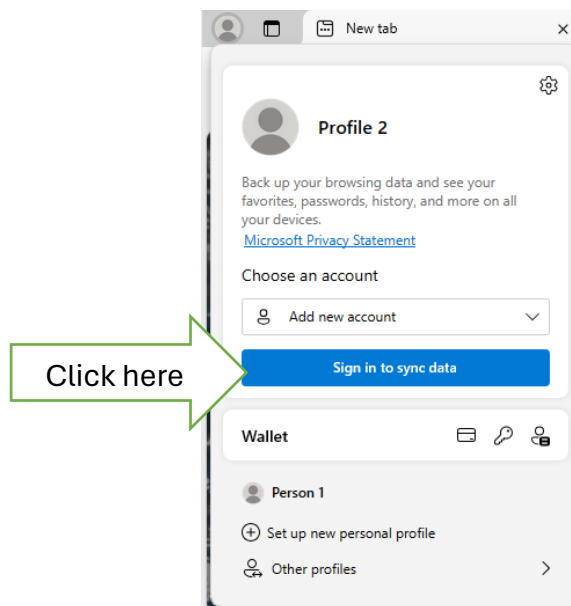
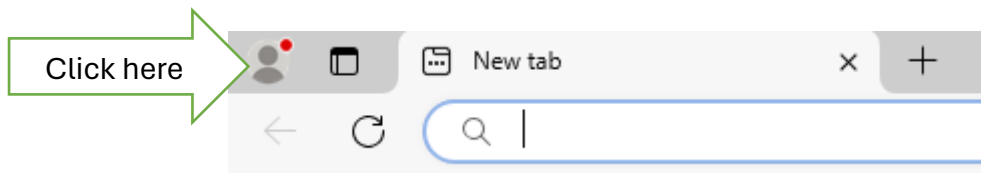


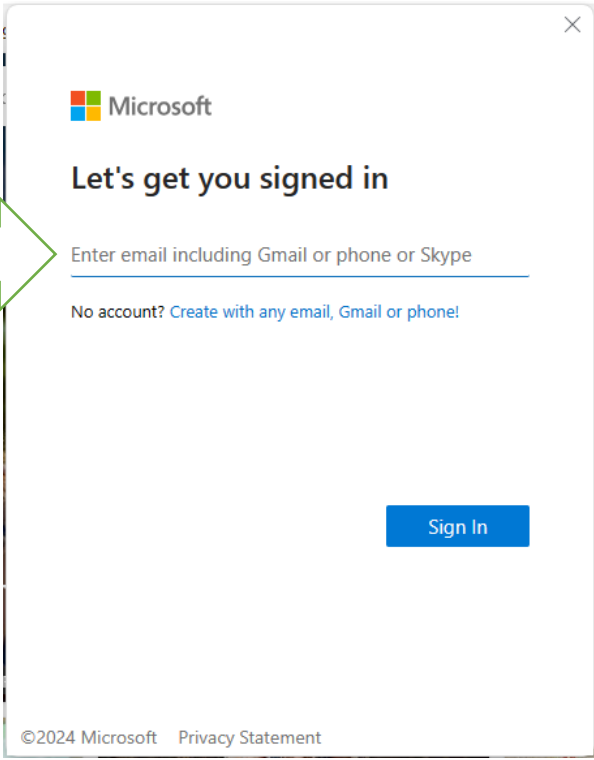
## Step-By Step Guide to Booking Training on Microsoft Forms

- 1) Logon to your computer or laptop.
- 2) Open Microsoft Edge.



- 3) Logon to Microsoft Edge.





