

# CUSTOMER PORTAL – COURSE BOOKING FOR SCHOOL STAFF

From 1<sup>st</sup> March 2024 we are providing the ability for School staff to book multiple school staff members onto courses



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**SIPS LEARNING**

You are now being redirected to SIPS Learning, please confirm that this is where you would like to go...

**Create School Contact**

School Name: Test Primary School

Name

Salutation  
--None--

First Name  
First Name

Last Name  
Last Name

Email  
you@example.com

**Request a Course Place**

**Course Details**

\* Course Name

\* Course Date

**Select Staff Members**

School Users  
Showing 4 of 4 items

| <input type="checkbox"/> | First Name | Last Name | Email              |
|--------------------------|------------|-----------|--------------------|
| <input type="checkbox"/> | Test       | User 1    | testuser1@test.com |
| <input type="checkbox"/> | Test       | User 2    | testuser2@test.com |
| <input type="checkbox"/> | Test       | User 3    | testuser3@test.com |
| <input type="checkbox"/> | Test       | User 4    | testuser4@test.com |

Navigate the SIPS Learning Page in the customer portal (<https://portal.sips.co.uk>)

**Create School Contact**

School Name: Test Primary School

Name

Salutation  
--None--

First Name  
First Name

Last Name  
Last Name

Email  
you@example.com

In this area you will be able to view all portal enabled users that are attached to your school. If you would like add new users to book onto courses, you can do this on the left hand side,

On the right hand side you will be able to enter the name of the course, the date of the course and select the users that you would like to book onto the course,

**Request a Course Place**

**Course Details**

\* Course Name

\* Course Date

**Select Staff Members**

School Users  
Showing 4 of 4 items

| <input type="checkbox"/> | First Name | Last Name | Email              |
|--------------------------|------------|-----------|--------------------|
| <input type="checkbox"/> | Test       | User 1    | testuser1@test.com |
| <input type="checkbox"/> | Test       | User 2    | testuser2@test.com |
| <input type="checkbox"/> | Test       | User 3    | testuser3@test.com |
| <input type="checkbox"/> | Test       | User 4    | testuser4@test.com |

If you would like access to this new functionality, please email [portalhelp@sips.co.uk](mailto:portalhelp@sips.co.uk)