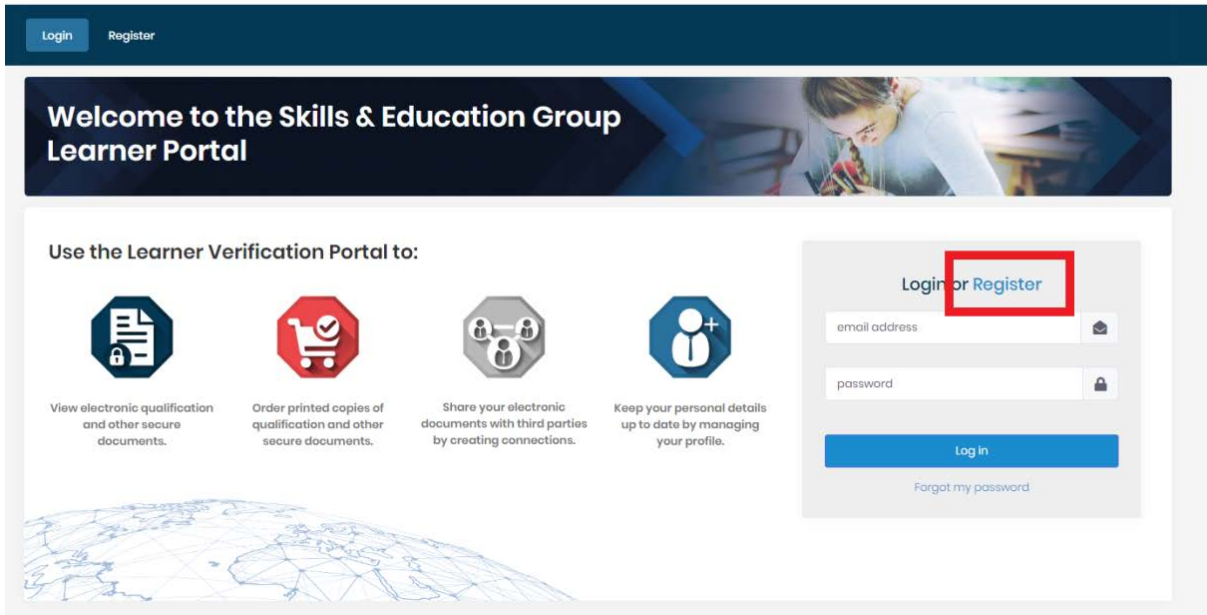
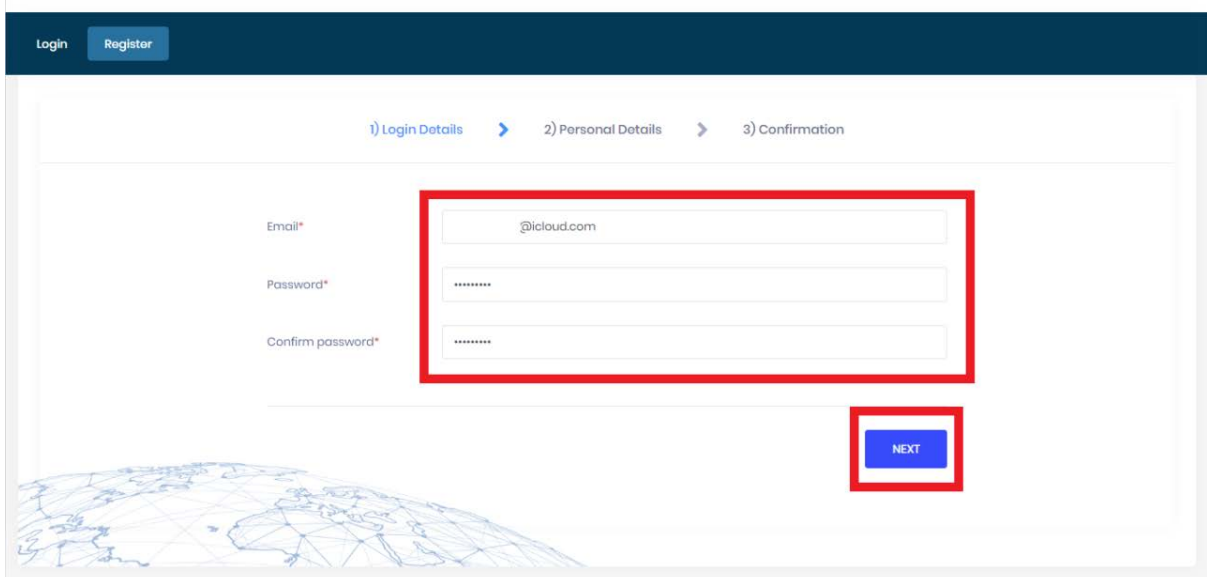


