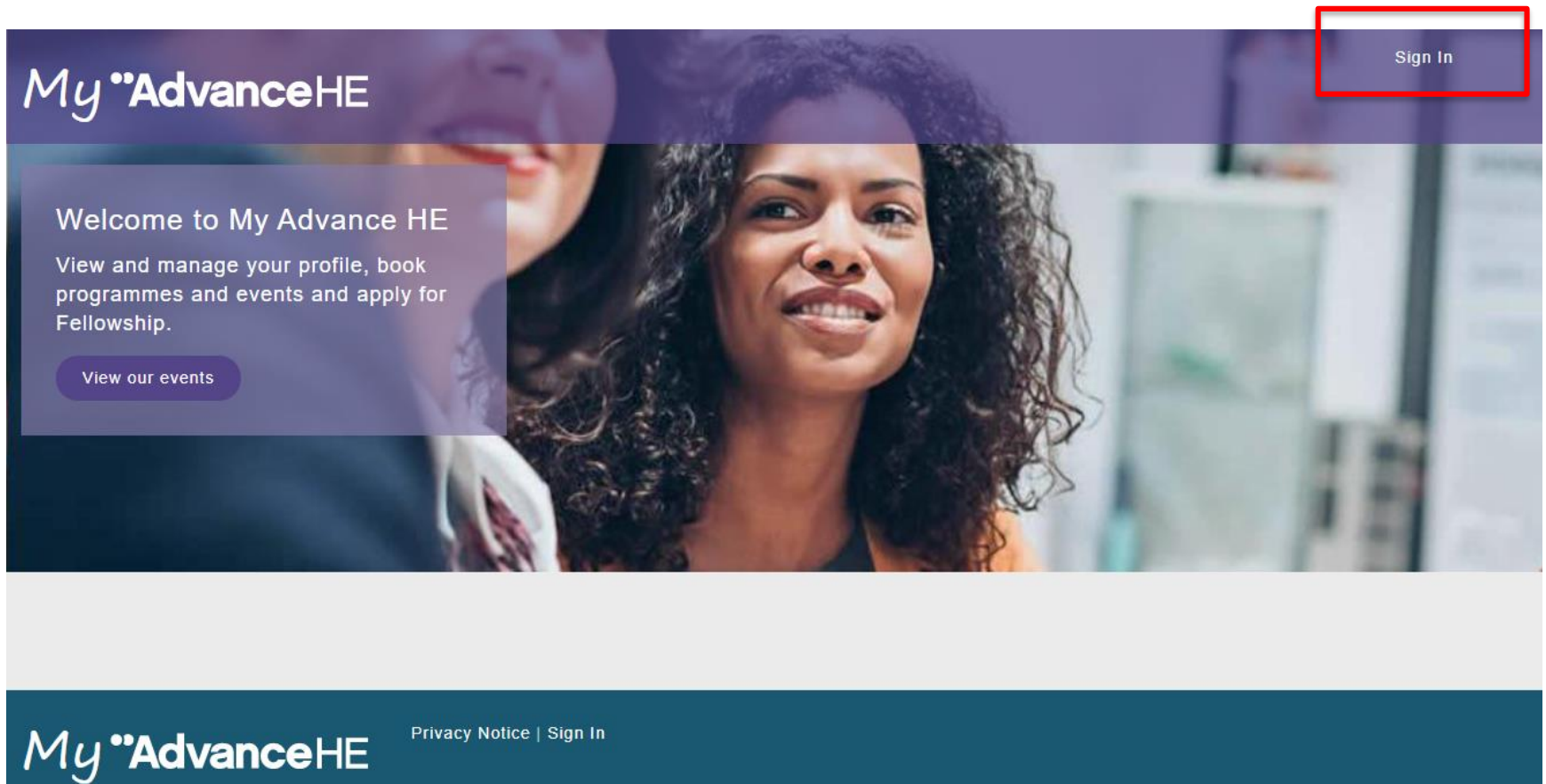


Sign up process for My Advance HE

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



2. Click on the Sign up now link either on the blue text or from within the beneath the purple Sign in button

My AdvanceHE

If this is your first visit to My Advance HE please [Sign up now](#). If you are a previous My Academy or My LF user you can use the email address associated with your old account to 'Sign up now' and activate your My Advance HE account.

