



Skills &  
Education  
Group



**BIIAB**

# Register **for a** **Learner Portal** **Account**



NEED HELP?

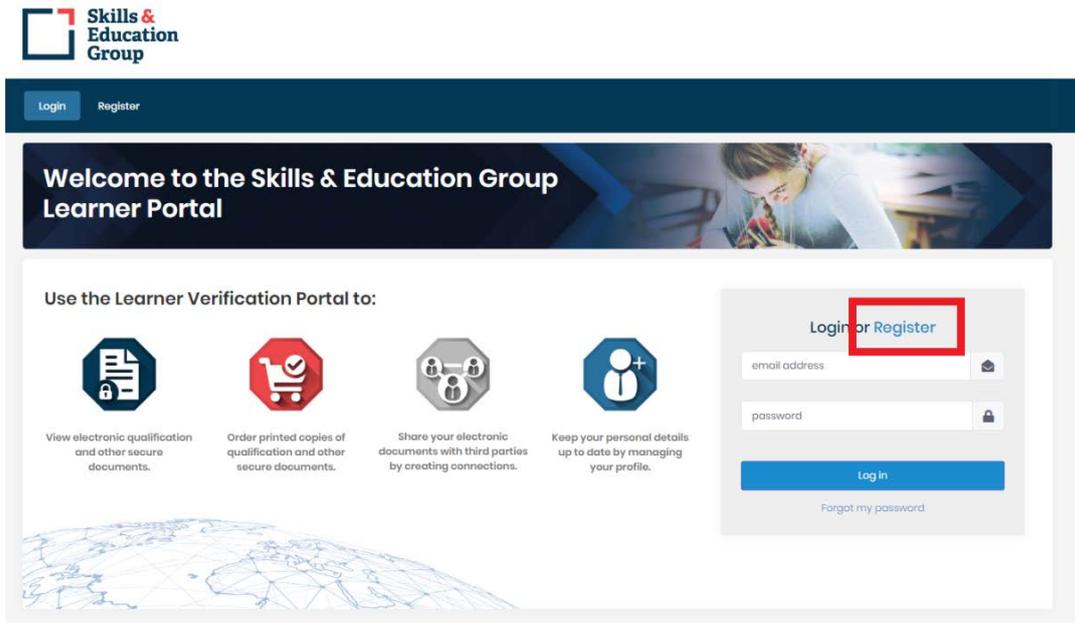
0115 854 1620

[customersupport@biab.co.uk](mailto:customersupport@biab.co.uk)

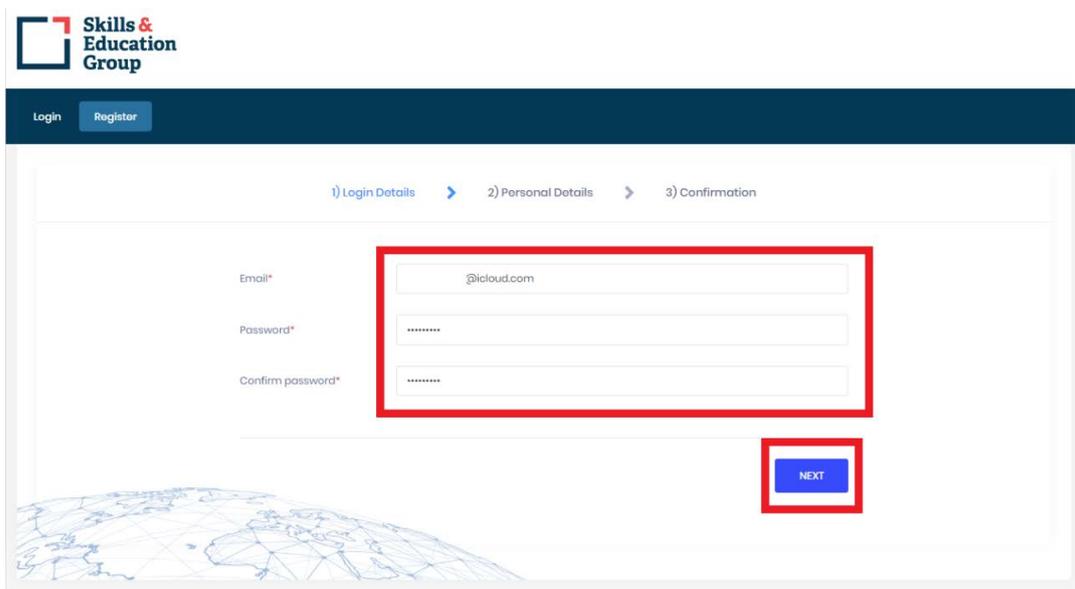
[biab.co.uk](http://biab.co.uk)