Register for a Learner Portal Account

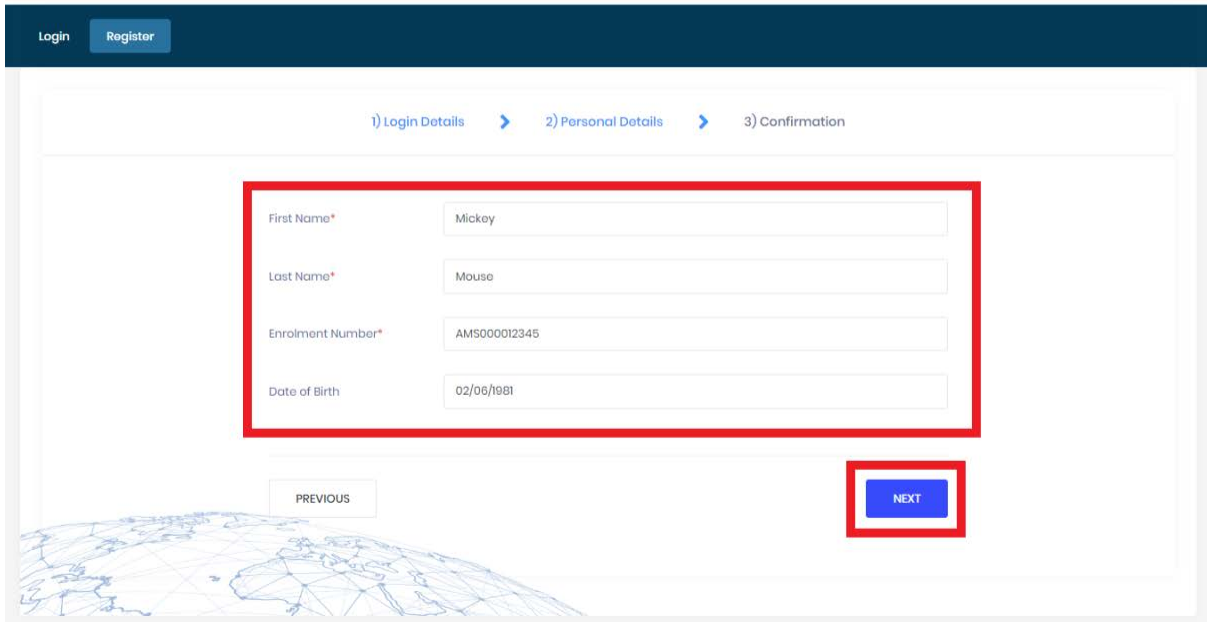
1. Visit learner.skillsandeducationgroup.co.uk and click on 'Register'



