

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

Search

Display by: Best Match Date

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}

🖶 Print		×		
General Options				
Select Printer				
HP on TF	NUTON	Hicrosoft XPS Documen		
Kyocera 🧟	on RYCON	🖶 Nuance PDF		
W Kyocera	on TRITON	📾 Send To OneNote 2013		
•	III	•		
Status:	Ready	Print to file Preferences		
Location:	HP pull print queue	Find Printer		
Comment:	Collect print jobs from any pi	uli print enabled HP		
Page Range				
Al		Number of copies: 1		
Selection	Current Page			
Pages:	1	Collate		
Enter either a s page range. Fo	ingle page number or a single or example, 5-12			
Print Cancel Apply				

- > [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:

Internet B	xplorer Security	×		
٢	A website wants to open web content using this program on your computer			
	This program will open outside of Protected mode. Internet Explorer's <u>Protected mode</u> helps protect your computer. If you do not trust this website, do not open this program.			
	Name: Microsoft Outlook Publisher: Microsoft Corporation			
Do not show me the warning for this program again				
	Allow Don't a	llow		

- > [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

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 or tel: 024 761 50401 (ext. 50401)