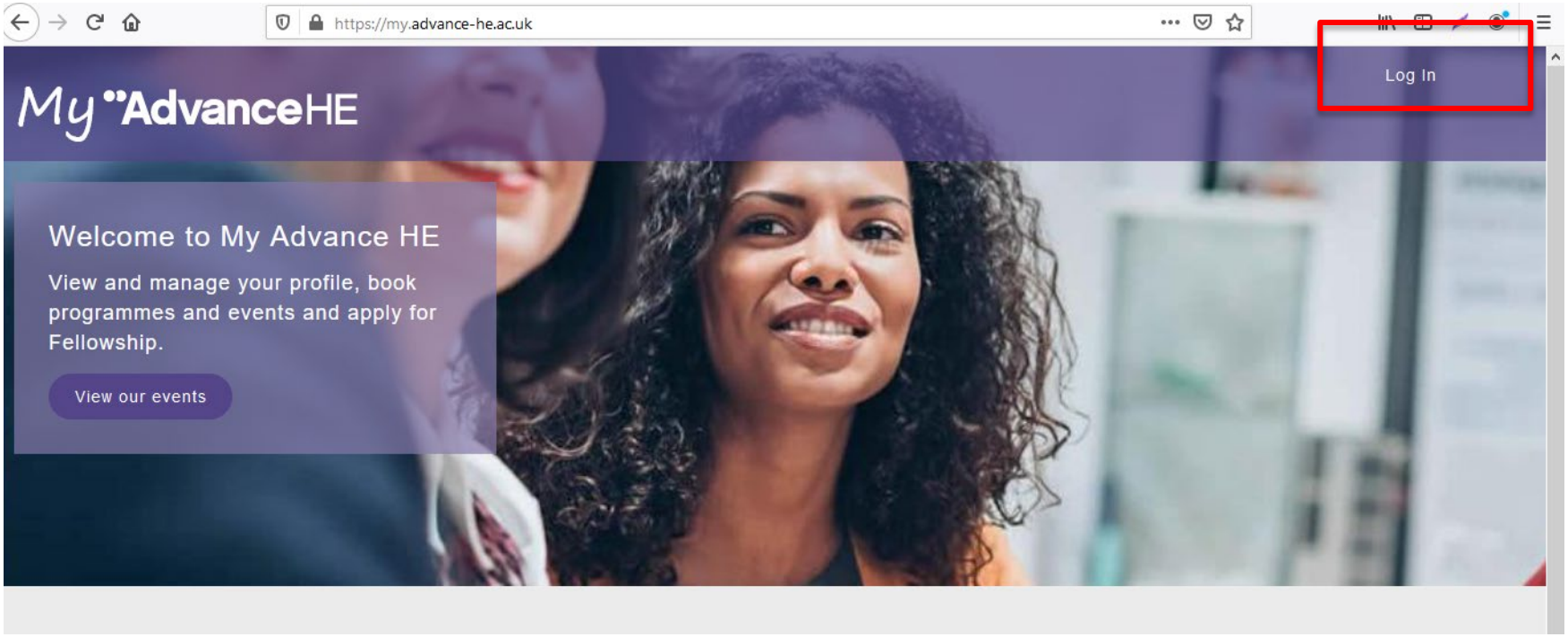
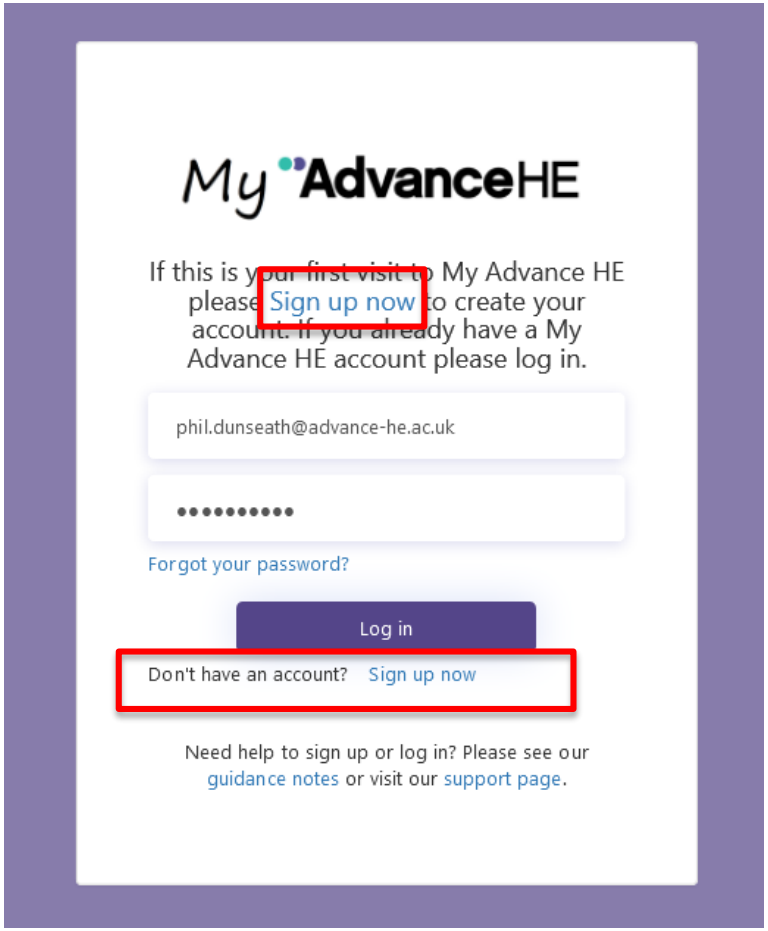
# Sign up process for My Advance HE

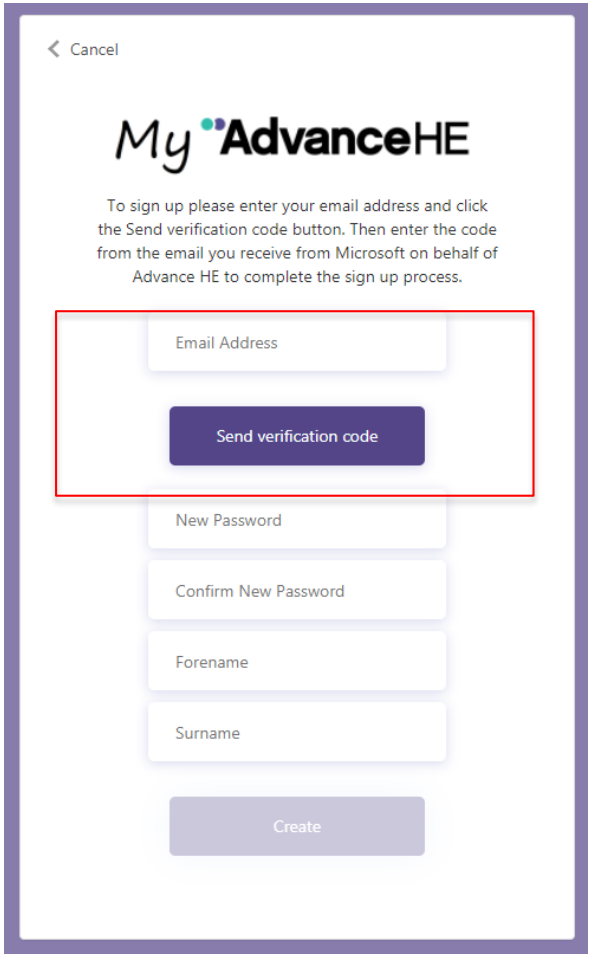
1. Visit My Advance HE https://my.advance-he.ac.uk/ and click on Log in, top right.