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

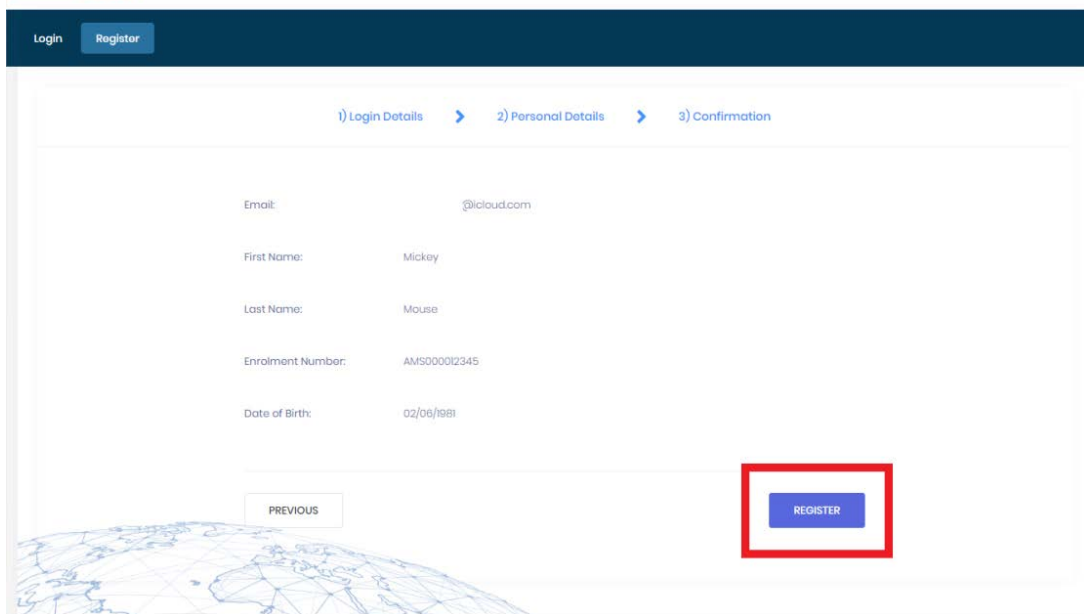


3. Add your first name, last name, your enrolment number as displayed in the email you received stating your records have been published and your date of birth. It is imperative to include your correct surname, enrolment number and date of birth as these are used to confirm your account. Once complete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



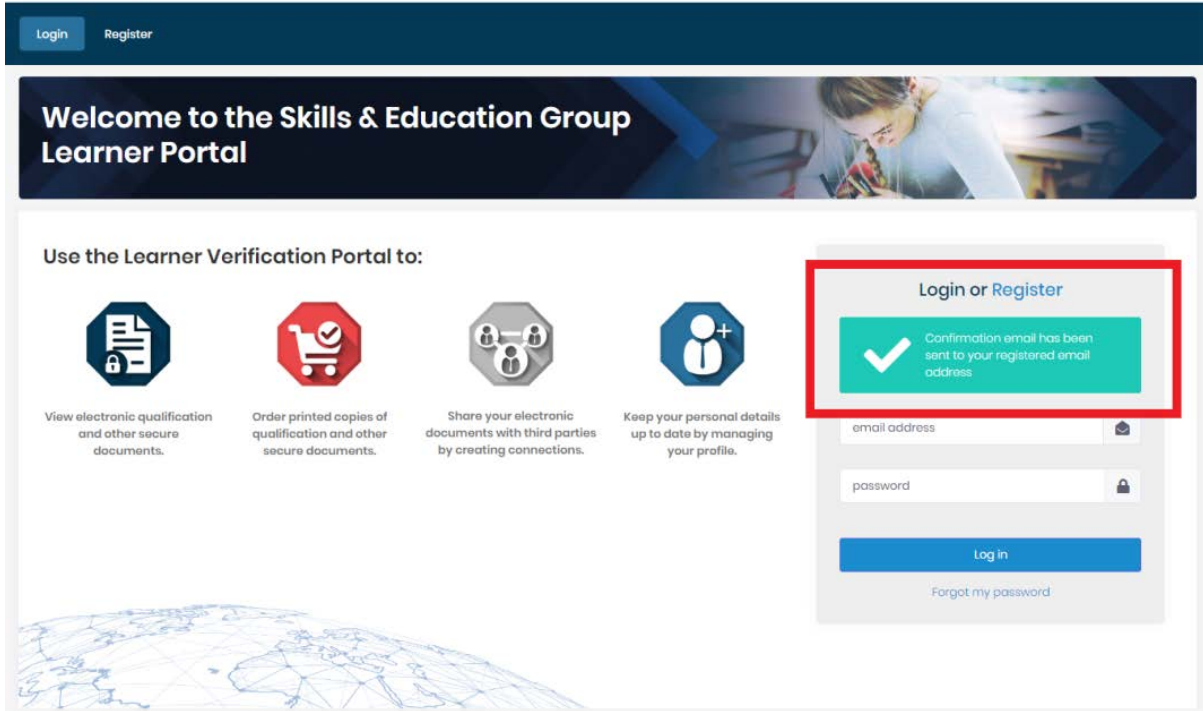
The screenshot shows a registration form with a dark blue header containing 'Login' and 'Register' buttons. Below the header is a progress indicator with three steps: '1) Login Details', '2) Personal Details', and '3) Confirmation'. The '2) Personal Details' step is active. The form contains four input fields: 'First Name*' with the value 'Mickey', 'Last Name*' with the value 'Mouse', 'Enrolment Number*' with the value 'AMS000012345', and 'Date of Birth' with the value '02/06/1981'. A 'PREVIOUS' button is on the left and a 'NEXT' button is on the right, both highlighted with a red border. The background features a wireframe globe.

