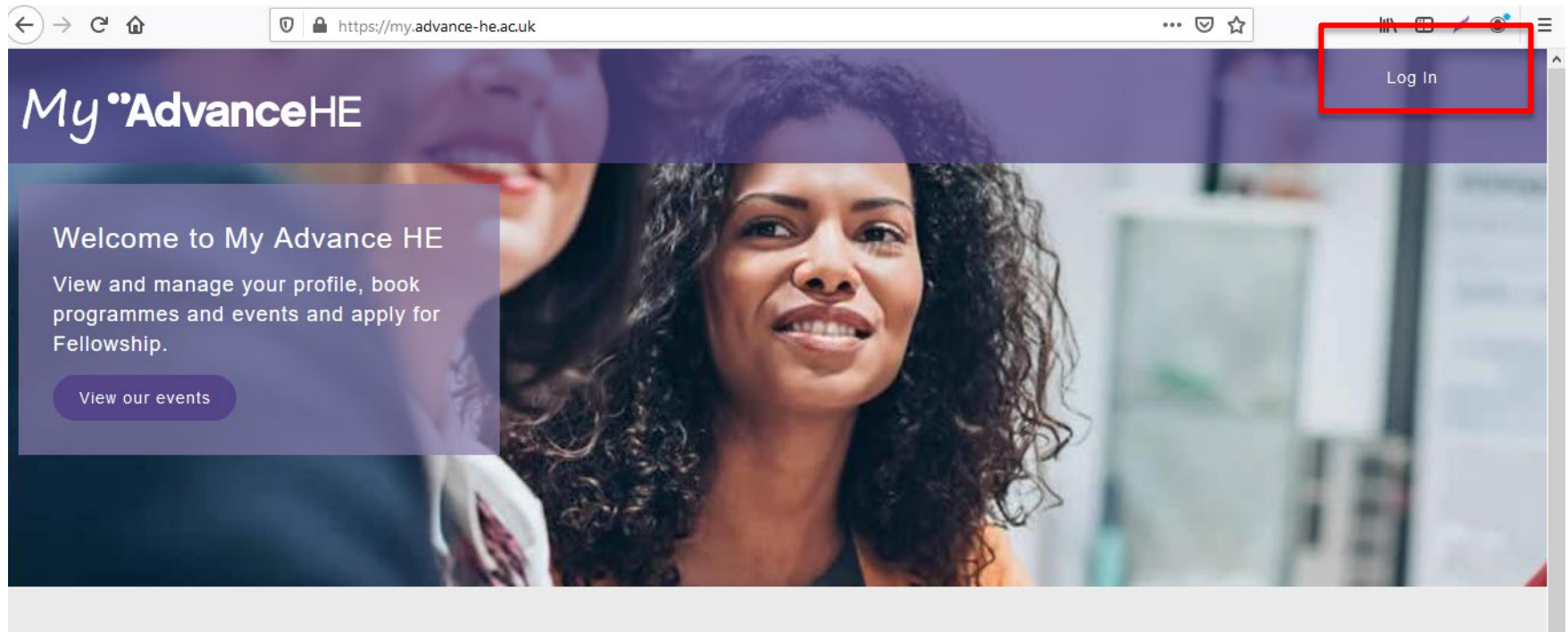


# Sign up process for My Advance HE

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

**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 log in.

phil.dunseath@advance-he.ac.uk

.....

[Forgot your password?](#)

Log in

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

Need help to sign up or log in? Please see our [guidance notes](#), visit our [support page](#) or email [mysupport@advance-he.ac.uk](mailto:mysupport@advance-he.ac.uk)