## Register for a Learner Portal Account

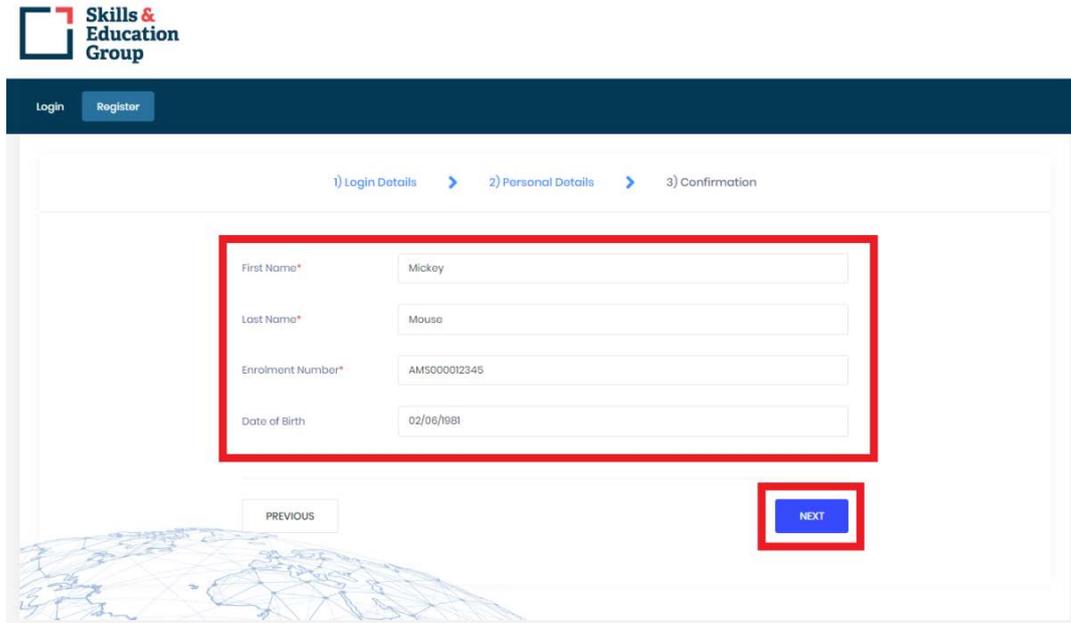
1. Visit [learner.skillsandeducationgroup.co.uk](http://learner.skillsandeducationgroup.co.uk) and click on 'Register'



2. Add your email address, a password of your choice and confirm the password before clicking 'next'.



3. Add your first name, last name, your enrolment number as displayed in the email you received stating your records have been published and your date of birth. It is imperative to include your correct surname, enrolment number and date of birth as these are used to confirm your account. Once complete please click 'Next'.



