

MANAGING YOUR ACCOUNT

Once you have logged in to the Gateway you have access to an area where you can manage all your personal preferences. These include: changing your password, updating your contact details, requesting

text alerts, your equal opportunity responses and whether you want to receive email updates about areas that interest you.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway

- 1 To access your account settings click **My Learning** on the shortcut bar

You can now change your:

- 2 **Username and password** (ensure you choose a memorable combination. If you forget them they will need to be reset)
- 3 **Contact details** (here you can add dietary and/or any other special requirements such as access needs)
- 4 If you would like to receive emails telling you when new events in your subject of interest are added to the Gateway click **update your email alerts**
- 5 Tick the subject/s and/or target audiences then click **Activate event alerts by email**
- 6 Before booking on your first event you will need to **update your equal opportunity responses**

The screenshot shows the Gateway account management interface. At the top is a blue navigation bar with links: Home, My Learning, Advanced Search, Admin, Event Admin, Documents, My CPD, Contact Us, Online Learning, and Log Out. Below the navigation bar are six numbered callouts pointing to specific features:

- 1**: Points to the 'My Learning' link in the navigation bar.
- 2**: Points to a button labeled 'change username & password' with a user icon.
- 3**: Points to a button labeled 'change contact details' with a user icon.
- 4**: Points to a button labeled 'update your email alerts' with a user icon.
- 5**: Points to a checkbox labeled 'Activate event alerts by email'.
- 6**: Points to a button labeled 'update your equal opportunity responses' with a user icon.

Below the callouts, there are two forms:

Email Alerts Form: A section titled 'Subjects' with a list of checkboxes for various subjects: Behaviour Learning, Children and Young People, Communication and Writing Skills, Day Services, Disability, Early Years, Equality and Diversity, Fire & Rescue, Foster Care, General Child Welfare, Health Care, and Induction. Below this is a checkbox for 'Activate event alerts by email'.

Ethnic Origin Form: A section titled 'Ethnic Origin: I would describe my ethnic origin as (please select ONE from the following groups):'. It has two main sections: 'White:' and 'Mixed:'. Under 'White:', there are radio buttons for 'British', 'Irish', and 'Any other white background (please specify):'. Under 'Mixed:', there are radio buttons for 'White and Black Caribbean', 'White and Black African', 'White and Asian', and 'Any other mixed background (please specify):'.

For Your Reference...

1. Any fields in these areas marked with a red asterisk (*) must be filled in
2. If you receive too many email notifications you can always turn them off again
3. If you make a mistake when filling in the forms, click cancel to come out without saving the changes

Handy to Know...

- You can also receive text notifications for events you are booked on by clicking **SMS Notifications** in **change contact details** or **update your email alerts** (don't worry, we will only text you about events you are booked onto, for example, in case of cancellation due to bad weather)