Microsoft

### Let's get you signed in

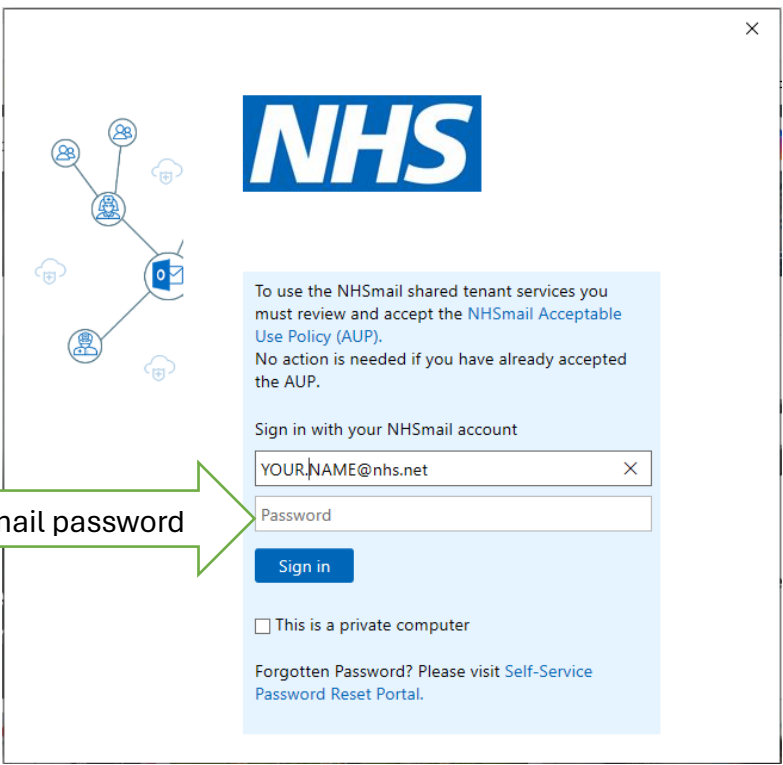
Enter email including Gmail or phone or Skype

No account? [Create with any email, Gmail or phone!](#)

**Sign In**

©2024 Microsoft [Privacy Statement](#)

Enter your NHS email



**NHS**

To use the NHSmail shared tenant services you must review and accept the [NHSmail Acceptable Use Policy \(AUP\)](#). No action is needed if you have already accepted the AUP.

Sign in with your NHSmail account

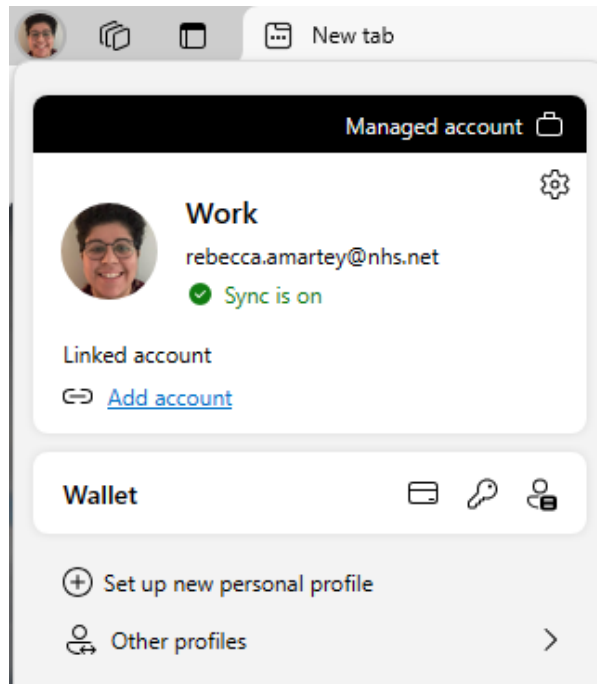
**Sign in**

This is a private computer

Forgotten Password? Please visit [Self-Service Password Reset Portal](#).