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Login Register

1) Login Details > 2) Personal Details > 3) Confirmation

First Name\* Mickey

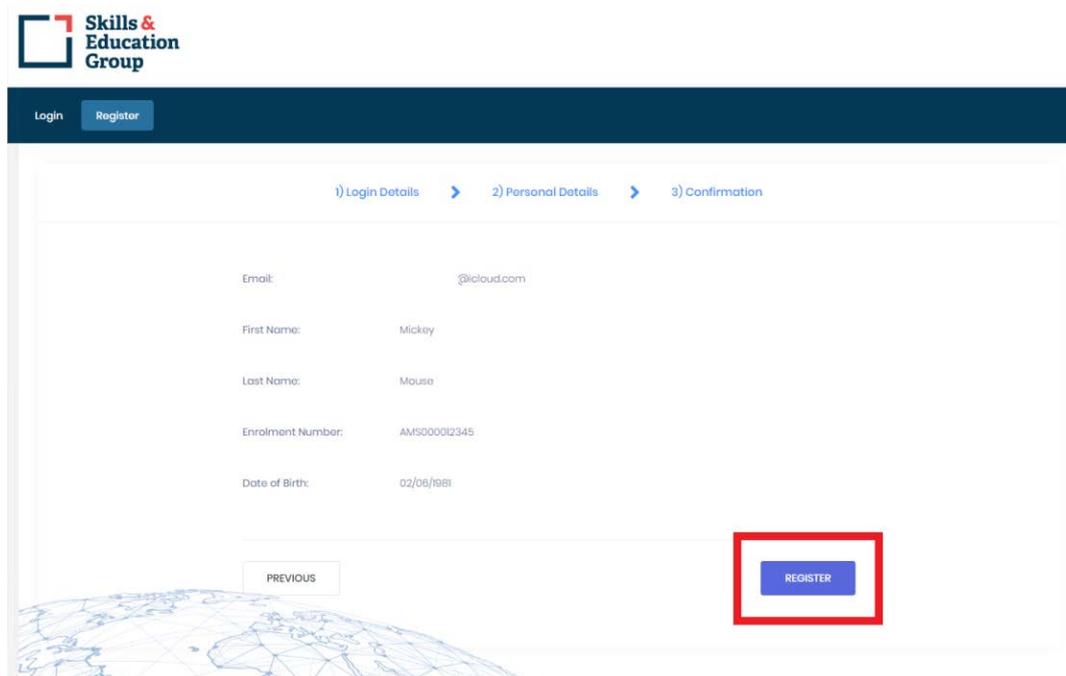
Last Name\* Mouse

Enrolment Number\* AMS000012345

Date of Birth 02/06/1981

PREVIOUS NEXT

4. On the final screen you need to double check all your details before clicking 'Register'.



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Login Register