2. To create an account, click on either the Sign up now link in the blue text or on the Sign up now link beneath the purple Log in button

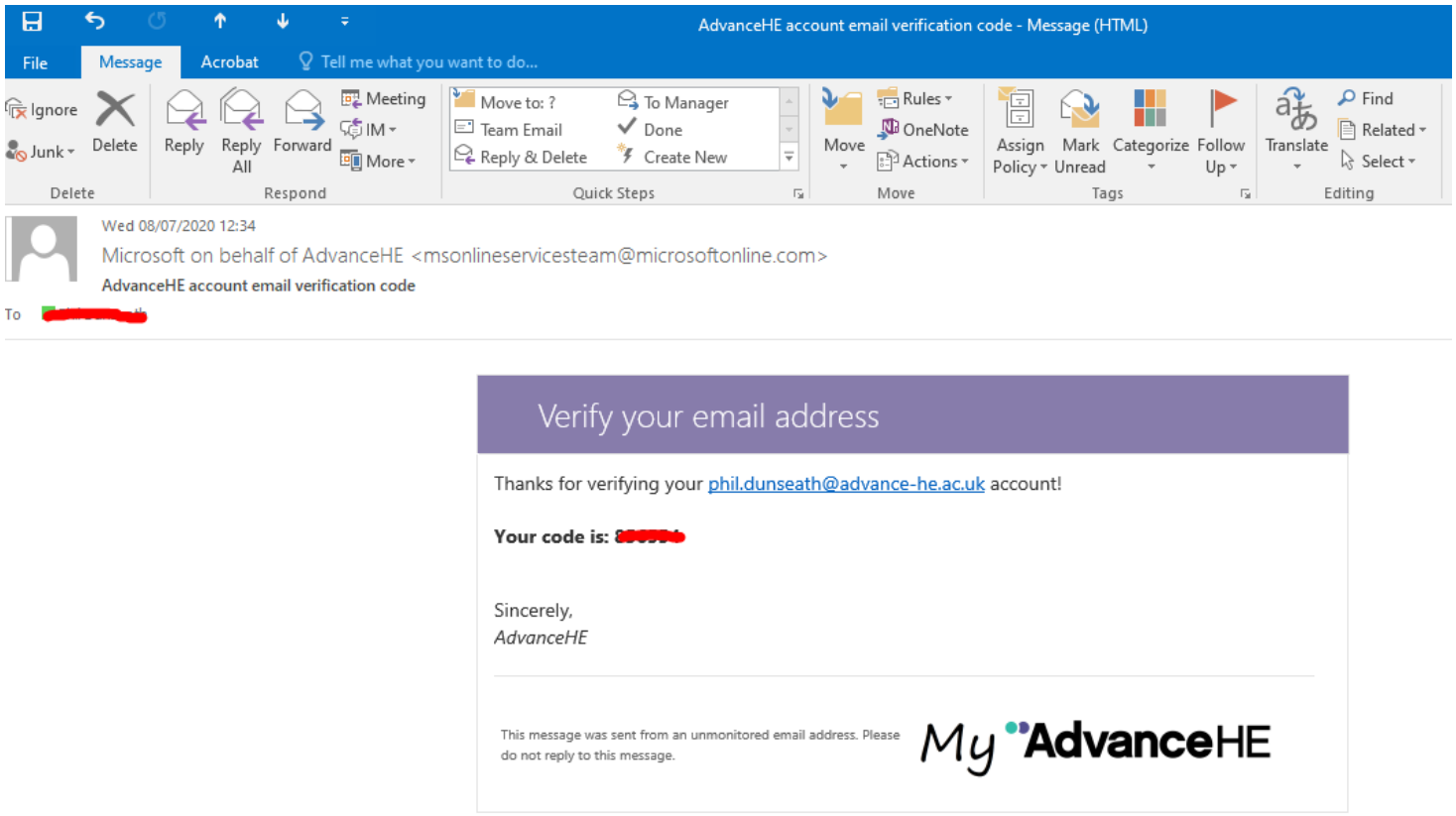


3. Enter your email address and click Send verification code

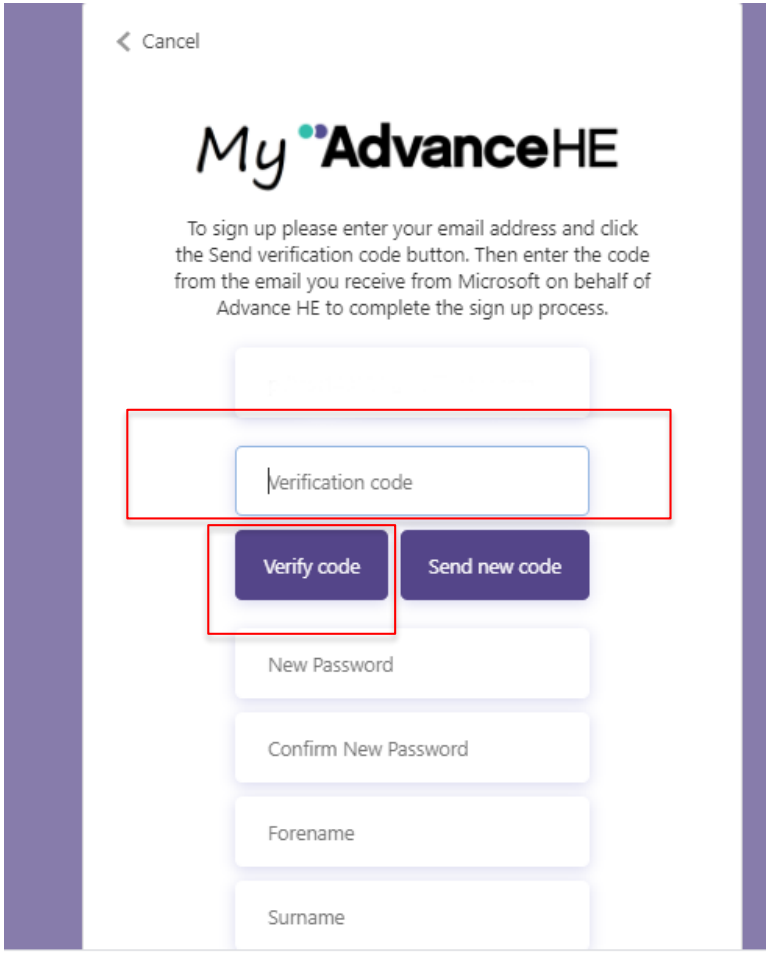


4. You will receive an email from Microsoft on behalf of Advance HE. We use Microsoft portal technology to securely host My Advance HE. The email will come from msonlineservicesteam@microsoftonline.com

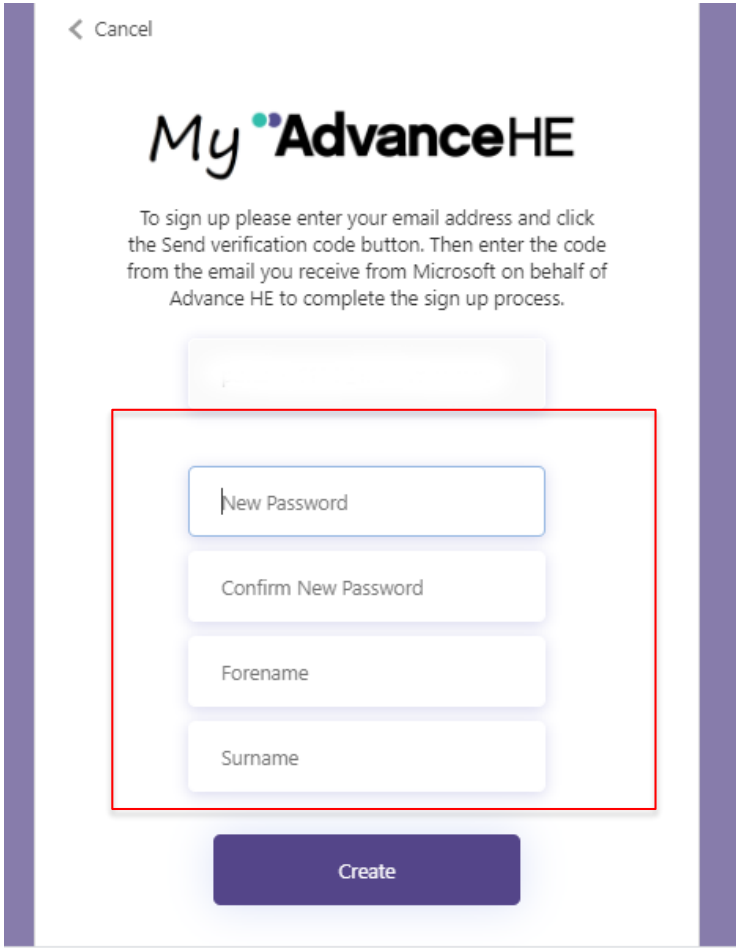
The email will look similar to that below and will contain a 6 digit verification code specific to you.