### 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

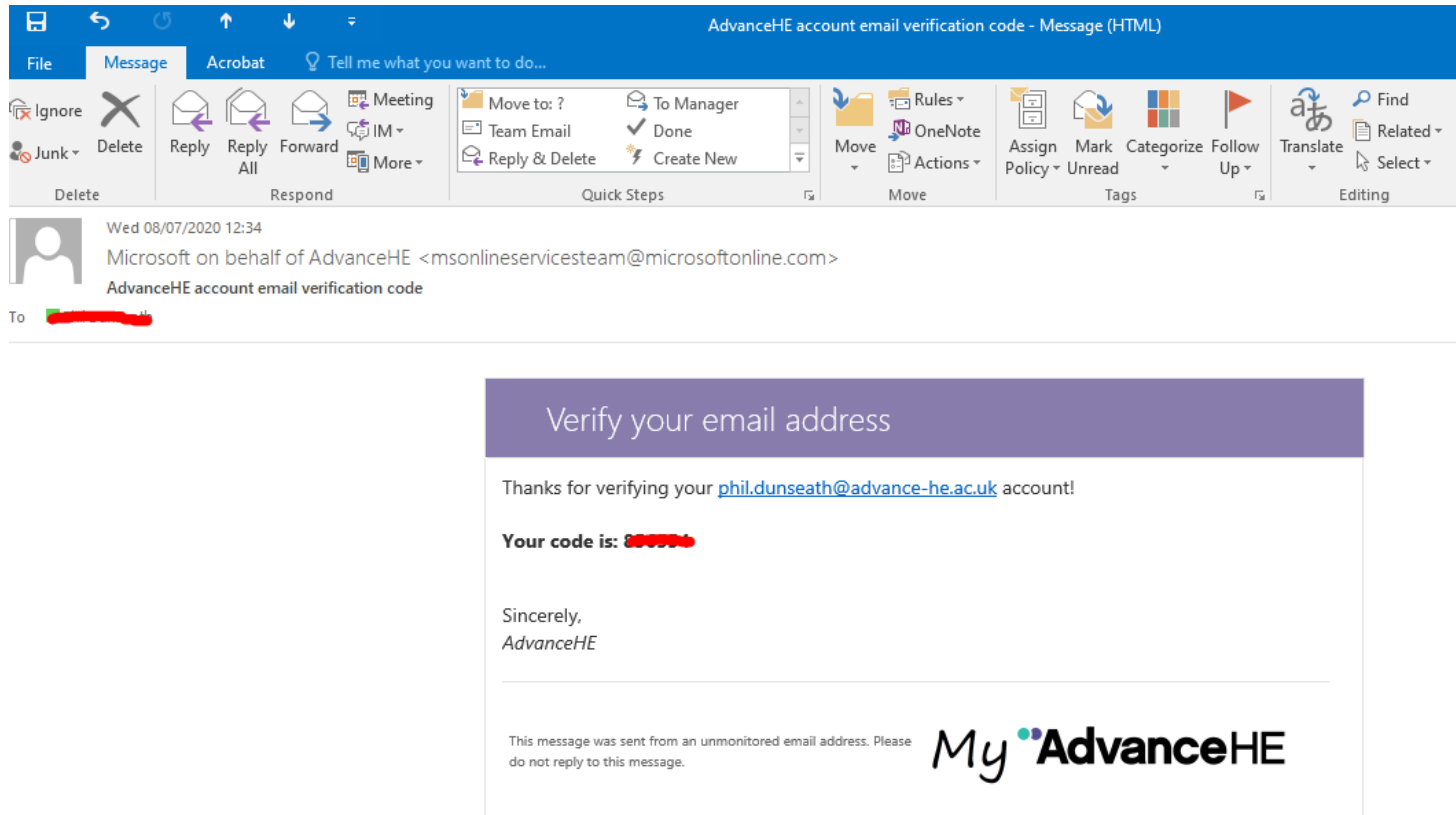
Forename

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](mailto: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

Verification code

Verify code Send new code

New Password

Confirm New Password

Forename

Surname

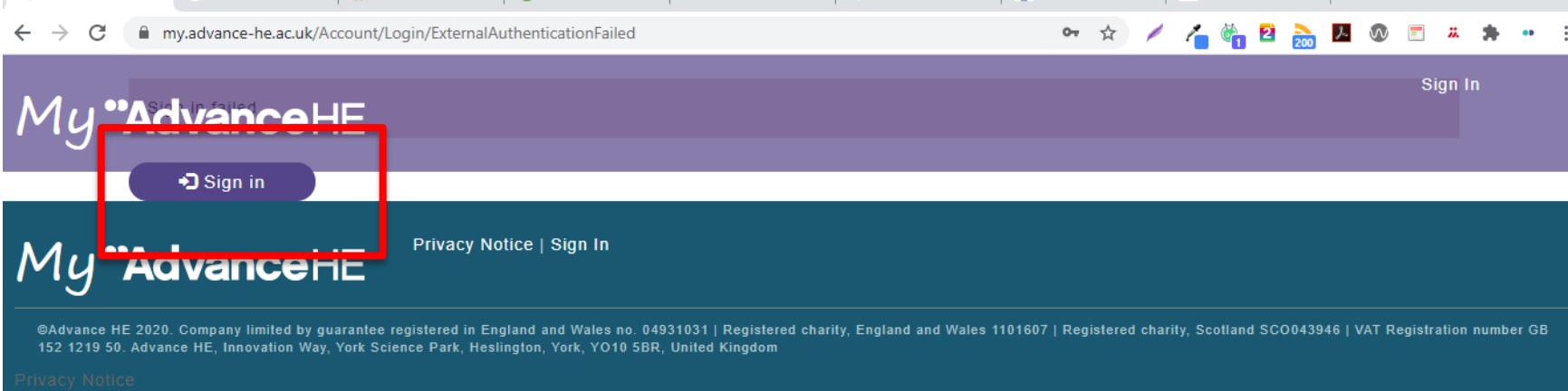
6. Enter a password and confirm the password. Enter a Forename and Surname and click Create