If you already have a My Advance HE account please sign in.

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

Need help to sign in? Please email mysupport@advance-he.ac.uk or visit our [support](#) page.

3. Enter your email address and click Send verification code

< Cancel

My AdvanceHE

To sign up please enter your email address and click the Send verification code button. Then enter the code from the email you receive from Microsoft on behalf of Advance HE to complete the sign up process.

Email Address

Send verification code

New Password

Confirm New Password

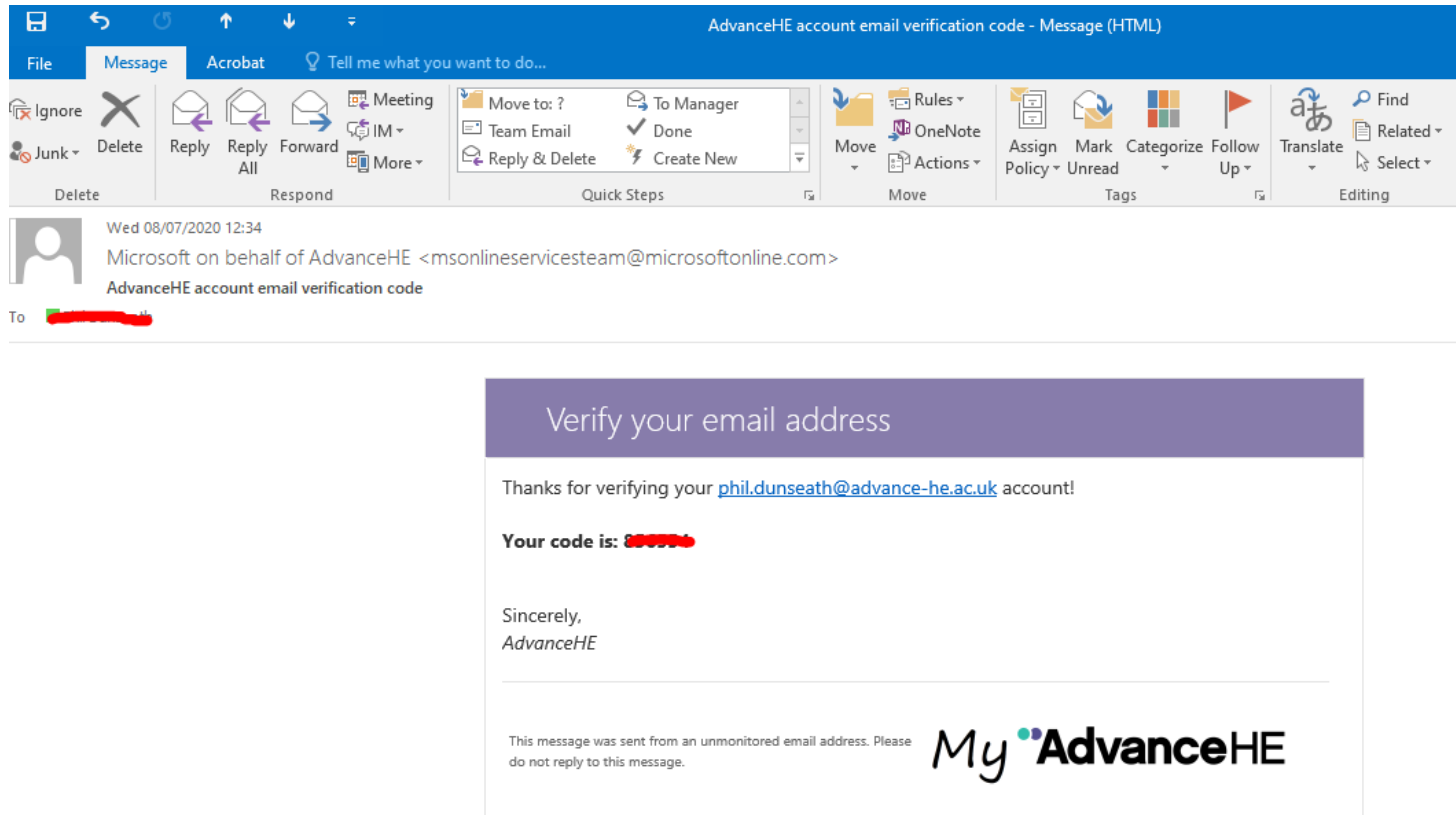
Forename

Surname

Create

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.