Enter your NHS email password

**YOU WILL THEN NEED TO ENTER YOUR 2-FACTOR AUTHENTICATION, WHICH COULD BE BY TEXT, TELEPHONE OR APP.**



**YOU MAY OR MAY NOT HAVE YOUR PHOTO, BUT YOU SHOULD SEE THAT YOU ARE LOGGED IN AND SYNC IS ON**

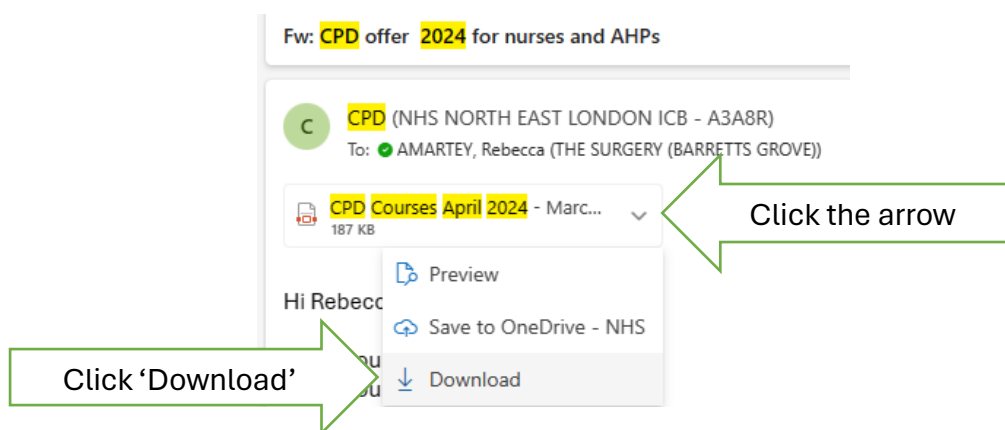
- 4) Open your emails from Outlook or Webmail.



- 5) Find the email which has the CPD Flyer attached.



- 6) Download the CPD Flyer.



7) Read all of the information and instructions outlined on the CPD Flyer.



**NHSE & HEE Funded CPD Courses for General Practice in North East London 2024-2025**

These courses are fully funded, therefore please ensure you read the cancellation and DNA policy carefully before booking.

- These courses are for the following job roles only:
- General Practice Nurses (including ANP & ACP)
  - Nurse Associates
  - Dieticians
  - Paramedics
  - Physiotherapists
  - Podiatrists

**Booking Information**

Ticket sales for all events close 2 weeks prior to the start of the session.

Please ensure you use Microsoft Edge to complete the Form, and that you login with your nhs.net email address (or you will get an error message) – the login details for all sessions will be sent the email address provided.

Please be aware that you will receive an automated confirmation message screen to let you know that you have submitted the Form – you are advised to save your response, as this will email you a copy of your submitted Form, with the date you have applied for. This is not confirmation that you have a place on the training.

- You will be informed by email if you are on the training or if you are on the waiting list. This is due to:
- 1) The high volume of applications for some of the training, which comes in at a faster rate than can be effectively managed in real time.
  - 2) Incomplete or missing information that means your application will be rejected.
  - 3) Finding that you have applied for inappropriate training for your job role.

**Preparing for the Training Session**

Please check that you have received the joining link for your session at least 48hrs prior to the start date.

Please check your junk email folder as you will receive the joining link a minimum of twice from the provider.

If you ask for the login on the day of the event you may not receive it in time, and this will count as a DNA.

You may be sent some pre-training work which is essential to the smooth-running of the training session itself. Please ensure that you have completed this in good time.

If you are asked to provide an address for training materials, please give your home address – they will not be sent to a work address.

**During the Training Session**

Please login to your session a minimum of 15mins before the start time. If you cannot login and have not attempted to before the start of the session, this will count as a DNA.

Please check that you have a working camera and microphone, and that you are in a place where you can fully interact with the session.

Mobile phone use is not accepted for attending training – you will be ejected from the training, and it will count as a DNA. However, some training will request mobile phone use for interactive elements, such as quizzes.

If you login late, you may not be accepted into the training, and this will count as a DNA.

If you leave a session early you will not receive your certificate – depending on how early you leave, this may count as a DNA.

**Cancellations**

If you need to cancel, please give a minimum of 5 working days' notice (e.g. if the training is on Thursday, you need to let us know by 5pm on Wednesday the week before) so that we have time to fill the space. If you do not, this will count as a DNA.

To cancel, you must email [nelondonicb.cpd@nhs.net](mailto:nelondonicb.cpd@nhs.net) – do not email the trainer directly.

Once you have received confirmation that you have a place on the training session, please liaise with your Practice Manager to organise your clinical schedule. Failure to do so, without cancelling with 5 full working days' notice, will count as a DNA.

**DNA Policy**

1<sup>st</sup> DNA: You and your Manager will receive an email informing you that you have DNA'd a pre-booked session without cancellation.

