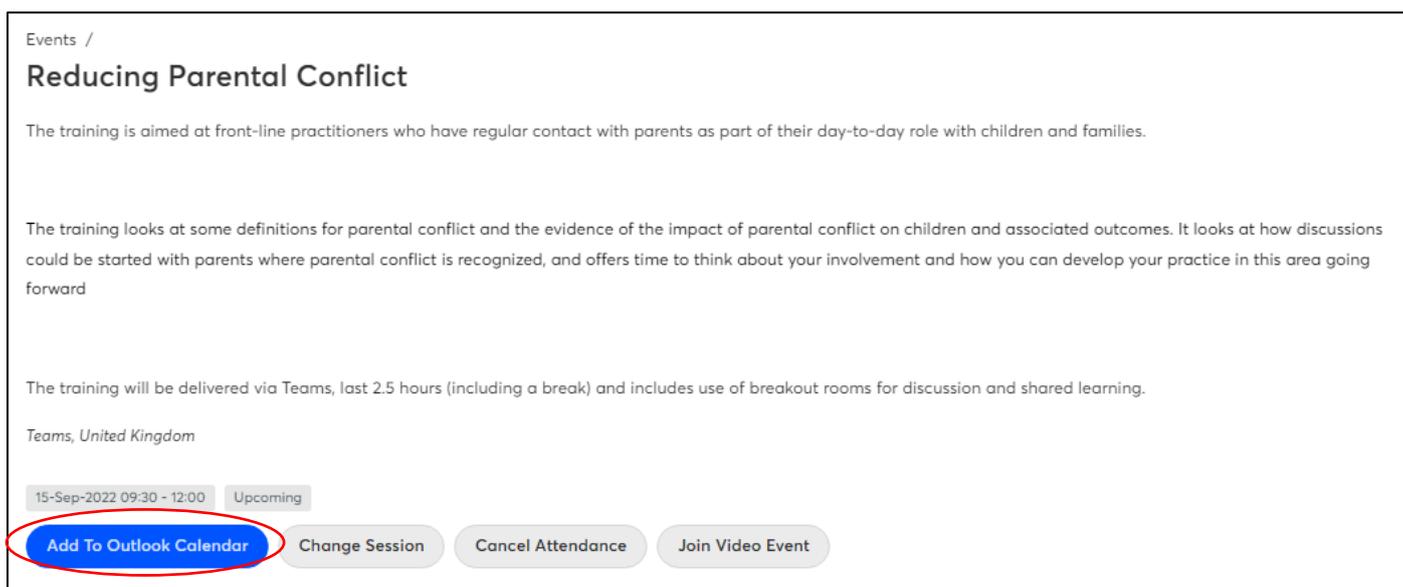
These are the current sessions available – if there is only 1 session available you will be able to click straight onto that course and see all of the details – where a session has more than 1 session simply click on the course name, and you will see all of the available dates and time. For this example, we are going to sign up for the 'Reducing Parental Conflict' course.



To sign up for the course on the 15<sup>th</sup> September being run from 09:30-12:00 via Teams simply click where you will be taken to the course details as detailed below:



Here you will see all of the course details to check this course is relevant to your role and to understand what is required as part of the course. Once you are happy click 'Join Event' to sign up.



Once you have clicked 'Join Event' you have been added to the attendance list for that course. This is the screen that you will see and is now available in your active learning events tab.

We strongly recommend that you click on the 'Add To Outlook Calendar' button which will send you an invite to your outlook calendar immediately.

If for any reason you need to change the session you have booked onto or wish to cancel your booking you can do this from this screen.

Also available here will be any pre-reading or resources required for the course and the link to join the event directly. You will be sent a course reminder around 7 days prior to the course.

Should you have any difficulties please email the Business Office at [NSCP@northnorthants.gov.uk](mailto:NSCP@northnorthants.gov.uk) who will be happy to help.