< Cancel

My AdvanceHE

To sign up please enter your email address and click the Send verification code button. Then enter the code from the email you receive from Microsoft on behalf of Advance HE to complete the sign up process.

Email address

Verification code

Verify code Send new code

New Password

Confirm New Password

Forename

Surname

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

< Cancel

My AdvanceHE

To sign up please enter your email address and click the Send verification code button. Then enter the code from the email you receive from Microsoft on behalf of Advance HE to complete the sign up process.

Email

New Password

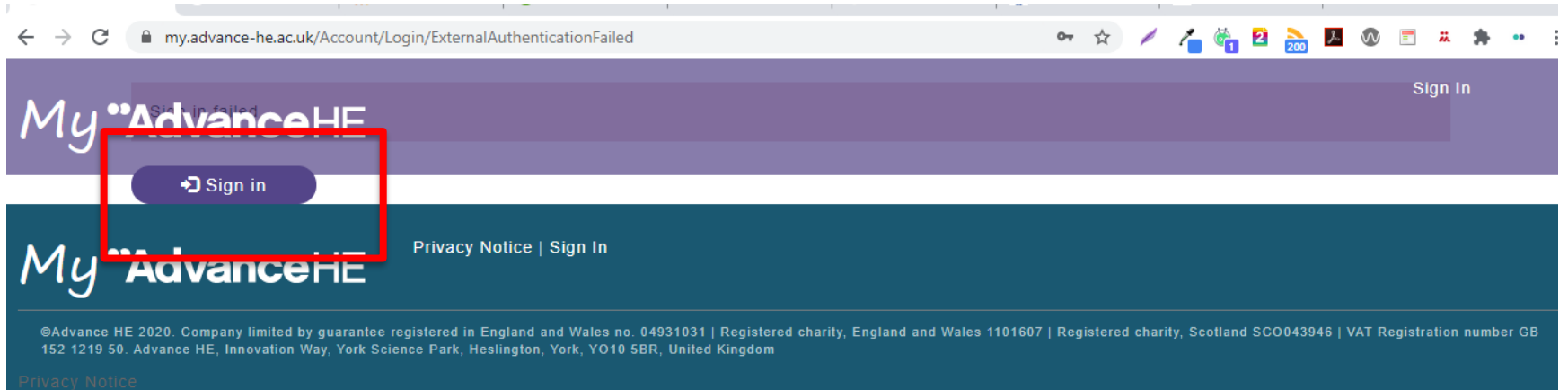
Confirm New Password

Forename

Surname

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.

← → ↻ my.advance-he.ac.uk/Portal/my-profile/ahe-profile-page/ ☆

My AdvanceHE

My Profile Programmes and Events Fellowship Support Institutional Contact Sign out
My Certificates Update Profile Invoices

Profile Details

Need Help?

The **Update Profile** page enables you to check your account and contact information is accurate and up to date including your current employer relationship(s).

You can also update your **Profile Preferences** page to indicate which Themes and Disciplines interest you most in your role in HE and choose to stay up to date with our latest sector news, blogs, key resources and reports and information on our services and upcoming events.

[Update Profile](#) [Profile Preferences](#)

Title

▼

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

You don't have any current employer relationships - you must have at least one current employer relationship to use My Advance HE.