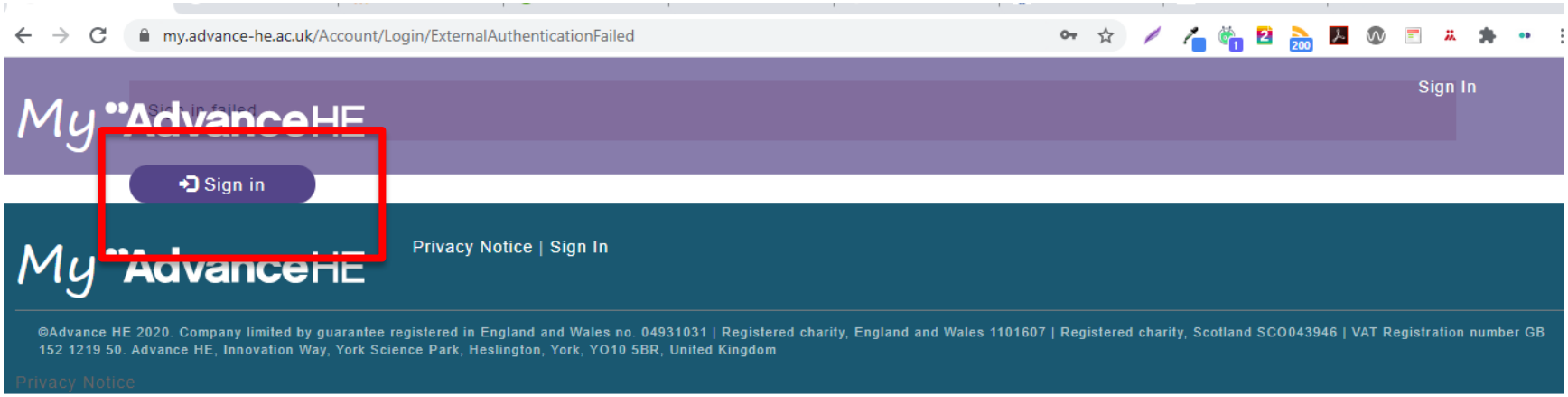
5. Copy paste the code into the My Advance HE screen you were on and click Verify Code.