1) Login Details > 2) Personal Details > 3) Confirmation

Email: @icloud.com

First Name: Mickey

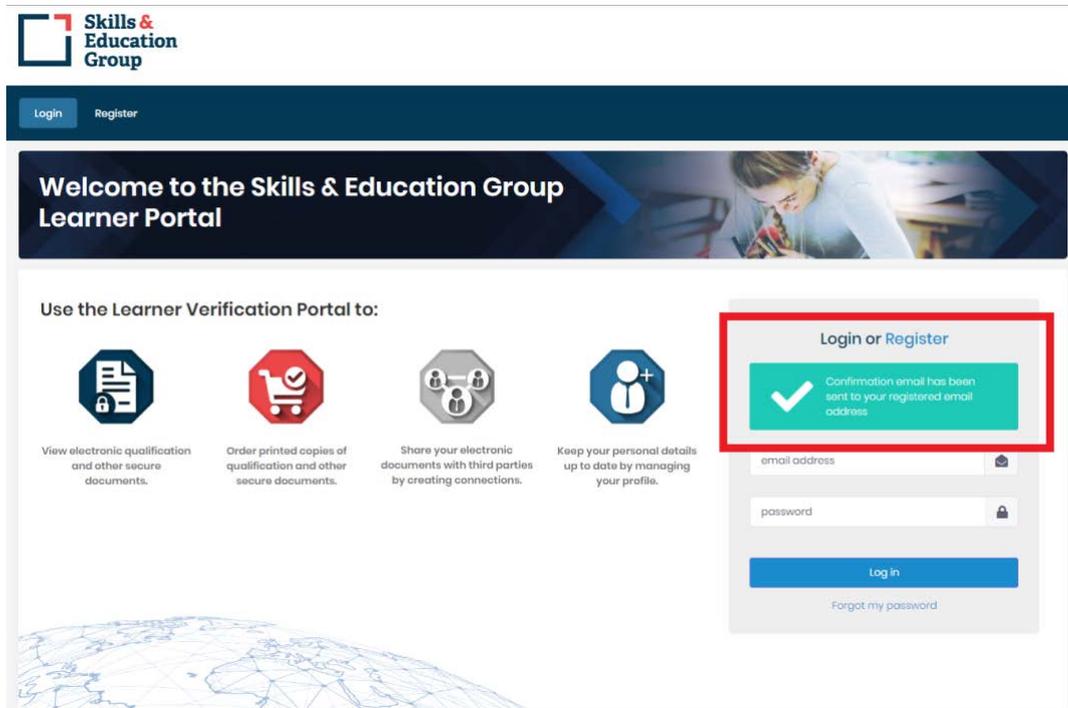
Last Name: Mouse

Enrolment Number: AMS000012345

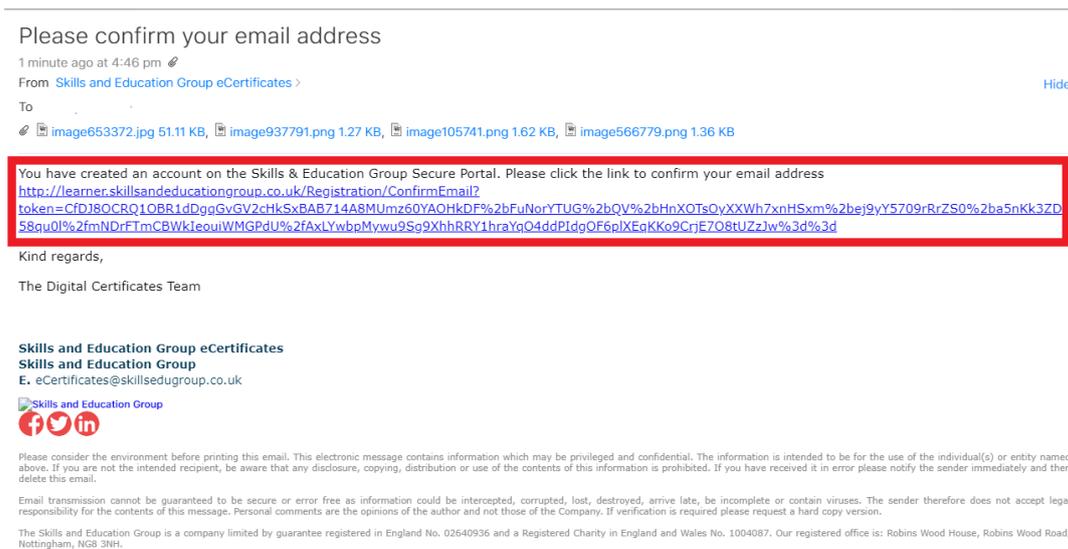
Date of Birth: 02/06/1981

PREVIOUS REGISTER

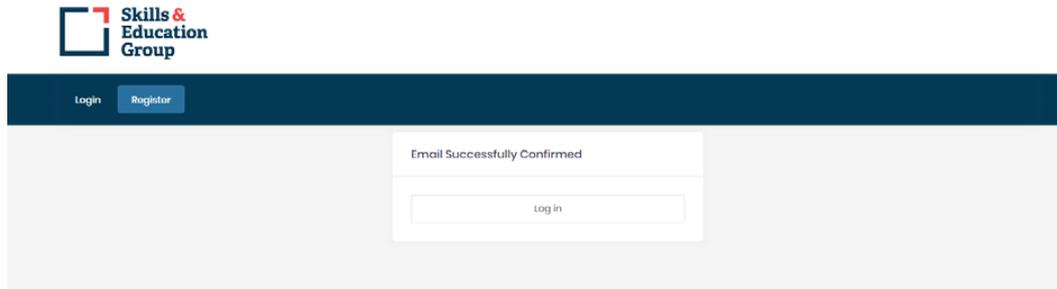
5. You will now be returned to the login screen where you will see a green box stating 'Confirmation email has been sent to your registered email address'.