Employer Relationships

Create new employer relationship

Account ↑

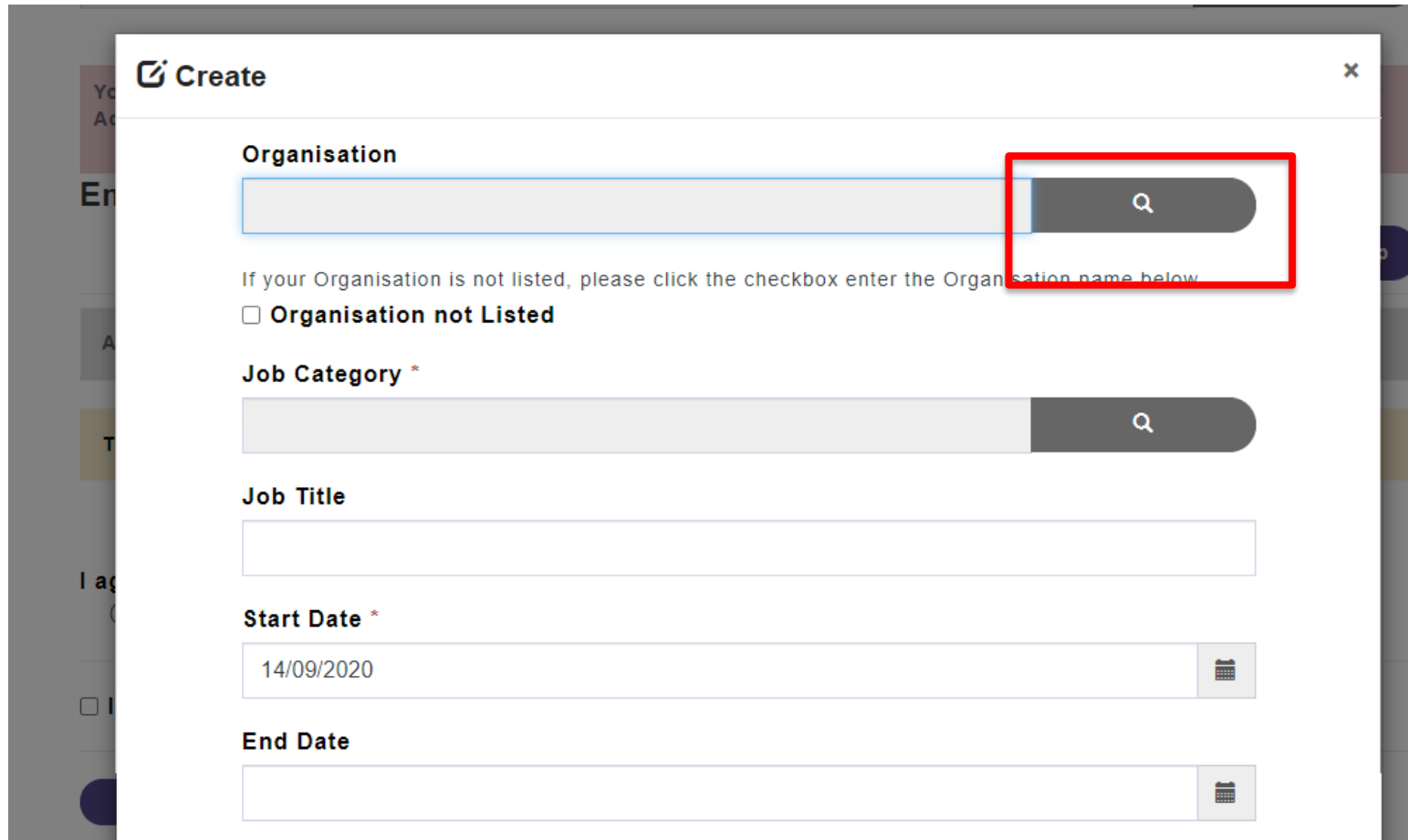
Job Category

Start Date

End Date

There are no records to display.