6. Enter a password and confirm the password. Enter a Forename and Surname and click Create

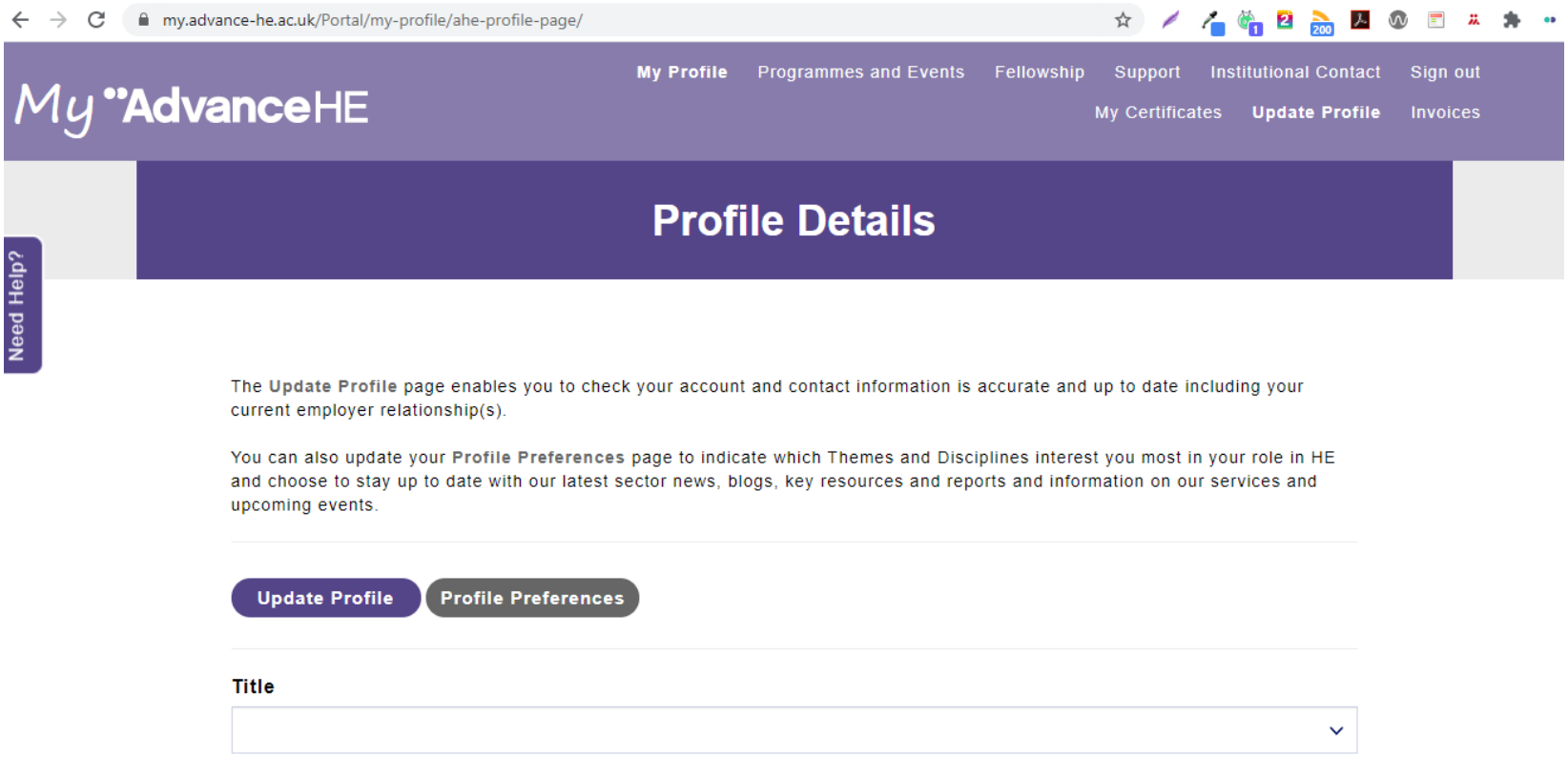


7. If you see the screen below just click on Sign In and you will be taken to your Profile Page.

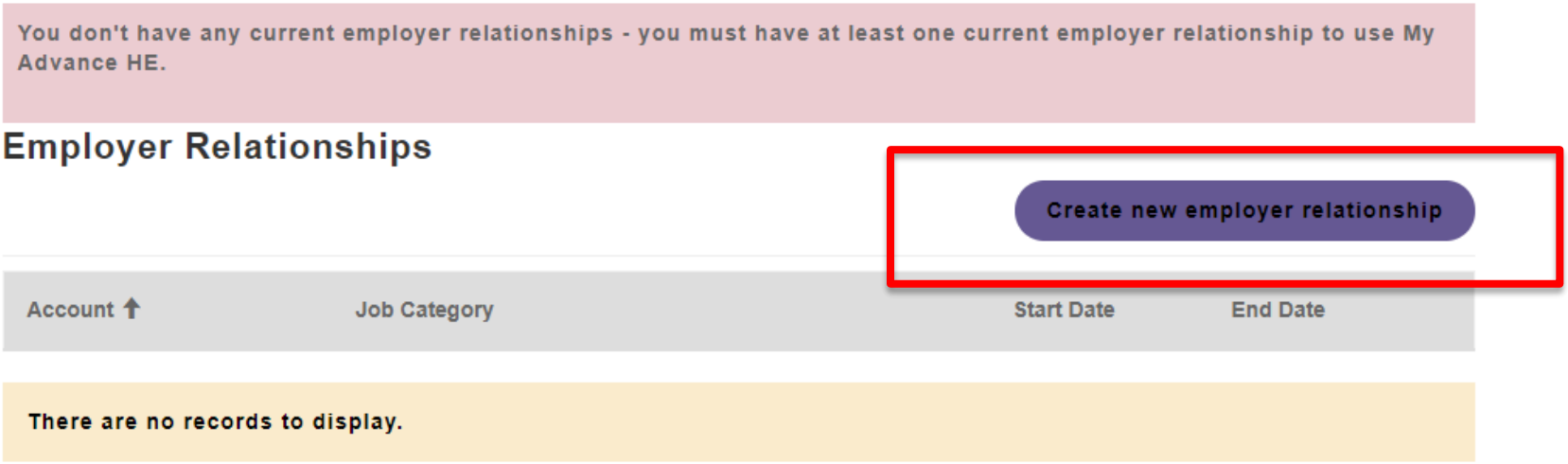


8. If you do not have one already you will be required to create an Employer Relationship to be able to use the portal. You can create multiple employer relationships but you will be asked to confirm which one you wish to use each time you sign in.

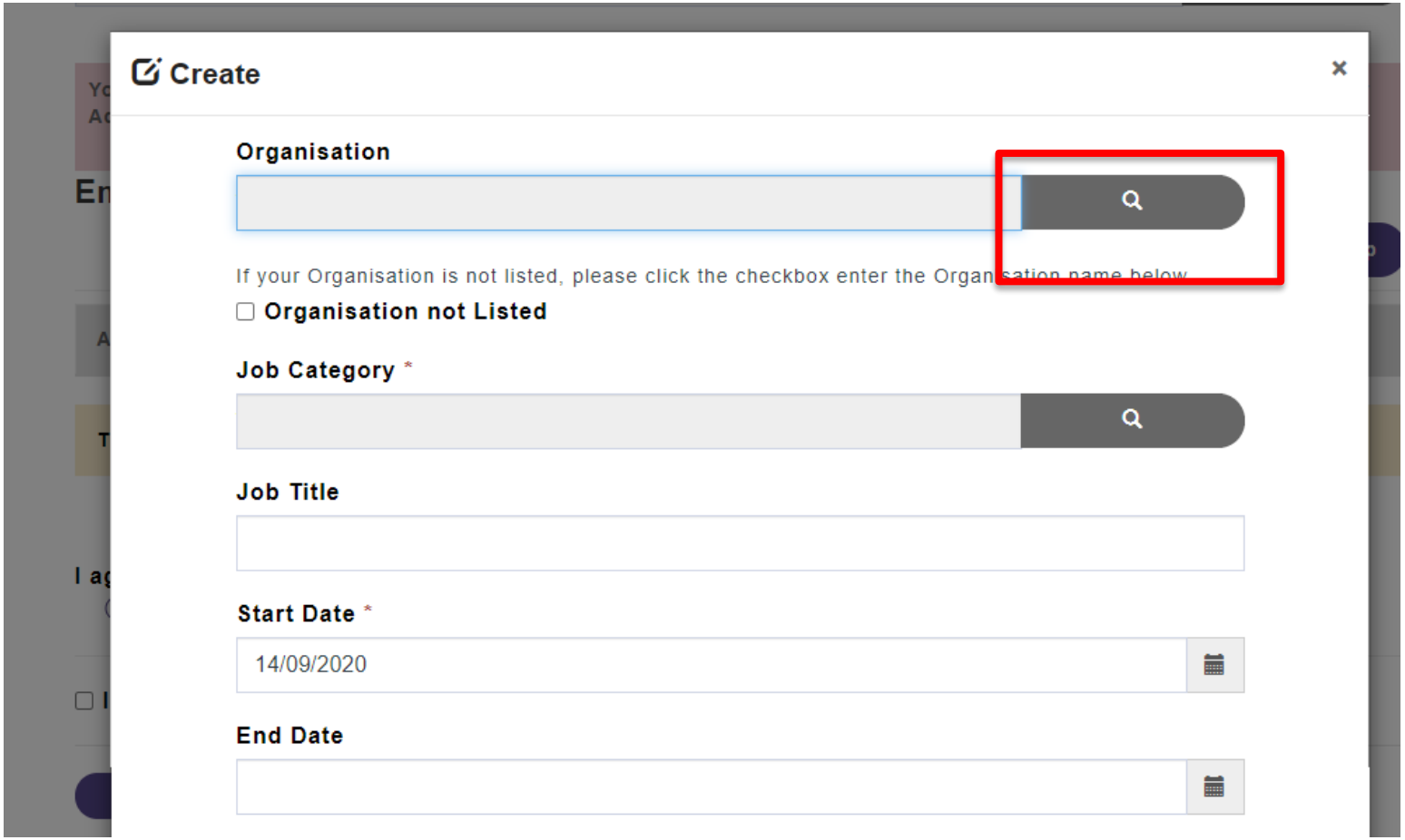
For identity verification purposes you will also need to provide a Date of Birth as part of completing your Profile.