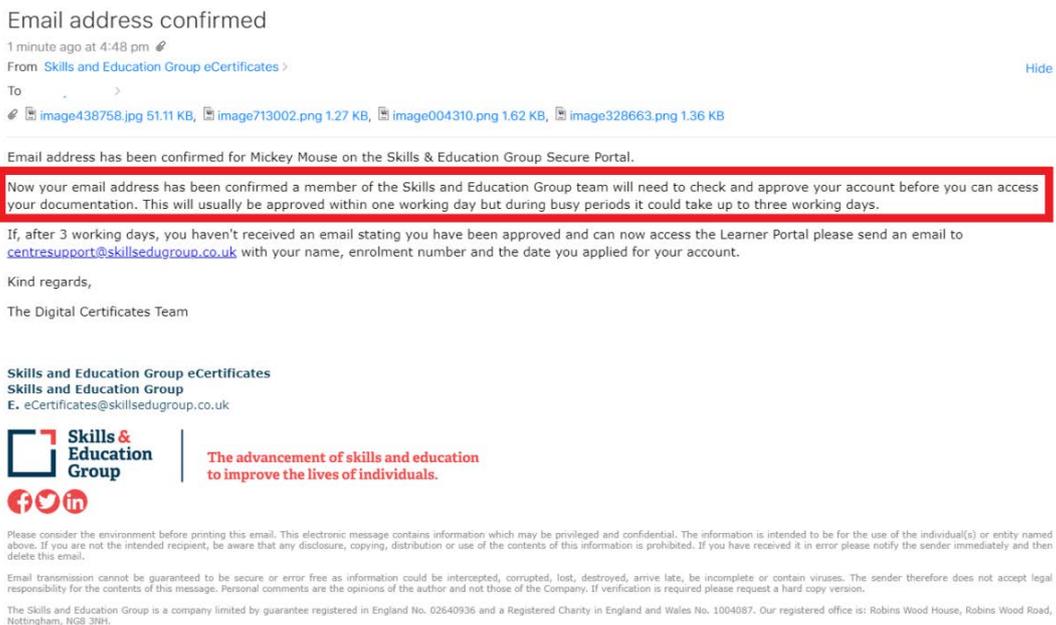
6. You now need to log in to your email account, locate the email titled 'Please confirm your email address' and click on the hyperlink to verify your email address.



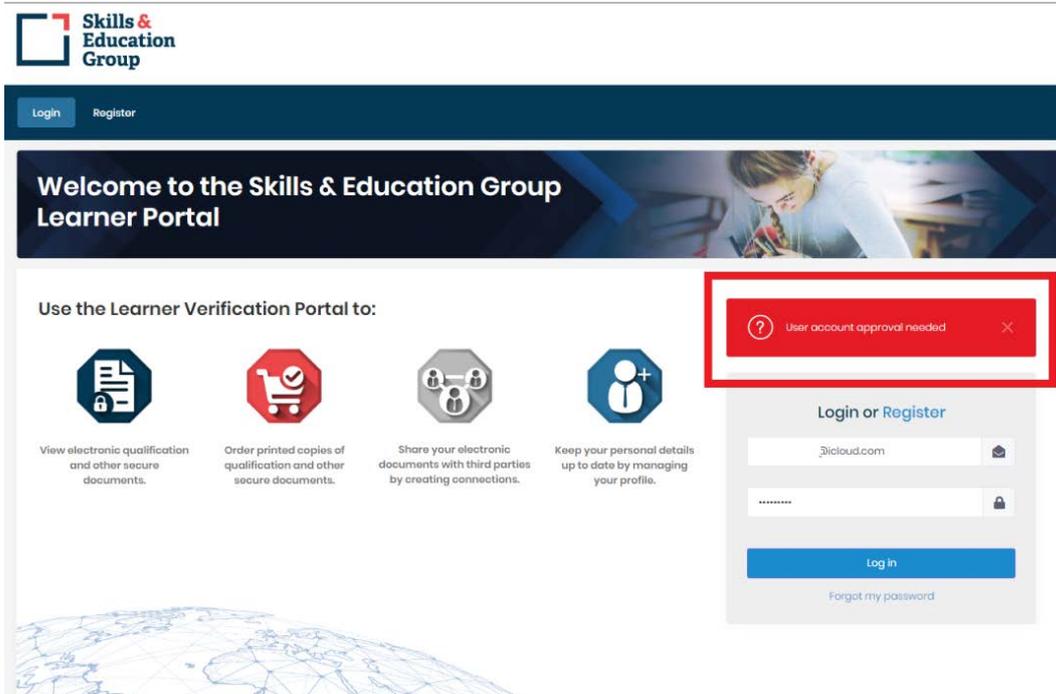
7. Once you click on the hyperlink you will be directed to the Learner Portal where you will see a message stating 'Email Successfully Confirmed' and you will see a 'Log in' button.



8. Before trying to log in please check your email again for another email titled 'Email address confirmed'. This email will give you instructions for the next steps. Before you can access your account it will need to be approved by a member of the Skills and Education Group Team.



9. If you try and login to your account before it is approved by Skills and Education Group the login will fail and you will see a message in a red box stating 'User account approval needed'.



10. Once your account has been approved (usually within one working day but please allow up to 3 working days during busy periods) you will receive a confirmation email titled 'User successfully approved'. You can now log in to your Learner Portal and view your documents.