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

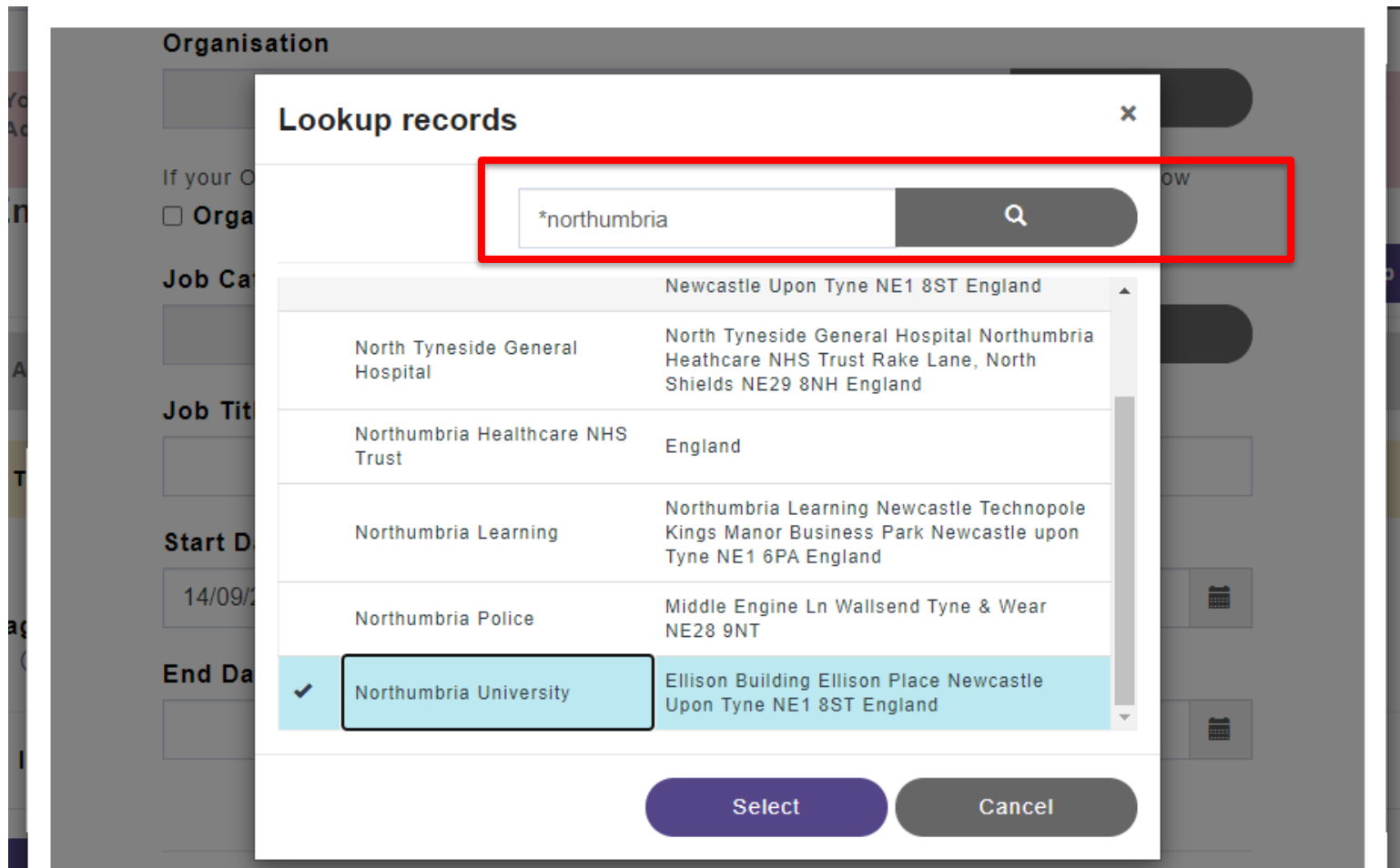


The image shows a 'Create' form with the following fields and elements:

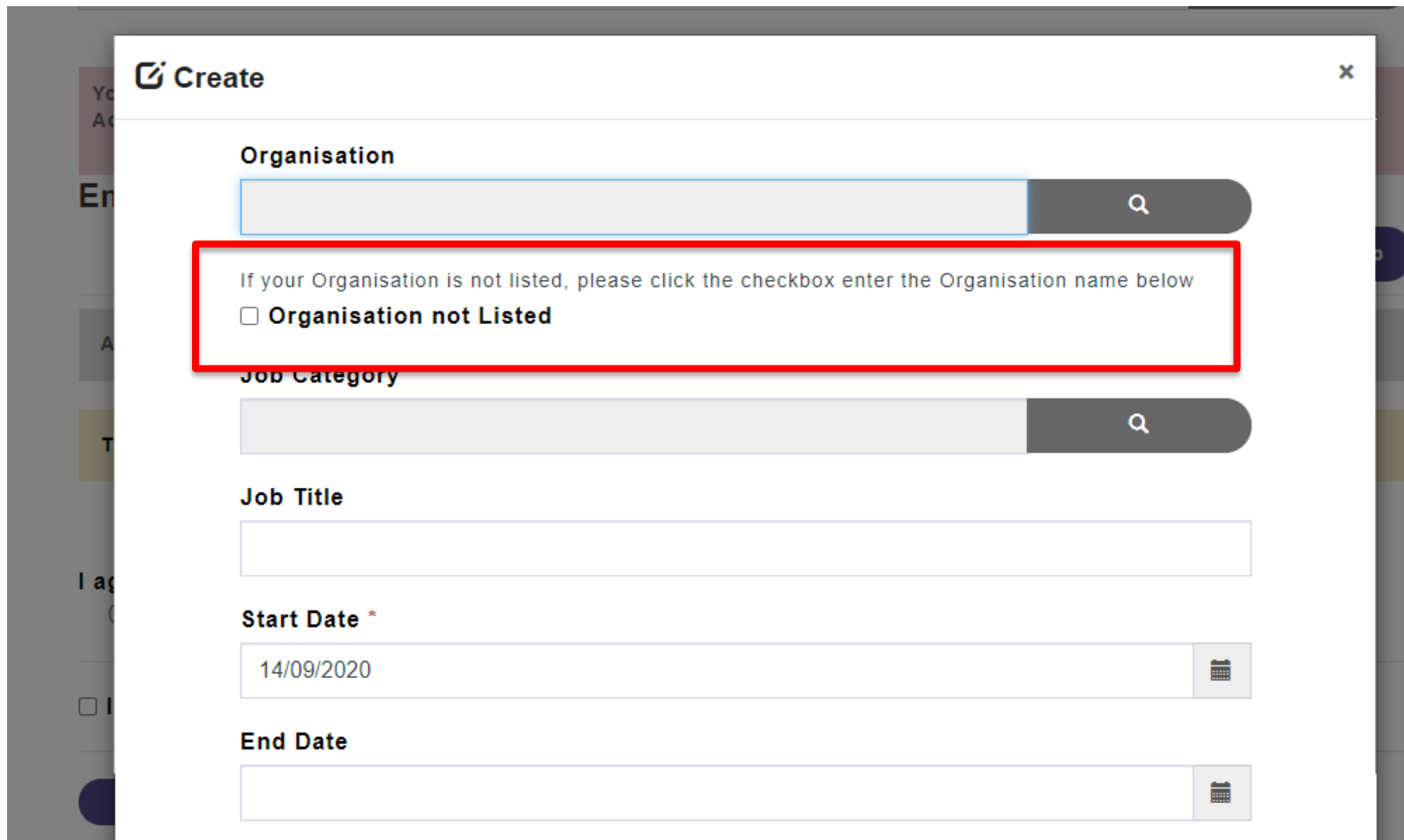
- Organisation:** A text input field with a search icon (magnifying glass) on the right. This search icon is highlighted with a red rectangular box.
- Text:** Below the Organisation field, it says: "If your Organisation is not listed, please click the checkbox enter the Organisation name below."
- Checkbox:** An unchecked checkbox labeled "Organisation not Listed".
- Job Category *:** A text input field with a search icon on the right.
- Job Title:** A text input field.
- Start Date *:** A date input field containing "14/09/2020" and a calendar icon on the right.
- End Date:** A date input field with a calendar icon on the right.

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.