9. To set up an Employer Relationship click on Create new employer relationship on the Profile Details page.

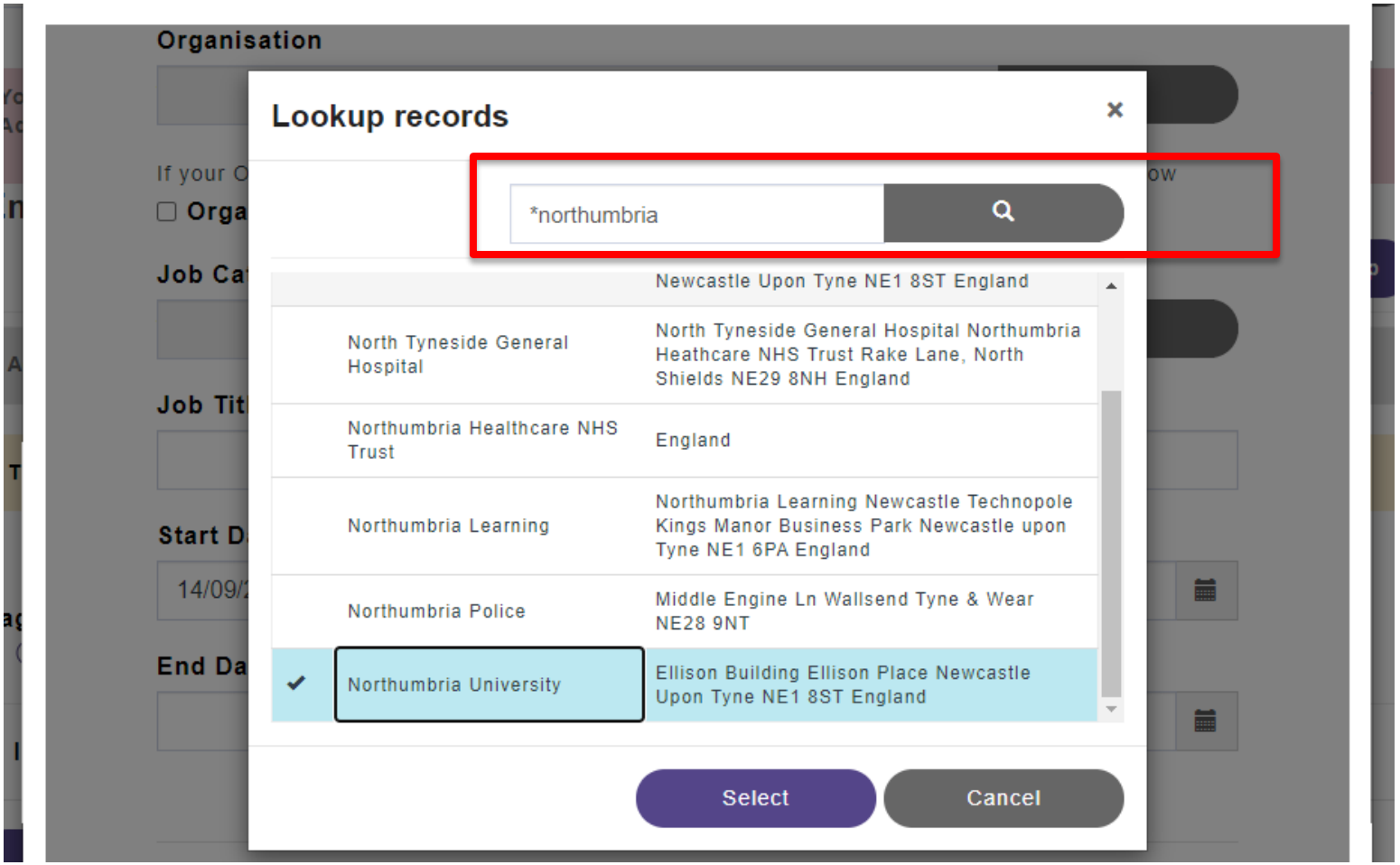


10. To check if your institution, organisation or company name is already listed click on the spy glass search icon.

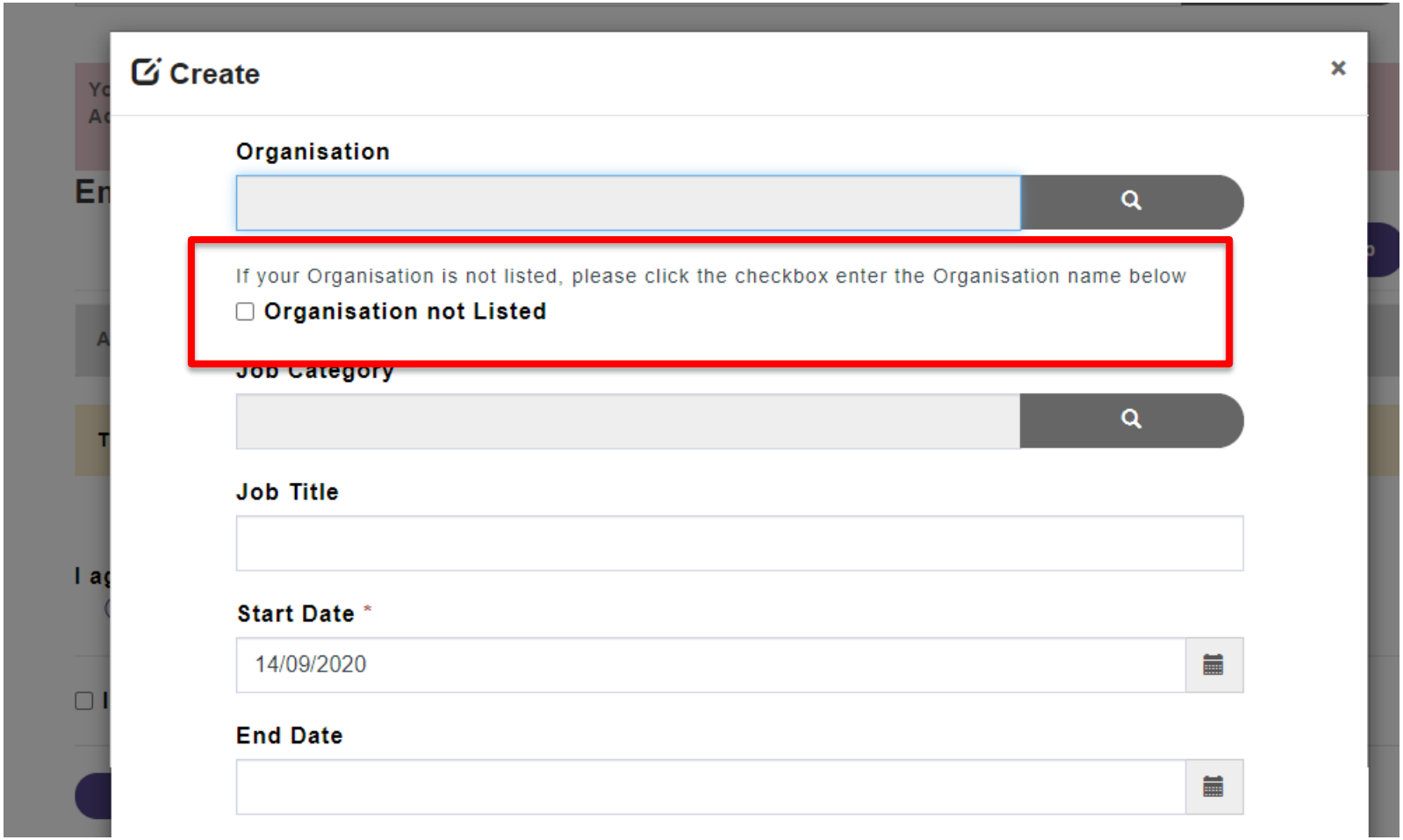


11. Enter your institution, organisation or company name and click on the spy glass search icon.

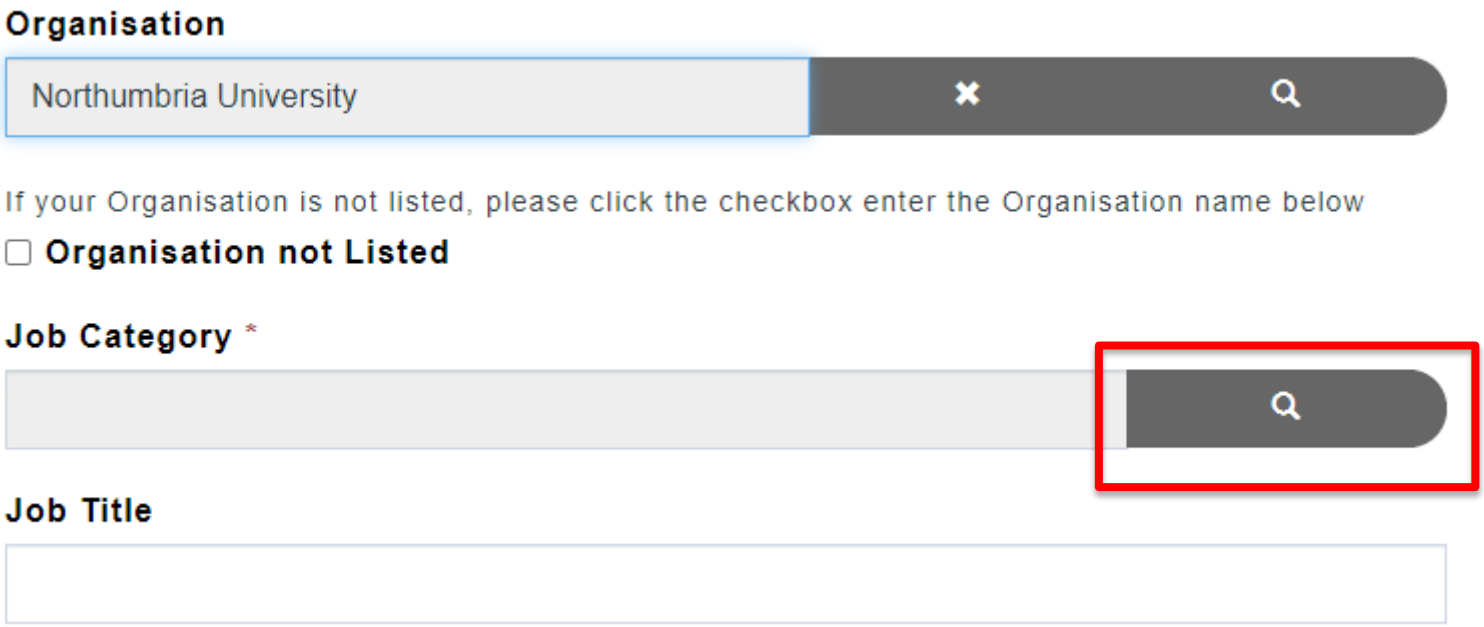
If you find a match then click on the entry and click Select