2<sup>nd</sup> DNA: You will automatically be removed from any further CPD training for the current financial year. You and your Manager will receive confirmation of this by email.

If you have to cancel your place later than 5 full working days prior to the start of the session, please email [nelondonicb.cpd@nhs.net](mailto:nelondonicb.cpd@nhs.net) explaining your exceptional circumstances, and these will be taken into consideration when deciding whether it counts as a DNA.

8) Click on the link for the training you want to book onto.

Click the link **Interpreting Blood Test Results**

<a href="#">Interpreting Blood Test Results</a> 7.5 CPD hours	Wednesday 15/5/24	09:00-15:00
	Thursday 13/6/24	

9) It should bring up the Form, ready for you to fill in, and it will already be populated with your name and email address.

# Interpreting Blood Test Results

9am - 3pm: 7.5 CPD hours

Your name

Hi, Rebecca. **When you submit this form, the owner will see your name and email address.**

\* Required

## Application to Attend

You MUST be able to attend the full session.

1. Which date would you like to attend? \*

Wednesday 15/5/24 - CLOSING DATE 1/5/24

Thursday 13/6/24 - CLOSING DATE 30/5/24

2. What is your job role? \*

GPN

Nurse Associate

Paramedic

3. What is your NMC / Registration Number \*

Enter your answer

10) Once you have completed the Form, please save your response so you know which date you have booked.



Thank you for your application. Please be aware that this is an automated confirmation message to let you know that you have submitted the Form – you are advised to save your response, as this will email you a copy of your submitted Form, with the date you have applied for.

This is not confirmation that you have a place on the training.

You will be informed by email if you are on the training or if you are on the waiting list. This is due to:

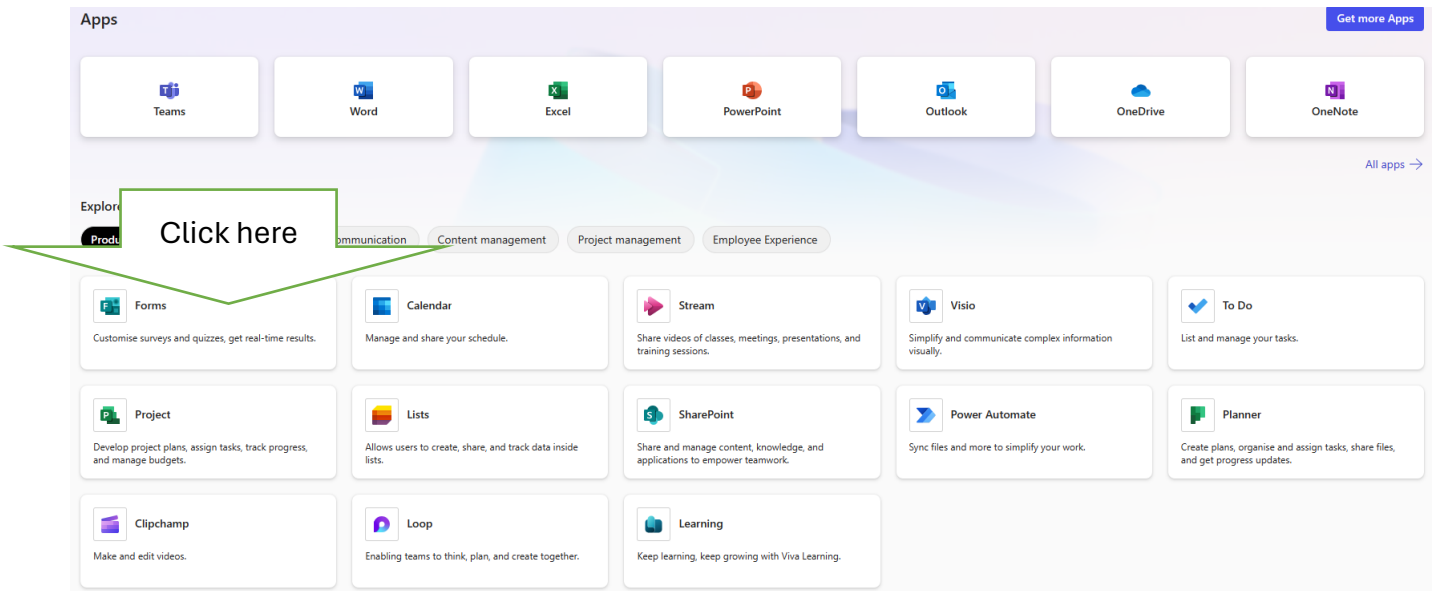
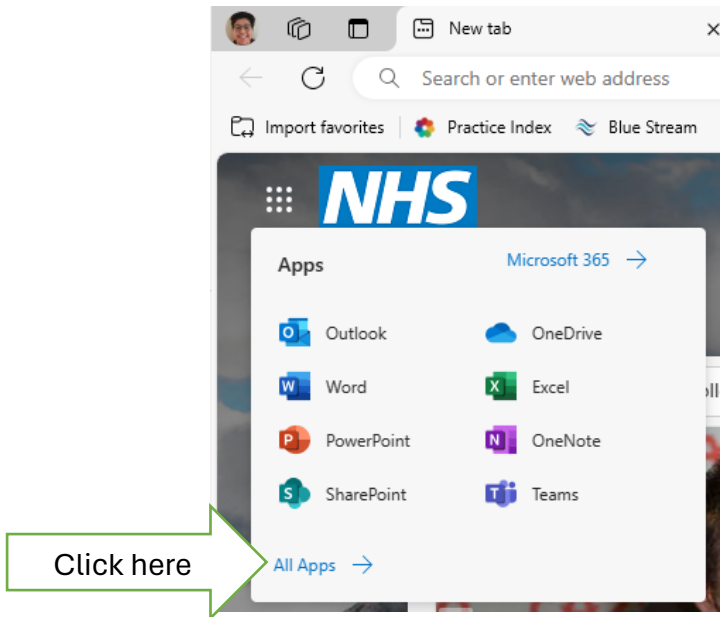
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