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



The screenshot shows the final confirmation step of the registration process. The header is the same as in the previous step. The progress indicator shows '1) Login Details', '2) Personal Details', and '3) Confirmation', with '3) Confirmation' being the active step. The form displays the details entered in the previous step: 'Email: @cloud.com', 'First Name: Mickey', 'Last Name: Mouse', 'Enrolment Number: AMS000012345', and 'Date of Birth: 02/06/1981'. A 'PREVIOUS' button is on the left and a 'REGISTER' button is on the right, both highlighted with a red border. The background features a wireframe globe.

- 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'.



- 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.

Please confirm your email address

1 minute ago at 4:46 pm

From [Skills and Education Group eCertificates](#)

[Hide](#)

To

You have created an account on the Skills & Education Group Secure Portal. Please click the link to confirm your email address

<http://learner.skillsandeducationgroup.co.uk/Registration/ConfirmEmail?token=CfdJ8OCROQ1OBR1dDggGvGV2cHkSxBAB714A8MUz60YAOHkDF%2bFuNorYTUG%2bQV%2bHnXOTsOyXXWh7xnHSxm%2bej9yY5709RrZS0%2ba5nkK3ZD58qu0l%2fmNDRFTmCBWkIeouWMGpdU%2fAxlywbpMywu9Sg9XhhRRY1hraYqO4ddPIdgOF6pJXEgKKo9CrjE7O8tUJzJw%3d%3d>

Kind regards,

The Digital Certificates Team

Skills and Education Group eCertificates

Skills and Education Group

E. ecertificates@skillsedugroup.co.uk



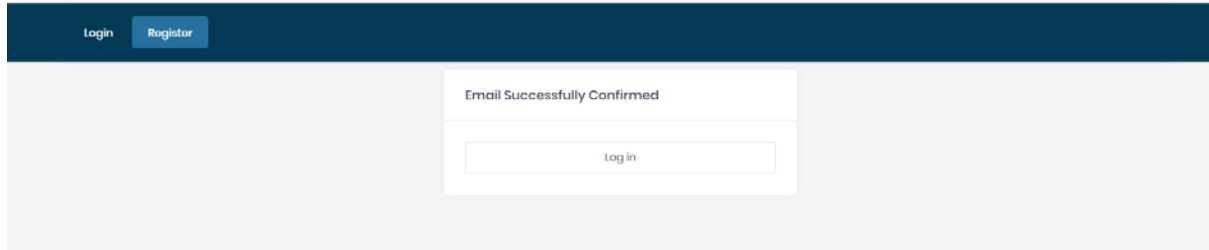


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- Once you click on the hyperlink you will be directed to the Learner Portal where you will see a message stating 'Email Successfully Confirmed' and you will see a 'Log in' button.



