Getting Started

Loading Warwick SkillsForge

- You can load Warwick SkillsForge by opening an internet page and typing: skillsforge.warwick.ac.uk and pressing [Enter]

Front screen

Before signing in you will be able to see upper Tabs for: Sign in; View training catalogue

- [Click] on View training catalogue, if you would like to search events before signing in. The following screen will appear:
To search events, see `{User Guide: Searching for events}`

The Header

In the header you can view:

- On the front screen (or from the top right hand ‘Sign In’ link), [Click] on the blue *PGR and Staff Sign in* button

- [Enter] your Warwick User ID and Password and Enter

Once you have signed in you will have the Anonymous User change to your name and you will now have a Sign Out option:

- To sign out: [Click] on the *Sign Out* link

The Tabs

The following Tabs will appear after *Signing In*:

1. Home;
2. DNA - (Development Needs Analysis);
3. Professional Development;

The Professional Development Tab has the following drop downs available:

1. Find and Book Courses;
2. My Booking Summary;
3. Completed Activity log;
4. Reflective Reports;
5. Course Feedback.
NB. Some of these options will automatically appear in the Home Page under Useful Shortcuts

The Useful Shortcuts has the following links available:

1. Complete your Development Need Analysis;
2. Find & book a course/workshop;
3. View your Booking Summary;
4. Log your own development activities;
5. See your Completed Activity Log.

In the header you have the ability to print your page at any stage, to do so:

- [Click] on the Print Page link:
  
  ![Print Page](image)

  A pop out printing box will appear {amend details as required}

- [Click] on Cancel to stop the print and return to the previous page
- [Click] on Print to continue to print

The Footer

The footer is split into two parts

In the first part you can view the PGR Development Enquiry information:

PGR Development Enquiries:
Email: graduateschool@warwick.ac.uk
Telephone: +44 (024) 7657 5533

To email the Graduate School, [Click] onto the email link. A pop out box will appear:
[Click] Don’t allow to return to the previous page and no email to be sent
[Click] Allow to be taken to our Outlook email account

In the second part, you can view SkillsForge’s Copyright, the University’s Terms, the Student Privacy Notice, the System Status, and the Contact Us page:

[Clicking] on the System Status link will show the current status of Warwick SkillsForge:

System Status

[Click] on the Home Tab in top left hand navigation

The Contact Us page by [Clicking] onto the Contact Us link will show contact details for queries:

Contact Us

[Click] on the Home Tab in top left hand navigation
Contact:

Should you have any issues or queries (or feedback on this user guide) with regard to signing in please contact the PGR Professional Development Officer in the Graduate School via:

PGRDevelopment@warwick.ac.uk or tel: 024 761 50401 (ext. 50401)