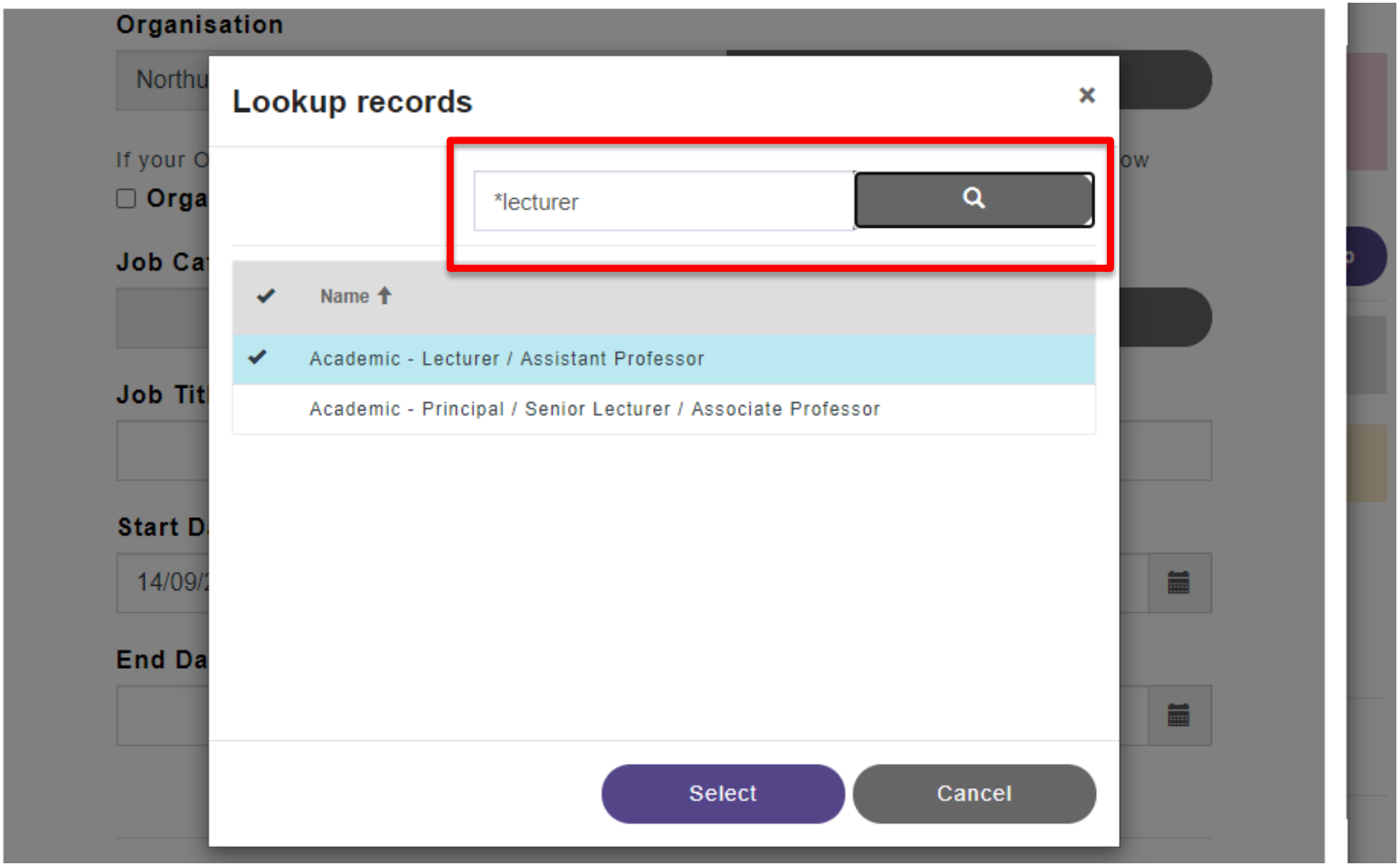
12. If you cannot find a match after searching for your institution, organisation or company name then click Cancel and tick the box next to Organisation not listed. This will enable you to manually enter the name of your organisation.



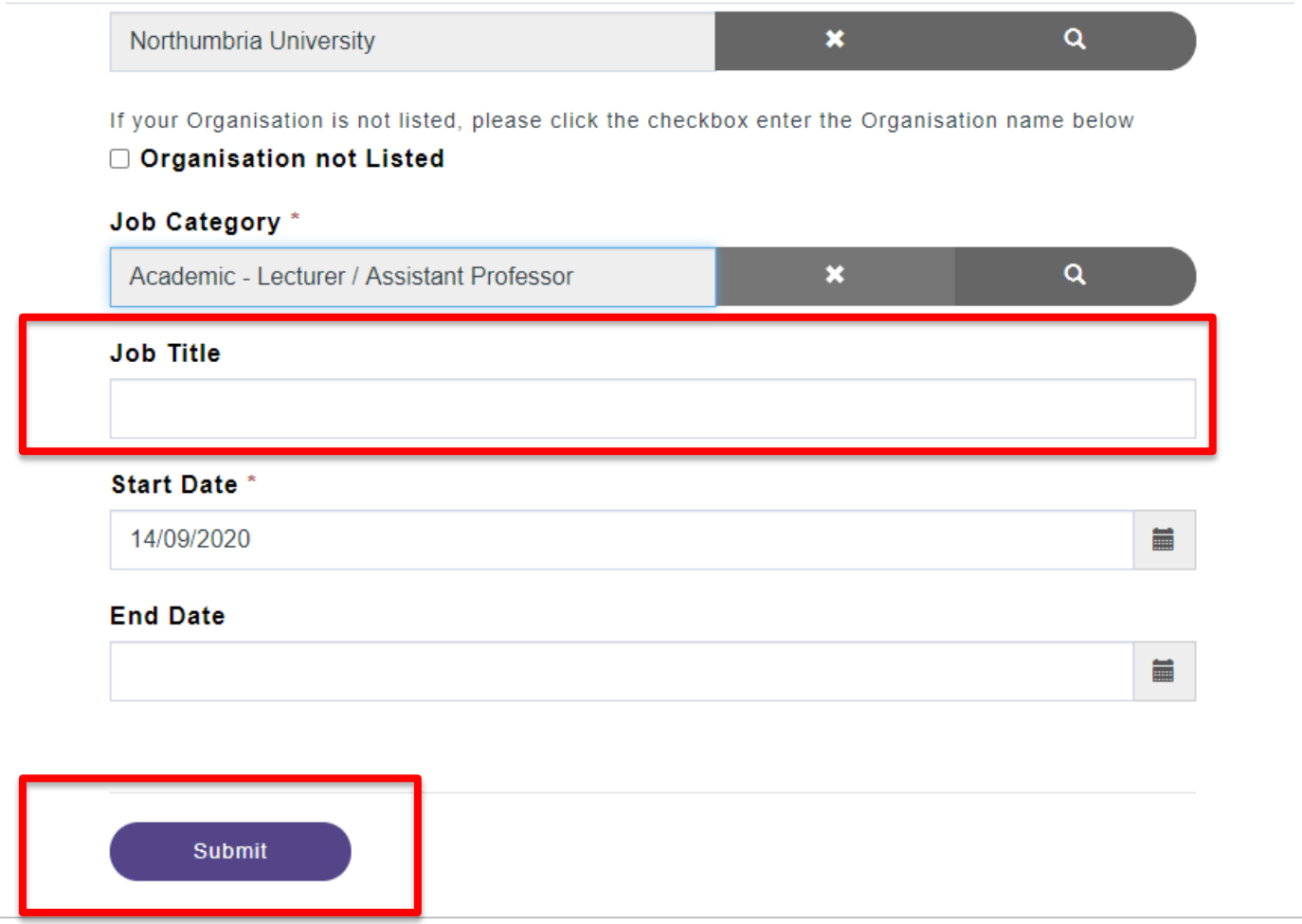
13. Next click on the spy glass search icon to the right of Job Category.