The image shows a 'Create' form with the following fields:

- Organisation**: A search bar with a magnifying glass icon.
- Job Category**: A search bar with a magnifying glass icon.
- Job Title**: A text input field.
- Start Date ***: A date input field containing '14/09/2020' and a calendar icon.
- End Date**: A date input field with a calendar icon.

A red rectangular box highlights the text: "If your Organisation is not listed, please click the checkbox enter the Organisation name below" and the checkbox labeled "Organisation not Listed".

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

Organisation

 ✕ 🔍

If your Organisation is not listed, please click the checkbox enter the Organisation name below

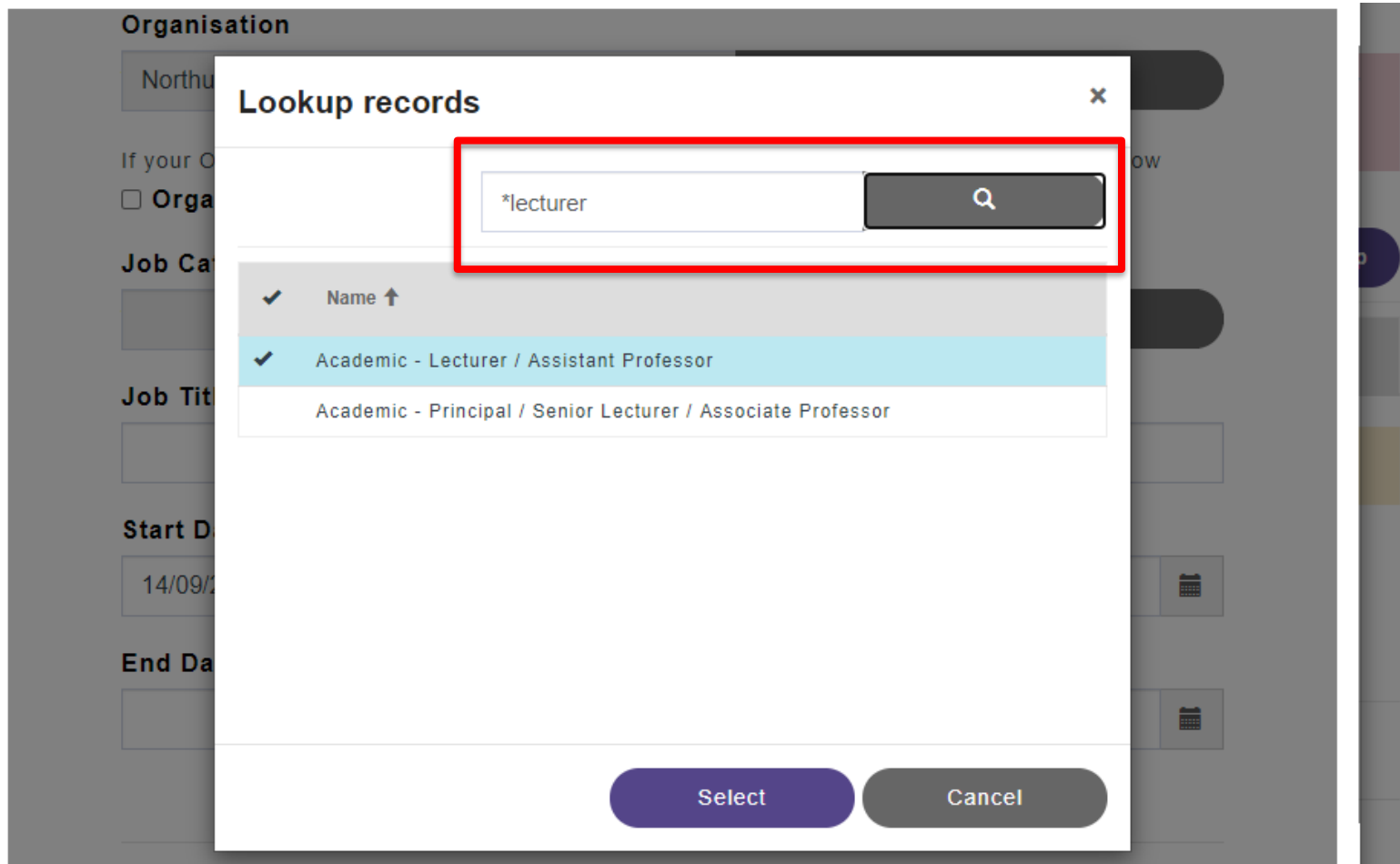
Organisation not Listed

Job Category *

 🔍

Job Title

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.

