



## Register for a Learner Portal Account

NEED HELP?

0115 854 1620 <u>customersupport@biiab.co.uk</u> biiab.co.uk



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

1. Visit 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'.

Skills & Education Group	
Login Registor	
1)Logi	n Details 🔰 2) Personal Details 🔉 3) Confirmation
Email*	@icloud.com
Password*	
Confirm password*	
2 And Start	NEXT
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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'.

Skills & Education Group		
Login Register		
	1) Login Do	otails > 2) Personal Details > 3) Confirmation
1	First Name*	Mickoy
	Last Namo*	Mouse
	Enrolment Number*	AM5000012345
	Date of Birth	02/06/1981
	PREVIOUS	NEXT
3 · C	A lot of the second sec	

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

Register		
	1) Logi	in Details 🔰 2) Personal Details 🍃 3) Confirmation
	Email	@icloud.com
	First Name:	Mickey
	Last Name:	Mouse
	Enrolment Number:	AM/S000012345
	Date of Birth:	02/06/1081
2000	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'.

Skills & Education Group					
Login Register					
Welcome to t Learner Porto	the Skills & Ed 11	ducation Grou	ip g		
Use the Learner Ve	rification Portal t	o:	6	Login or Reg Confirmation em sent to your regis oddress	lister al has been tored email
View electronic qualification and other secure documents.	Order printed copies of qualification and other secure documents.	Share your electronic documents with third parties by creating connections.	Keep your personal details up to date by managing your profile.	email address	٢
				password	۵
				Log in	
	and the second sec			Forgot my passi	word
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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.

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Login	Rogistor		
		Email Successfully Confirmed	
		Log in	

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.

User successfully 2 minutes ago at 4:55 pm @ From Skills and Education Gro To ? Image 328154.jpg 51.11 KB	/ approved up eCertificates > 8, 🖹 image879841.png 1.27 KB, 🖹 image141091.png 1.62 KB, 🖹 image630748.png 1.36 KB	Hide			
You have been successfully a	pproved to access the Skills & Education Group Learner Portal.				
Please login at: <u>Skills &amp; Educ</u>	ation Group Learner Portal				
If you have any problems log	ging in or viewing your documents please send an email to <u>centresupport@skillsedugroup.co.uk</u>				
Kind regards,	Kind regards,				
The Digital Certificates Team					
Skills and Education Group Skills and Education Group E. eCertificates@skillsedugrou Skills & Education Group	eCertificates p.co.uk The advancement of skills and education to improve the lives of individuals.				
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Email transmission cannot be guarante responsibility for the contents of this me	ed to be secure or error free as information could be intercepted, corrupted, lost, destroyed, arrive late, be incomplete or contain ssage. Personal comments are the opinions of the author and not those of the Company. If verification is required please request a hard	viruses. The sender therefore does not accept legal copy version.			
The Skills and Education Group is a con Nottingham, NG8 3NH.	pany limited by guarantee registered in England No. 02640936 and a Registered Chanty in England and Wales No. 1004087. Our regist	ered office is: Robins Wood House, Robins Wood Road,			