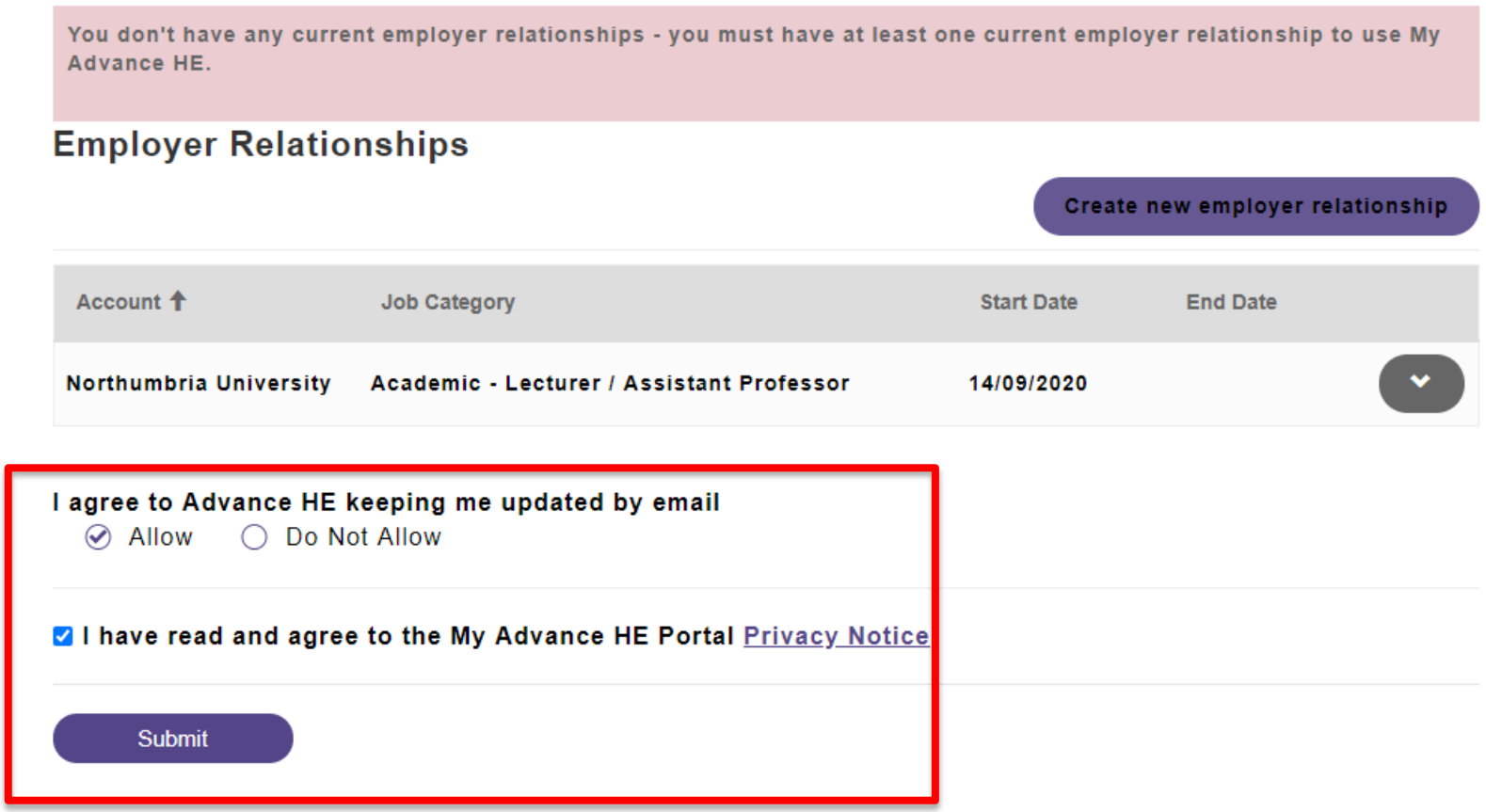
14. Type in your job role and click on the spy glass search icon. Choose the closest option from the results list and click Select.



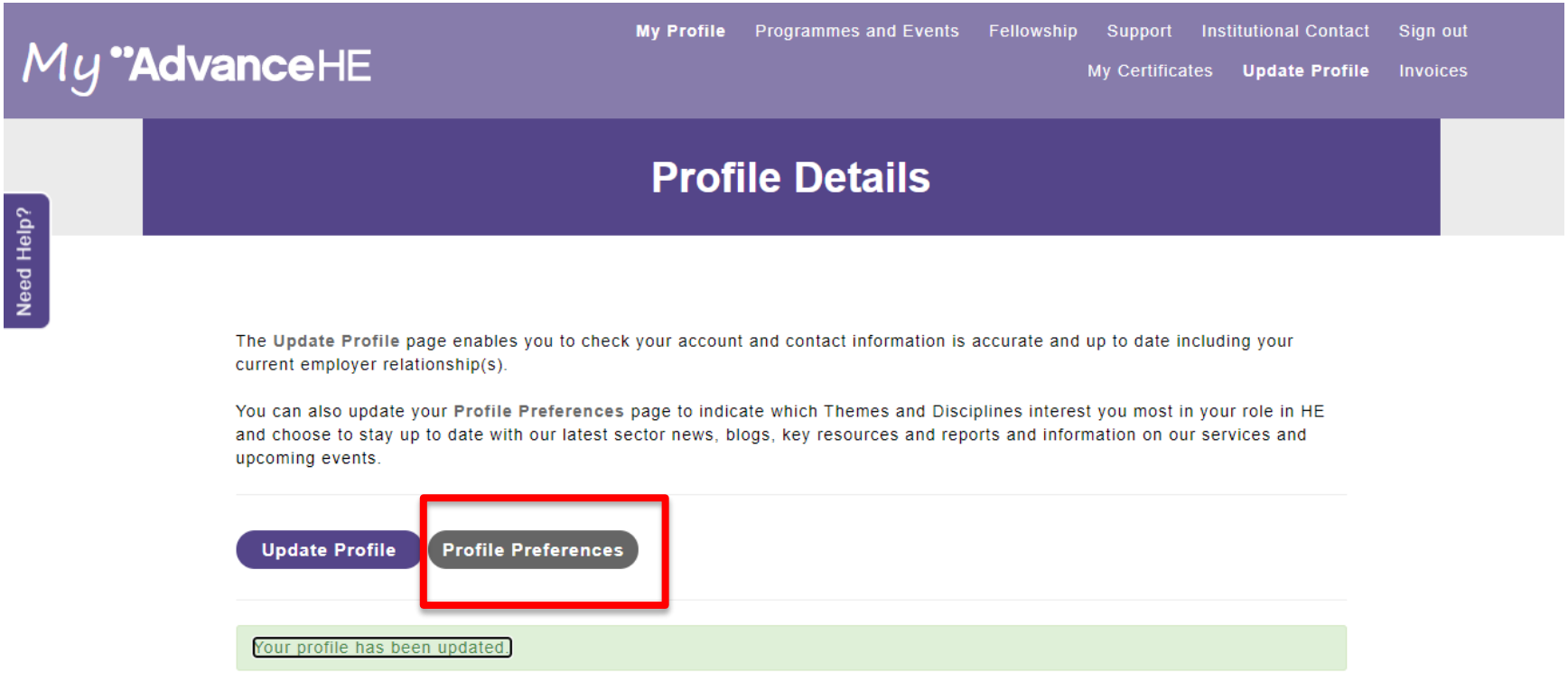
15. You can also add your job title. Click on Submit to add the organisation, job category and job title information to your profile.