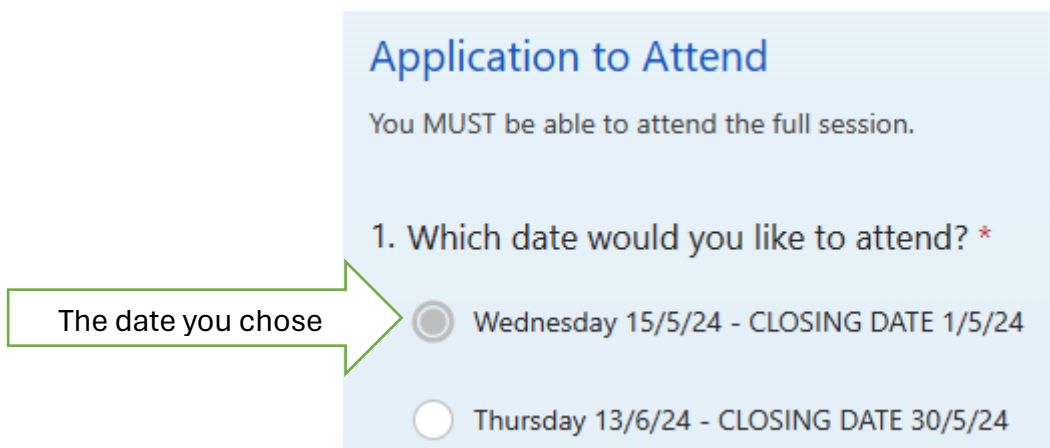
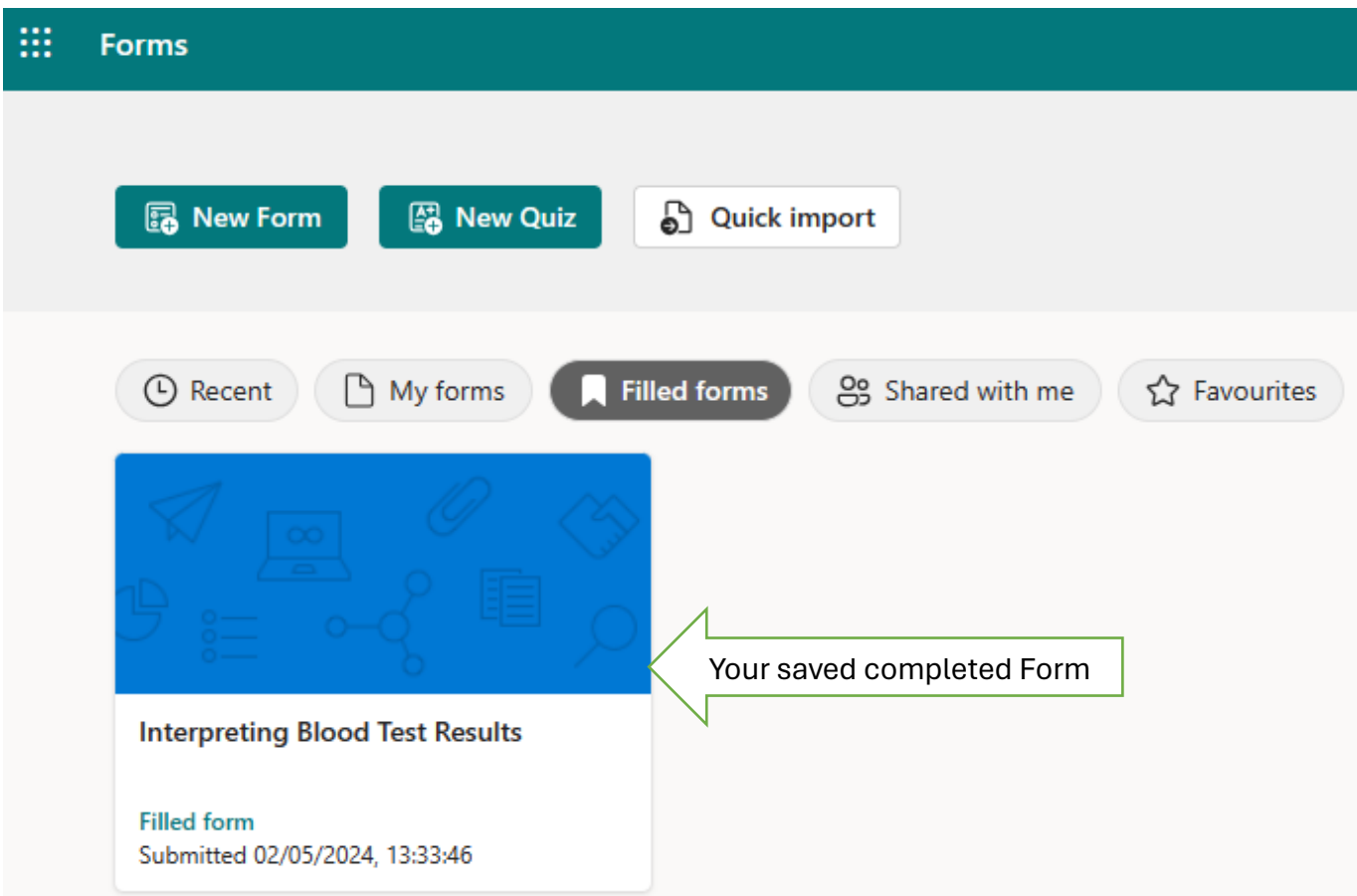
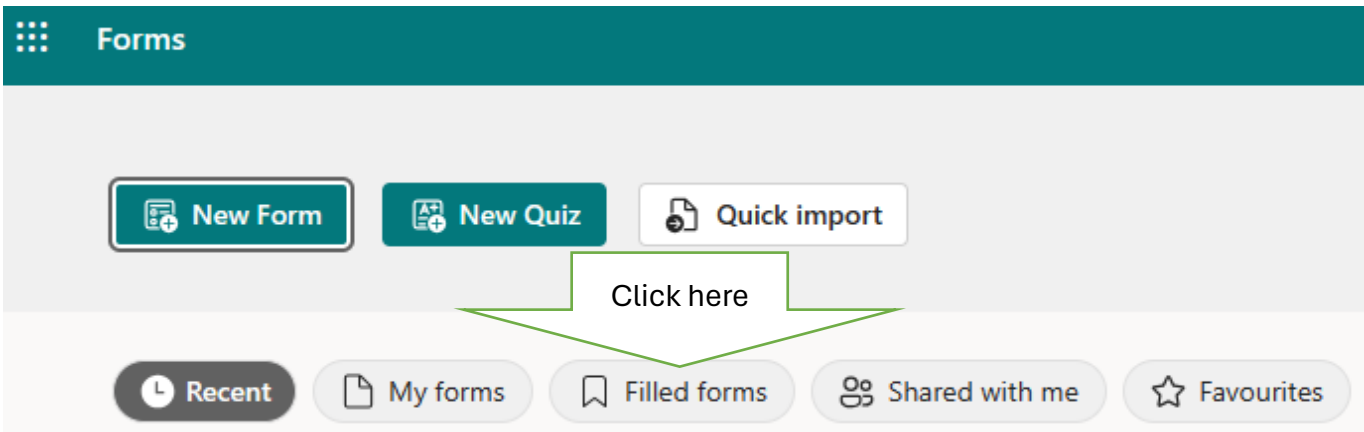
Important thing you can do next