- 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.

Email address confirmed

1 minute ago at 4:48 pm

From Skills and Education Group eCertificates >

Hide

To

image438758.jpg 51.11 KB, image713002.png 1.27 KB, image004310.png 1.62 KB, image328663.png 1.36 KB

Email address has been confirmed for Mickey Mouse on the Skills & Education Group Secure Portal.

Now your email address has been confirmed a member of the Skills and Education Group team will need to check and approve your account before you can access your documentation. This will usually be approved within one working day but during busy periods it could take up to three working days.

If, after 3 working days, you haven't received an email stating you have been approved and can now access the Learner Portal please send an email to centresupport@skillsedugroup.co.uk with your name, enrolment number and the date you applied for your account.

Kind regards,

The Digital Certificates Team

Skills and Education Group eCertificates
Skills and Education Group
E. eCertificates@skillsedugroup.co.uk



The advancement of skills and education
to improve the lives of individuals.

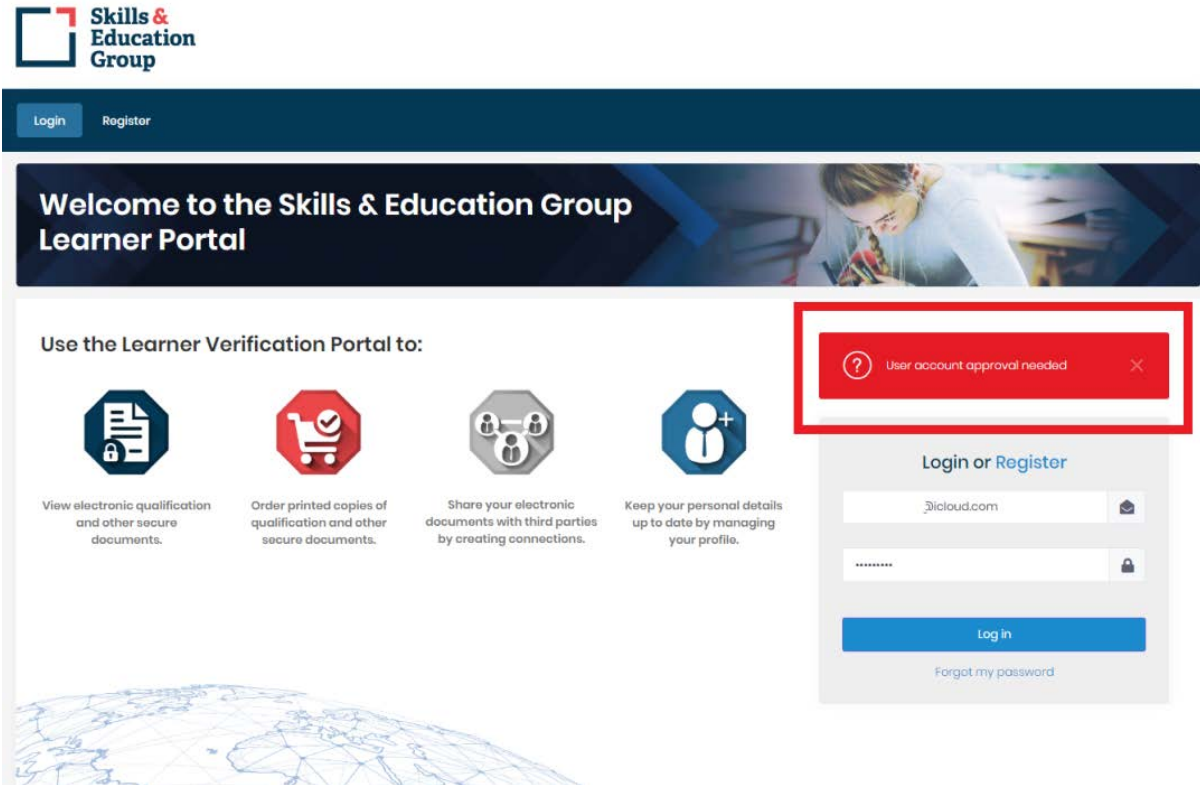


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9. If you try and login to your account before it is approved by Skills and Education Group the login will fail and you will see a message in a red box stating 'User account approval needed'.

