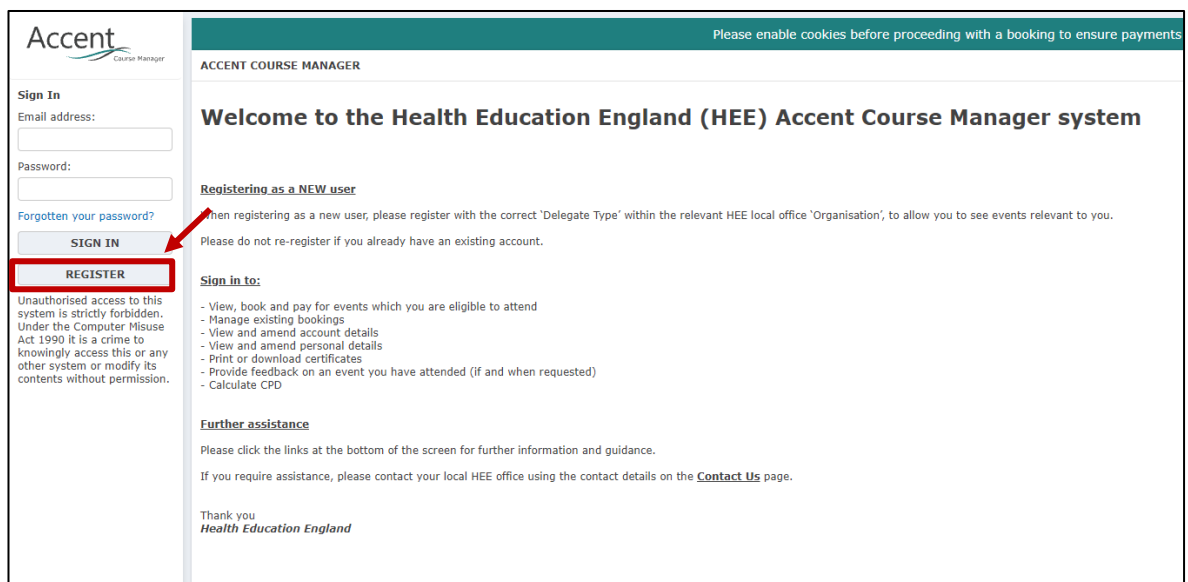


Accent Course Manager: How to register and book a place on an event

Registering

1. Go to the Course Manager website for the East Midlands (always use this link – do not use Google): <https://accent.hicom.co.uk/CourseManager/Live/HEEM/Web/>
2. If you have not registered on the system before, you will need to register now. To do so, click on **'Register'** on the left-hand side (see Screenshot 1).



Screenshot 1

3. When you have clicked 'Register' complete the required fields – any field labelled in **BOLD** is mandatory.

Screenshot 2

On screenshot 2, please note the following:

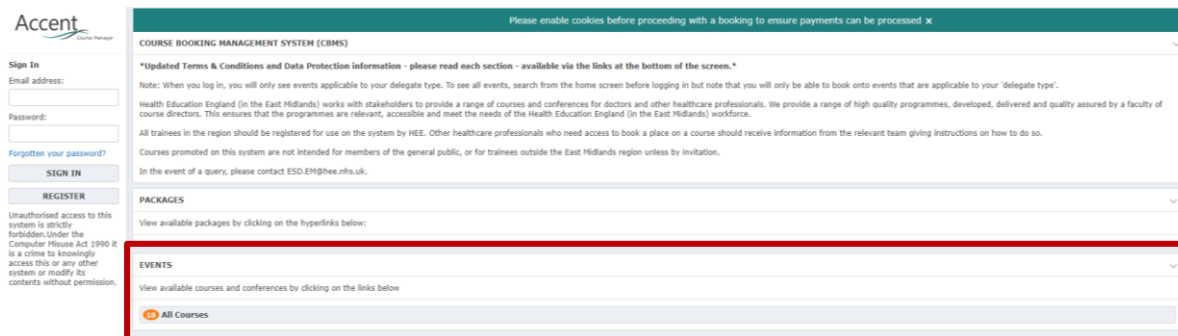
- When registering, start with your email address, and create a password. You will need to use the password again every time you login to the system.
 - As the system has been consolidated into a single national one, you will need to select an **organisation** as part of the registration process. Please choose '**Midlands and East**' (even if you are not living in the Midlands or East of England region).
 - Choose a '**Delegate Type**'. The list of delegate types is a nationally agreed list within HEE – there should be a suitable option for you.
 - If you later encounter difficulties registering or booking onto a course it may be that the course is not set up for the Delegate Type you selected – if this is the case, contact the Administrator at HEE for the course you are running – please email us on: FacultySupport.em@hee.nhs.uk.
4. Please remember to include your dietary requirements. Whatever you record here is retained for all future bookings, so you don't have to tell us again.
 5. When you have finished, tick the declaration box at the bottom left corner, and then click SUBMIT at the top right corner (these are **not shown** on this screenshot).