Click here

Save my response

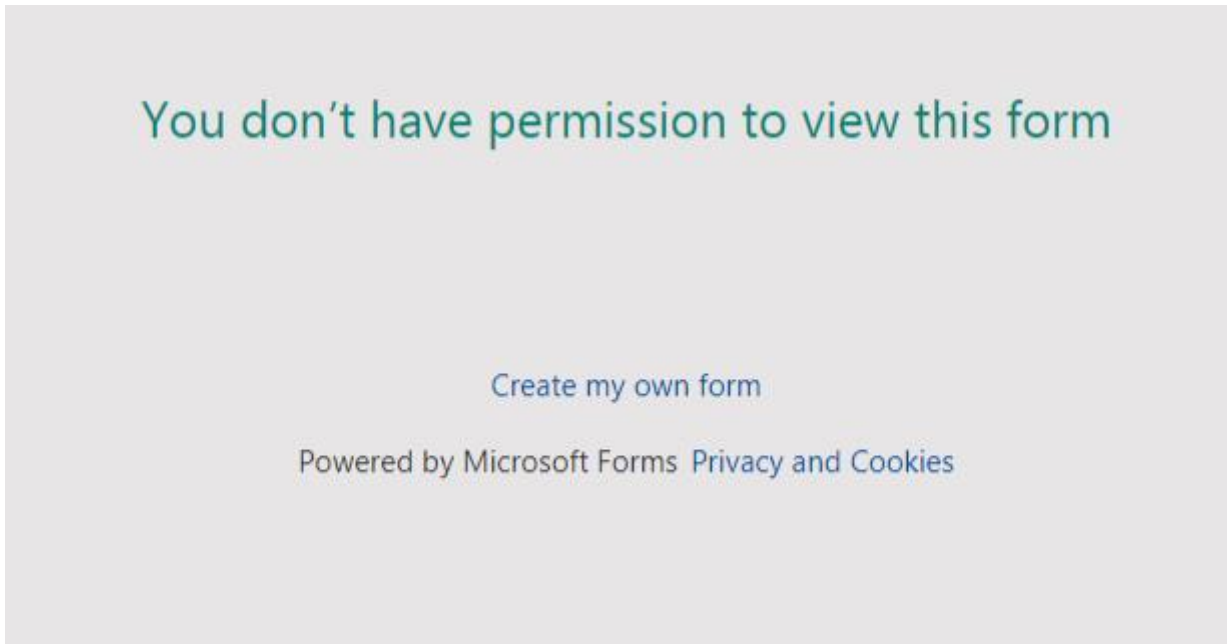
11) You can now find this in your saved Forms.





## Issues and Problems

- 1) If it shows this error message... check that you are logged into Microsoft Edge (see step 4).



- 2) If it still won't work, see if someone in your workplace can help, or call your IT services to help you.
- 3) If you don't have access to Forms from your Microsoft Apps Menu, call IT and get this enabled.