

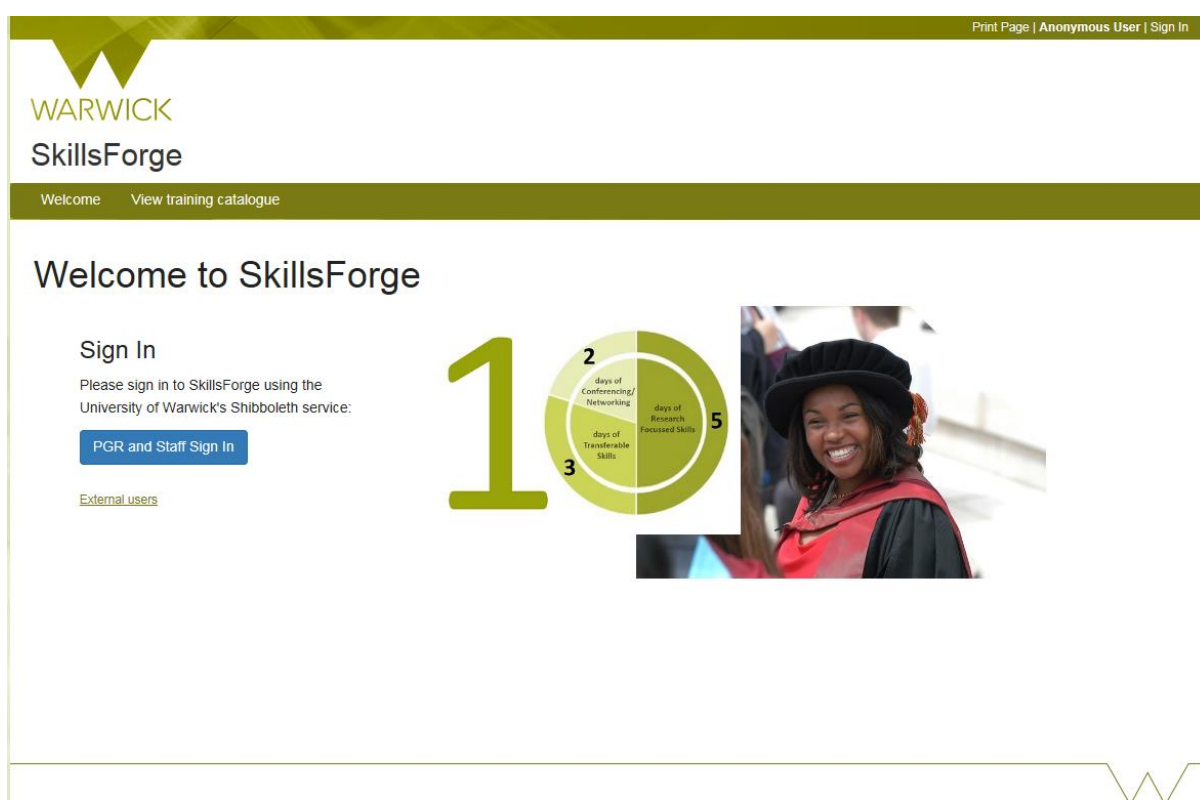
# Warwick SkillsForge

## Course Administrator - Sign in

### Getting Started

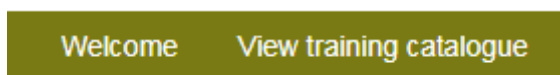
Loading Warwick SkillsForge

- 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:

### Search Filters

- > By date
- > By skill
- > By theme
- > By framework area
- > By Central Training Provider
- > By Departmental Training Provider

Clear filters
Apply filters

Display by:

To search events, see {**User Guide: Searching for events**}

## The Header

In the header you can view:

Print Page | Anonymous User | Sign In

The *Sign In* function here is for external users. If you have a Warwick ID, use the blue *Single Sign On* button

## Warwick Signing In

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

PGR and Staff Sign In

- [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:

Print Page | Tracy Horton | Sign Out

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

## The Tabs

The following Tabs will appear after Signing In:

1. Home;
2. Admin;
3. Help.

The Admin Tab has the following three drop downs available:

1. Create a new event;
2. Manage existing events;
3. View user booking summaries.

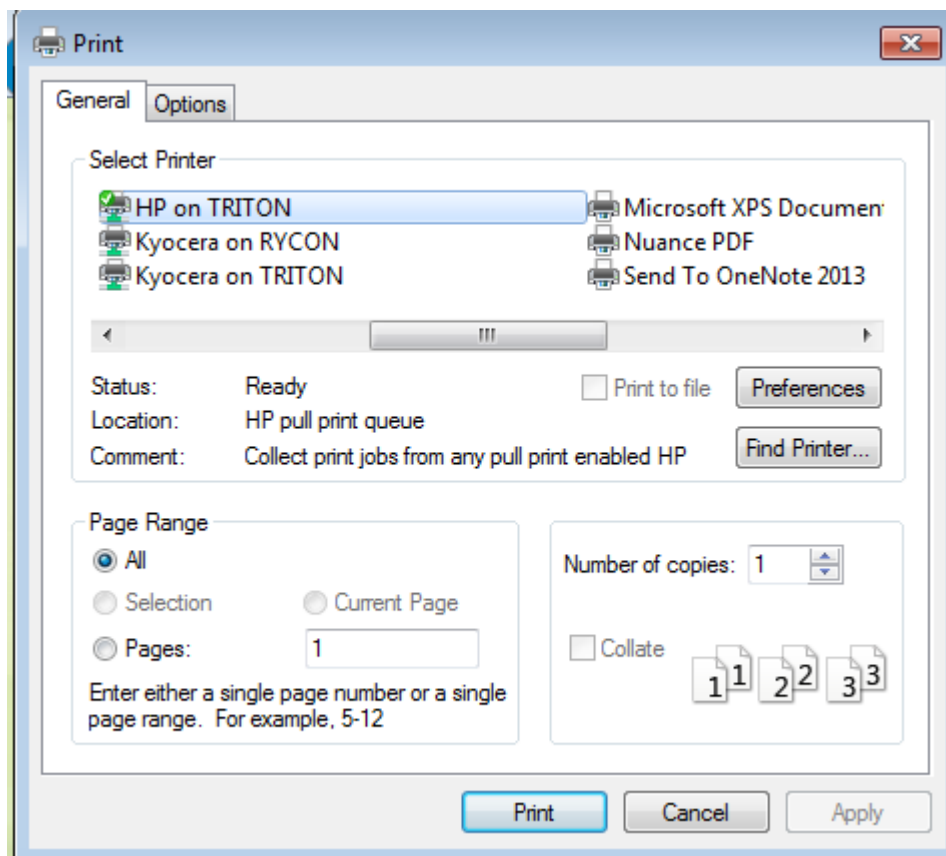
*NB. Some of these options will automatically appear in the Home Page under Useful Shortcuts*

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 | Tracy Horton | Sign Out**

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



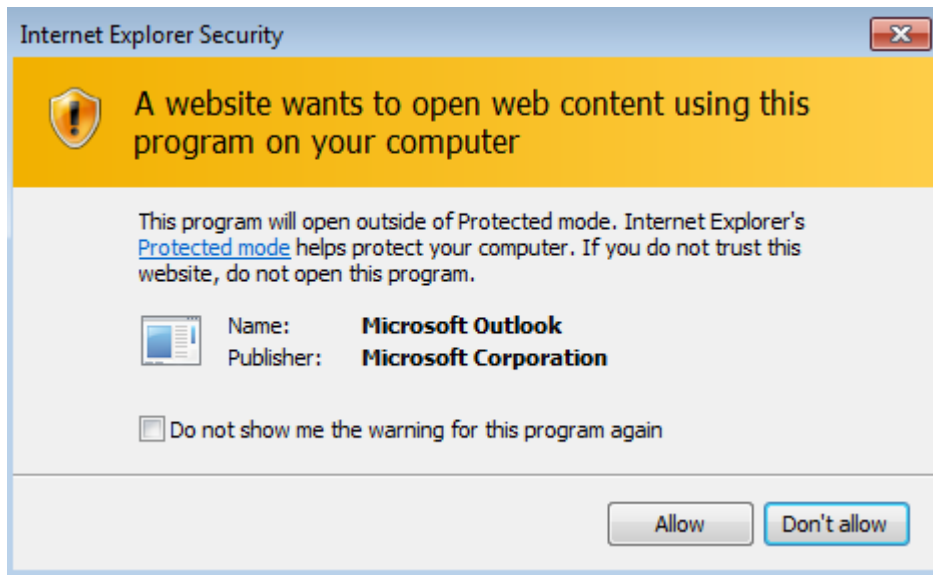
- [Click] on *Cancel* to stop the print and return to the previous page
- [Click] on *Print* to continue to print

## The Footer

The footer is split into two parts

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

To email the Doctoral College, [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 *System Status*, and the *Contact Us* page:

[SkillsForge © 2017](#) | [Terms](#) | [System Status](#) | [Contact Us](#)

- The System Status page by [Clicking] onto the *System Status* link will show the current status of Warwick SkillsForge:

## System Status

✓ This system is healthy

- To return, [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
- To return, [Click] on the *Home* Tab in top left hand navigation

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## 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 Doctoral College via:

**[PGRDevelopment@warwick.ac.uk](mailto:PGRDevelopment@warwick.ac.uk)** or tel: **024 761 50401 (ext. 50401)**