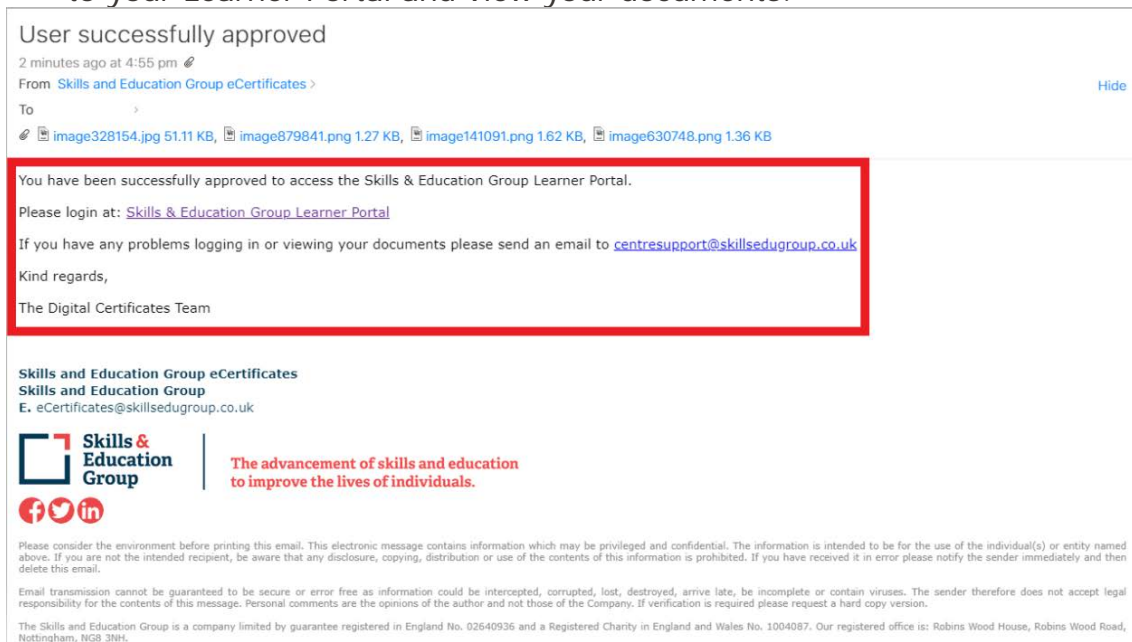


The screenshot shows the Skills & Education Group Learner Portal. At the top, there are 'Login' and 'Register' buttons. Below is a banner with the text 'Welcome to the Skills & Education Group Learner Portal'. The main content area is titled 'Use the Learner Verification Portal to:' and features four icons with descriptions:

- 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.

 On the right side, there is a 'Login or Register' form with fields for email and password, a 'Log in' button, and a 'Forgot my password' link. A red error message box is overlaid on the top right of the page, containing a question mark icon and the text '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.



The screenshot shows an email titled 'User successfully approved' received 2 minutes ago at 4:55 pm. The sender is 'Skills and Education Group eCertificates'. The email body contains the following text:

You have been successfully approved to access the Skills & Education Group Learner Portal.

Please login at: [Skills & Education Group Learner Portal](#)

If you have any problems logging in or viewing your documents please send an email to centresupport@skillsedugroup.co.uk

Kind regards,
The Digital Certificates Team

 A red box highlights the first three paragraphs of the email body. At the bottom of the email, there is a footer with the Skills & Education Group logo, contact information, and a tagline: 'The advancement of skills and education to improve the lives of individuals.' There are also social media icons for Facebook, Twitter, and LinkedIn.