

Step by Step guidance on how to register on the gateway

Important pre-registration information

We provide a wide range of training and online learning programmes that are open to:

- Brighton & Hove city council staff
- staff, managers and volunteers from independent and voluntary adult social care providers based in the city
- Brighton & Hove based children's community & voluntary sector
- personal assistants, carers & foster carers
- other providers and partners at a charge

[See our access and charging information](#)

The Line Manager or delegated training lead that registers the establishment or team will get copies of training confirmations, have access to training records and monitor bookings

Section 1 - The Registration Process

Brighton & Hove City Council staff should not register. If you have a problem accessing your account please contact learning@brighton-hove.gov.uk.

1. To register, either select 'register' or 'First Time Here' from the [home page](#)
2. To get started we need to know about you and the organisation you work or volunteer for. Select 'External organisation/team employee'

Are you registering as:

- Brighton & Hove City Council staff (excluding all schools - please select external)
- External organisation/team employee (you are employed or volunteer in a non-Brighton & Hove City Council service e.g. private care home, adult service, charity, community service, health provider, statutory partner, school, children's service, etc.)
- An individual - those people not working or volunteering in an organisation e.g. Registered Foster Carers and Personal Assistants

Filter the establishment list by selecting your sector from the drop down list. If you are unsure, you can skip the 'all sectors' and look through the 'select an establishment' field to see all the services that have been registered (a-z) as below. Select your place of work. **If your place of work is not listed please go to step 4.**

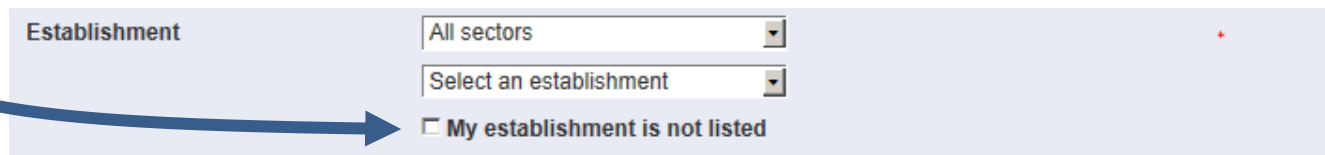
Establishment	All sectors
Title	Select an establishment
First name	Select an establishment
Last name	Impact Initiatives, Young People's Centre
Job title	Acorn House
	Action On Hearing Loss
	Active Assistance
	Acute Medical Unit
	Adelaide nursing home
	Adult Safeguarding Team (SCFT)
	Adult Services, Durban House
	Age UK Brighton & Hove
	Agincare LTD
	Aldrington CE Primary School
	Alina Homecare
	ALLIED HEALTHCARE

3. Complete the registration with:

- your personal and contact details
- your username, which must be a unique email address and set your password
- your equalities monitoring responses and marketing options (more information over page)

The manager of your service you have registered against will be notified about any bookings and learning you undertake on the Gateway

4. Select **'My establishment is not listed'** if you cannot find your sector or establishment on the drop down lists. **Please note, new establishment requests must only be made by the authorised service manager or delegated training lead.** This person will get copies of training confirmations, have access to training records monitor bookings and will be aware of any charges and fees associated with bookings.



The screenshot shows a form titled 'Establishment' with three input fields. The first is a dropdown menu with 'All sectors' selected. The second is a dropdown menu with 'Select an establishment' selected. The third is a checkbox labeled 'My establishment is not listed'. A blue arrow points from the text above to this checkbox.

Add your establishment details

When registering a new establishment you will receive confirmation of your account request and you will be able to login once you have completed the registration process and your account has been authorised.

Section 2 – completing the equalities section

The council must consider how different people will be affected by the decisions we make and services we provide. We are required to do this by law, under the Equality Act 2010. With up-to-date and accurate information we are able to

- better understand our service users / residents to meet their specific needs.
- Identify possible discrimination or barriers to accessing our services
- Anticipate and avoid potential difficulties for some people and work to remove them.

We will only ask that the equalities questions are completed once on the Brighton & Hove Learning Gateway on registration (or first time login if your account has been set up by your manager while booking places). There is also a 'prefer not to say' option for all questions. You can find out more about equalities monitoring at the council here: <http://www.brighton-hove.gov.uk/content/council-and-democracy/equality/about-you-equalities-monitoring>

Section 3 Marketing

The Brighton & Hove Gateway can keep you up to date with new events as they are added. You can select the areas and courses you are interested in hearing about or un-tick the box if you do not want to receive course alerts from us. We do not pass on or sell your details and you can opt out or select different options at any point through **'My Account and Bookings'**

And finally...

- Please contact us directly at learning@brighton-hove.gov.uk if you have any problem
- Where establishments are approved, once you have an account set up, you are able to start booking places on courses. The line manager or delegated training lead is also able to add bookings for people in your establishment and set up skeleton accounts. Please see our user guide on [making bookings](#)