Northumbria University ✕ 🔍

If your Organisation is not listed, please click the checkbox enter the Organisation name below

Organisation not Listed

Job Category *

Academic - Lecturer / Assistant Professor ✕ 🔍

Job Title

Start Date *

14/09/2020 📅

End Date

📅


Submit

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

You don't have any current employer relationships - you must have at least one current employer relationship to use My Advance HE.

Employer Relationships

Create new employer relationship

| Account ↑ | Job Category | Start Date | End Date |
|------------------------|---|------------|---|
| Northumbria University | Academic - Lecturer / Assistant Professor | 14/09/2020 |  |

I agree to Advance HE keeping me updated by email

Allow Do Not Allow

I have read and agree to the My Advance HE Portal [Privacy Notice](#)

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.

The screenshot shows the 'My AdvanceHE' portal interface. The top navigation bar includes links for 'My Profile', 'Programmes and Events', 'Fellowship', 'Support', 'Institutional Contact', 'Sign out', 'My Certificates', 'Update Profile', and 'Invoices'. The main heading is 'Profile Details'. A vertical 'Need Help?' button is on the left. The main content area contains two paragraphs of text explaining the 'Update Profile' and 'Profile Preferences' options. Below the text are two buttons: 'Update Profile' and 'Profile Preferences', with the latter highlighted by a red box. At the bottom, a green confirmation message states 'Your profile has been updated.'

My AdvanceHE My Profile Programmes and Events Fellowship Support Institutional Contact Sign out
My Certificates Update Profile Invoices

Profile Details

Need Help?

The **Update Profile** page enables you to check your account and contact information is accurate and up to date including your current employer relationship(s).

You can also update your **Profile Preferences** page to indicate which Themes and Disciplines interest you most in your role in HE and choose to stay up to date with our latest sector news, blogs, key resources and reports and information on our services and upcoming events.

[Update Profile](#) [Profile Preferences](#)

Your profile has been updated.

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.

My AdvanceHE

My Profile Programmes and Events Fellowship Support Institutional Contact Sign out

Profile - Preferences

Need Help?

The Profile Preferences page enables you to indicate which Themes and Disciplines interest you most in your role in HE. You can also choose to stay up to date with our latest sector news, blogs, key resources and reports and information on our services and upcoming events.

Update Profile **Profile Preferences**

We want to ensure you hear about the subjects that are most relevant to your role in HE. You can choose how you hear from us and can also select one or more themes and disciplines that are of interest to you from the lists below.

Keep up-to-date with the latest from Advance HE

Let us do the hard work for you and keep you updated with services such as: the latest news, reports and research from around the sector, information on Advance HE services and awards that can support you in your role.

Themes

Select one or more theme interests

Add

Name ↓

There are no records to display.

Disciplines

Select one or more discipline interests

Add

Name ↓

There are no records to display.

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.

The image shows a screenshot of the My Advance HE user interface. On the left, a vertical sidebar contains a purple button labeled "Need Help?" which is highlighted with a red rectangular box. The sidebar also lists various categories such as "Teaching and Learning", "Leadership and Management", "Governance", "Equality, Diversity and Inclusion", and "Disciplines".

Overlaid on the right side of the screenshot is a modal window titled "Report an issue". The modal contains the following text and form elements:

- A close button (X) in the top right corner.
- Text: "We're here to help"
- Text: "If you are experiencing any issues using My Advance HE, please complete the form below and one of our support team will be in touch to help."
- A horizontal separator line.
- Text: "Please provide a brief summary of your issue"
- A text input field.
- Text: "Which area of My Advance HE are you having difficulty with?"
- A dropdown menu.
- Text: "Please describe the issue you are experiencing"
- A text input field.