



## Barnet CPD Online

### Basic registration – External partners (including schools)

1. Go to <https://fstraining.barnet.gov.uk/cpd/portal.asp>

2. Click Register in the top right-hand corner



3. Fill in your details, register as an 'Establishment member'.

**New Online user account**

Complete the form below to create your new Online account

**Title**

**First name**

**Last name**

**Job title**

**Job role**

Are you registering as a member of an establishment with one or more  **Establishment member**  **Individual**

4 (a). If you work for a nursery or pre-school, please choose 'Early Years, PVI & Childminding' and then 'Nurseries – Private'

**Establishment**



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4 (b). If you work for an educational institution please pick 'Education & Skills' and then relevant sector. If you aren't sure of your sector, click the 'Select an establishment' drop-down menu and this will list all education and skills organisations.

<b>Establishment</b>	Education and Skills ▼
	All sectors ▼
	Select an establishment ▼

4 (c). If you work for a multi-agency organisation please pick 'Multi-agency' and then relevant sector. If you aren't sure of your sector, click the 'Select an establishment' drop-down menu and this will list all multi-agency organisations.

<b>Establishment</b>	Multi-agency ▼
	All sectors ▼
	Select an establishment ▼

4 (d). If you find after these steps that your external organisation is not listed, please select 'my establishment is not listed'. ***This step should only be done if your organisation is not listed as this may create a duplicate otherwise.***



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5. Fill in the rest of your details for registration, when you enter your email address, it should automatically add this as your username.

6. Please fill in equalities monitoring information.

**New Online user account - Step 2**

Please could you complete the following information before proceeding with a booking.

We will only ask you to complete this information once, you will then be able to make event booking requests.

We have an Equal Opportunities Policy to ensure that all employees are treated fairly and have equal access to training. Therefore, we ask you to help this section below.

If at any point you wish to update this information, you can do so by logging into your CPD Online account and clicking on the 'My Learning' menu within the information you supply will be used by staff monitoring the Equal Opportunities Policy, and is held in strict confidence. At no point will we be able to view you

**Ethnic Origin:**

I would describe my ethnic origin as (please select ONE from the following groups):

- White British
- White Irish
- Any other White background
- White and Black Caribbean
- White and Black African
- White and Asian

7. You should receive a confirmation email, please click this to log in and set your password. ***Please note, you will have to be authorised by a systems admin before you can log in so please allow time for this to take place.***