Go to page three for information on how to book onto an event.

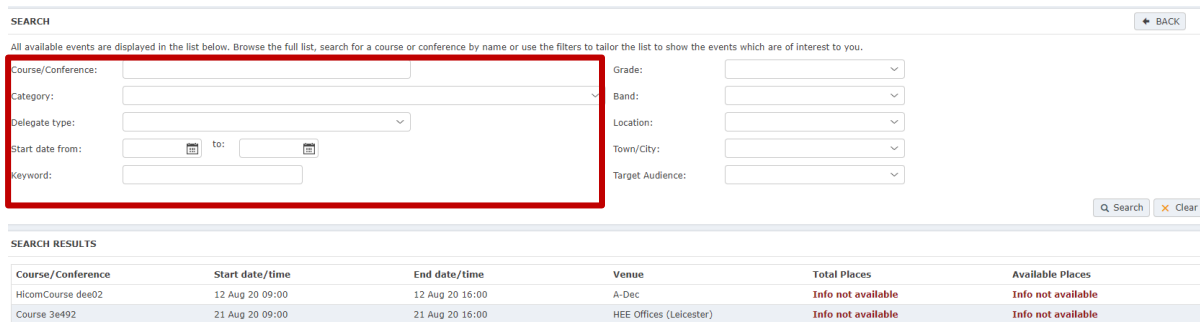
Booking onto an Event

Health Education England

1. From the home page, before logging in, or after logging in, go to the 'Events' section.



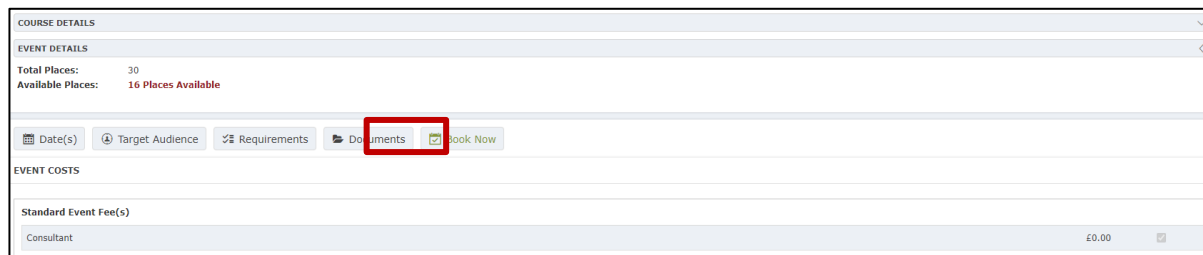
2. Refer to the flyer and put the key words into the white box and click on the search button.



3. Notice that in this example, 'Public Health', the search displays all events with the key word in the title. The search will display the dates, venues, and places available on these specific events. Click on an event for more details.



4. Click on the event and book a place. You will be directed to a booking confirmation page and will also receive an email confirming your booking (where payment is applicable you will receive a confirmation email for this too).



If at any point you need assistance, please email FacultySupport.em@hee.nhs.uk. A member of the team will be happy to assist you.