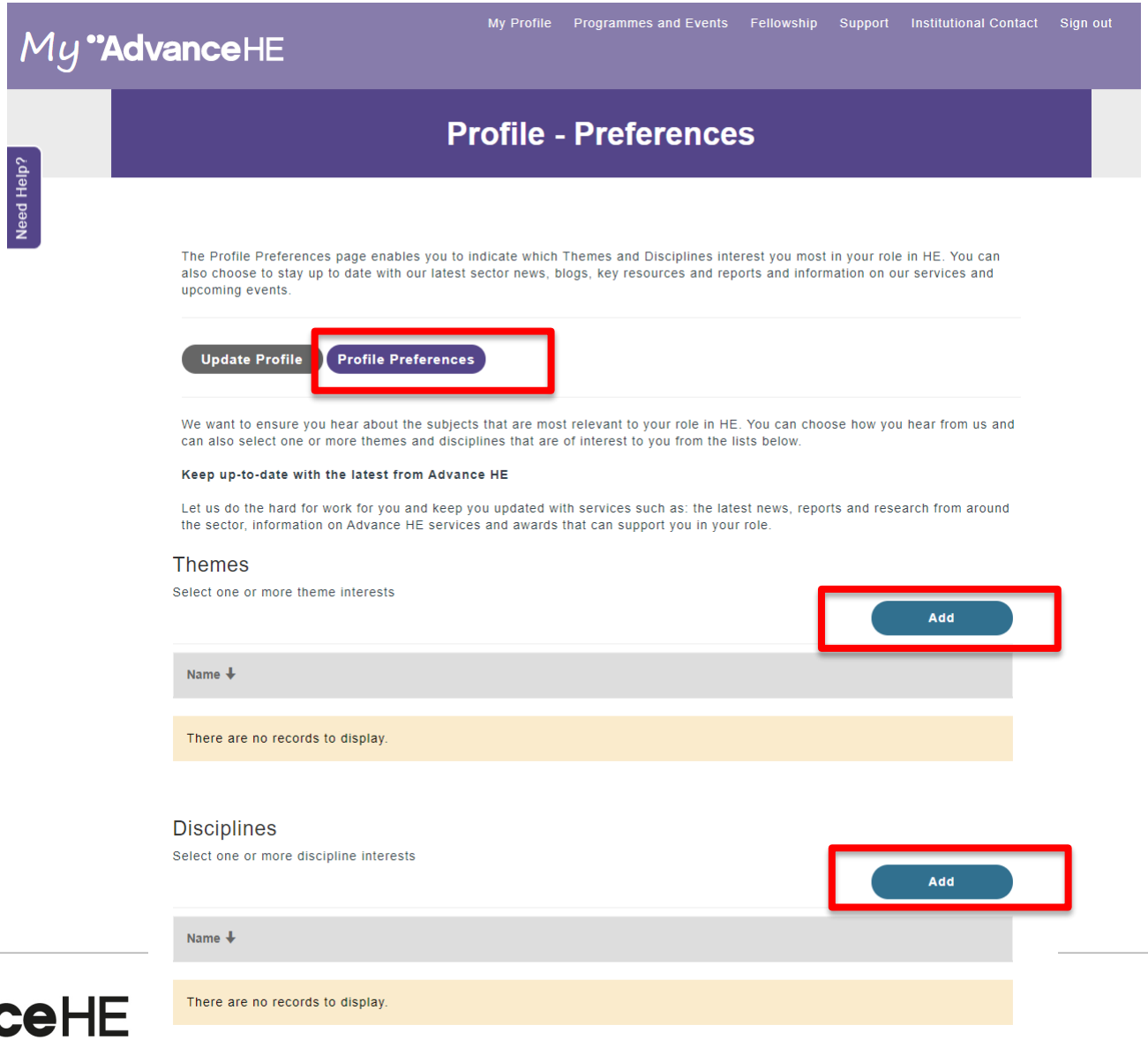
16. Next choose your email preference, confirm you agree to the My Advance HE Portal Privacy Notice and click Submit



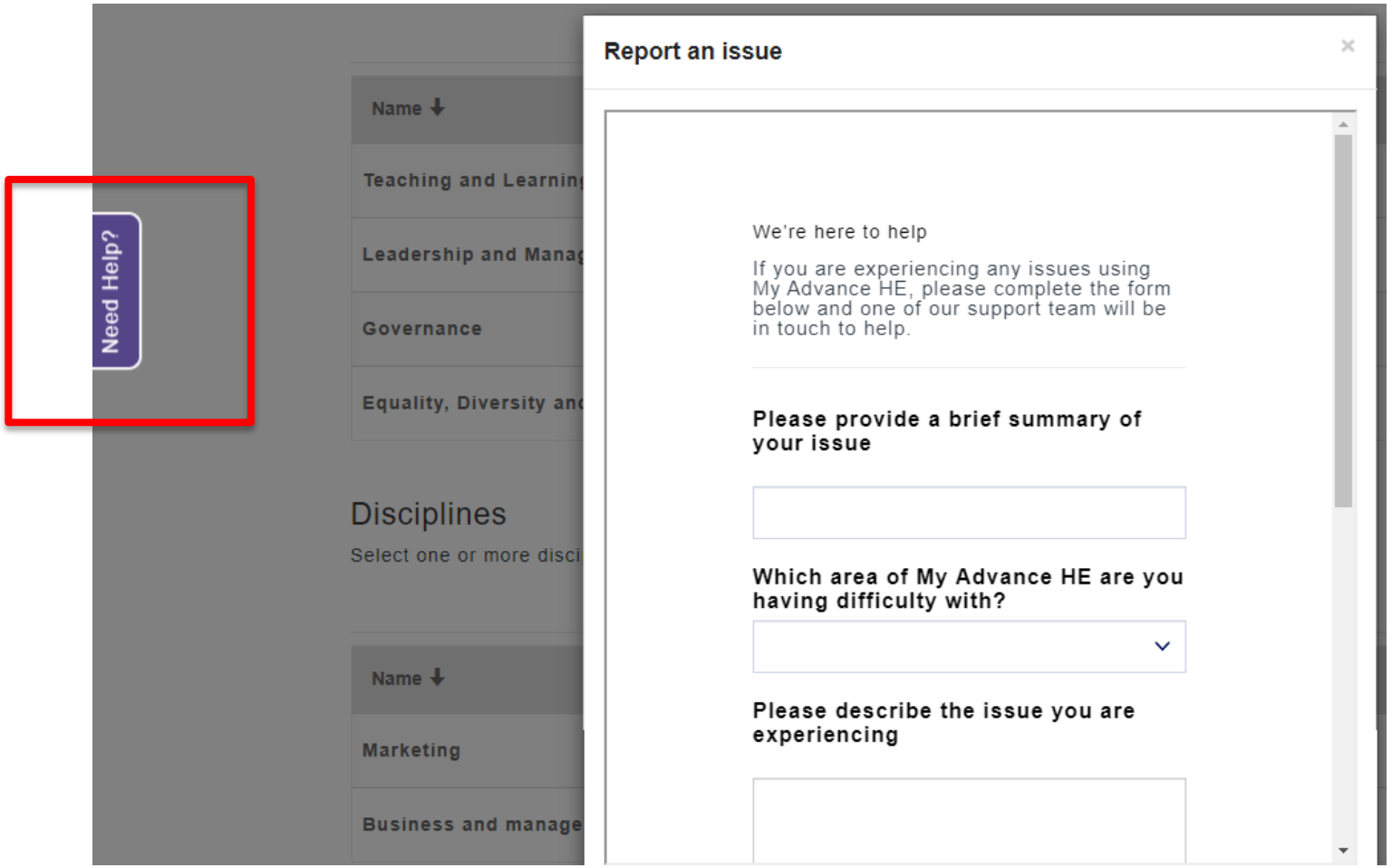
17. You will be returned to Profile page where you can then navigation to other sections of the portal including Programmes and Events and Fellowship. You can also choose to update your **Profile Preferences** where you can select the Themes and Disciplines that are of most interest to you in your role.



18. On the **Profile Preferences** page you can select the one or more Themes (Teaching and Learning, Leadership and Management, Governance and Equality, Diversity and Inclusion) and Disciplines that are of most interest to you in your role.



19. **Help and Support** – if you experience any problems using My Advance HE you can click on the Need help? button and submit a customer support form. One the Advance HE team will be in contact to help resolve your issue.



20. **Returning visits** – you can bookmark My Advance HE https://my.advance-he.ac.uk/ as a favourite to return to later or you will also find the My Advance HE portal linked directly from the main Advance HE website. Just click on Login in on the top right of the home screen and you will be directed to our platforms My Advance HE, Connect and My VLE.

