

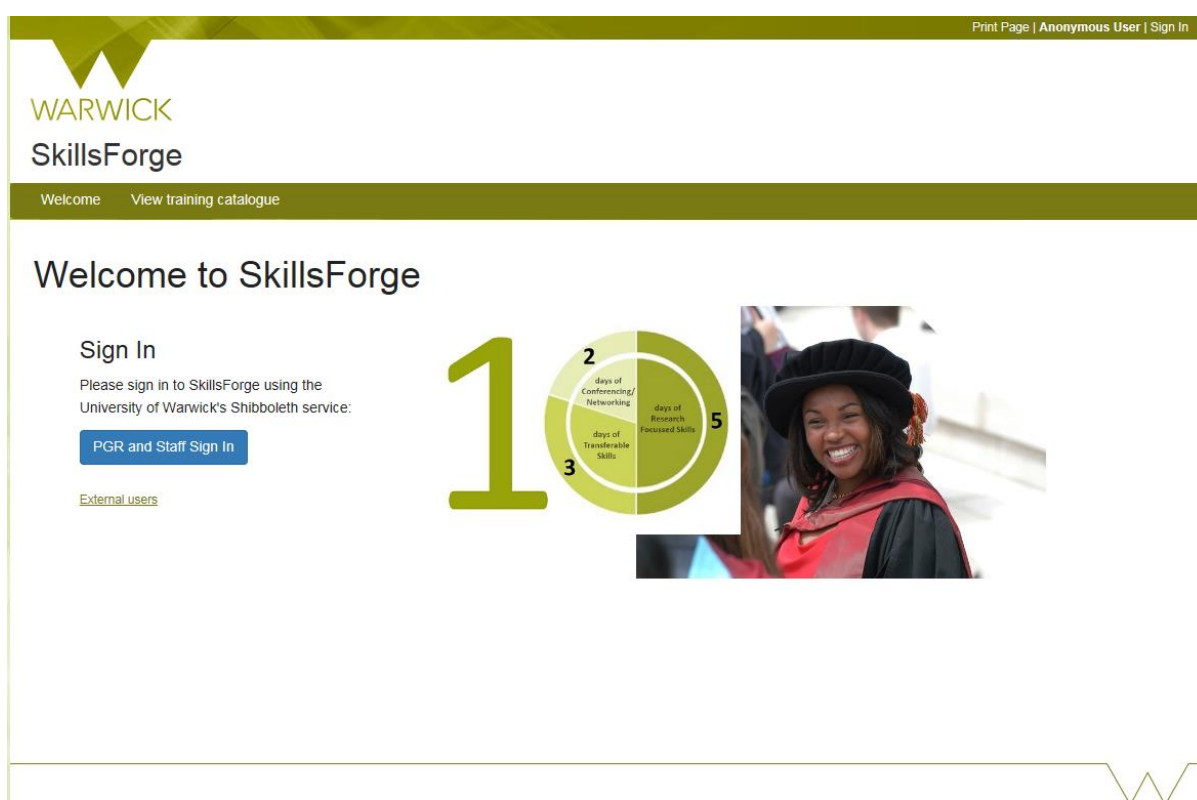
Warwick SkillsForge

Supervisor Sign in

Getting Started

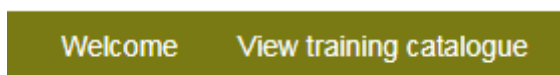
Loading Warwick SkillsForge

- 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 | Dr Supervisor 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. DNA - (Development Needs Analysis);
3. Professional Development;
4. Help.

The Professional Development Tab has the following two drop downs available:

1. Find Courses;
2. Booking Summaries;

3. Completed Activity Log;
4. Activity Log Summary;
5. Reflective Reports.

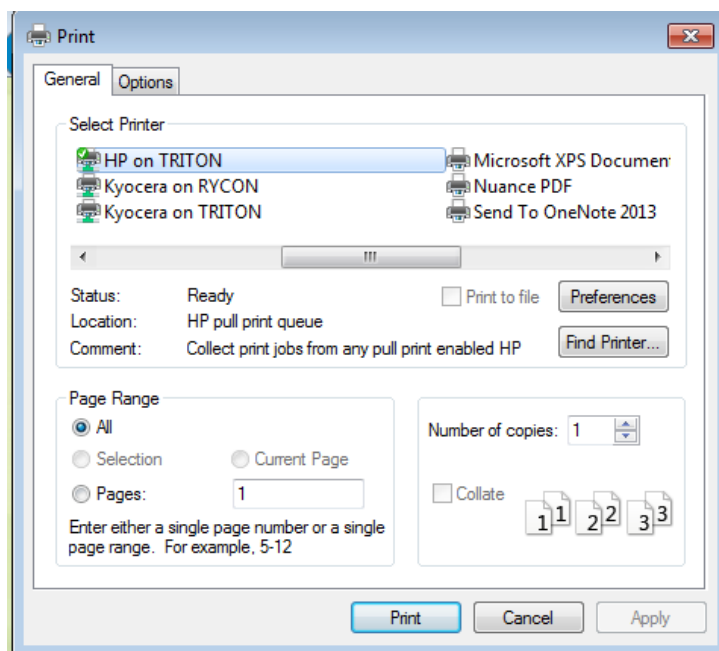
*NB. Some of these options will automatically appear in the Home Page under Useful Shortcuts e.g. View your student's **Activity Log** and View your student's **Development Needs Analyses***

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

- [Click] on the *Print Page* link:

Print Page | Dr Supervisor Horton | Sign Out

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



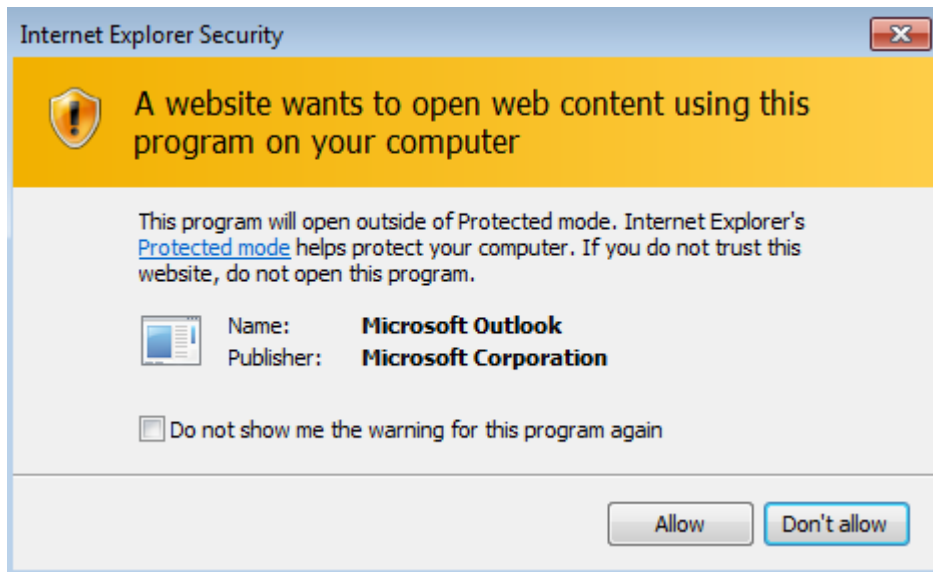
- [Click] on *Cancel* to stop the print and return to the previous page
- [Click] on *Print* to continue to print

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

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)**