< Cancel

## My AdvanceHE

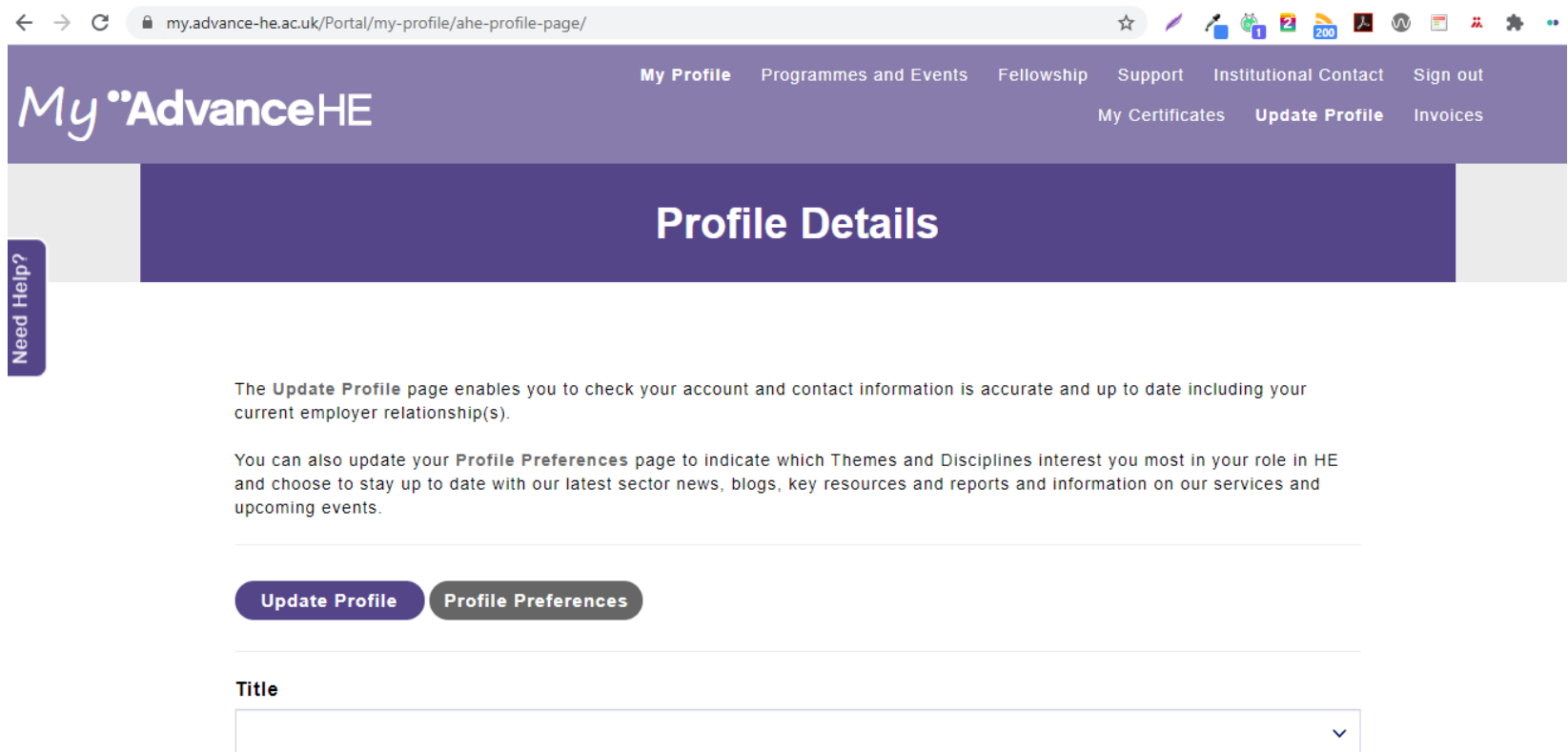
To sign up please enter your email address and click the Send verification code button. Then enter the code from the email you receive from Microsoft on behalf of Advance HE to complete the sign up process.

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.



The screenshot shows a web browser window with the URL [my.advance-he.ac.uk/Portal/my-profile/ahe-profile-page/](https://my.advance-he.ac.uk/Portal/my-profile/ahe-profile-page/). The page features a purple header with the "My AdvanceHE" logo on the left and a navigation menu on the right containing: My Profile, Programmes and Events, Fellowship, Support, Institutional Contact, Sign out, My Certificates, Update Profile, and Invoices. Below the header is a large purple banner with the text "Profile Details". On the left side of the page, there is a vertical button labeled "Need Help?". The main content area contains two paragraphs of text: "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)." and "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." Below the text are two buttons: "Update Profile" (highlighted in purple) and "Profile Preferences" (in grey). At the bottom, there is a "Title" label above a dropdown menu.



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 ↑

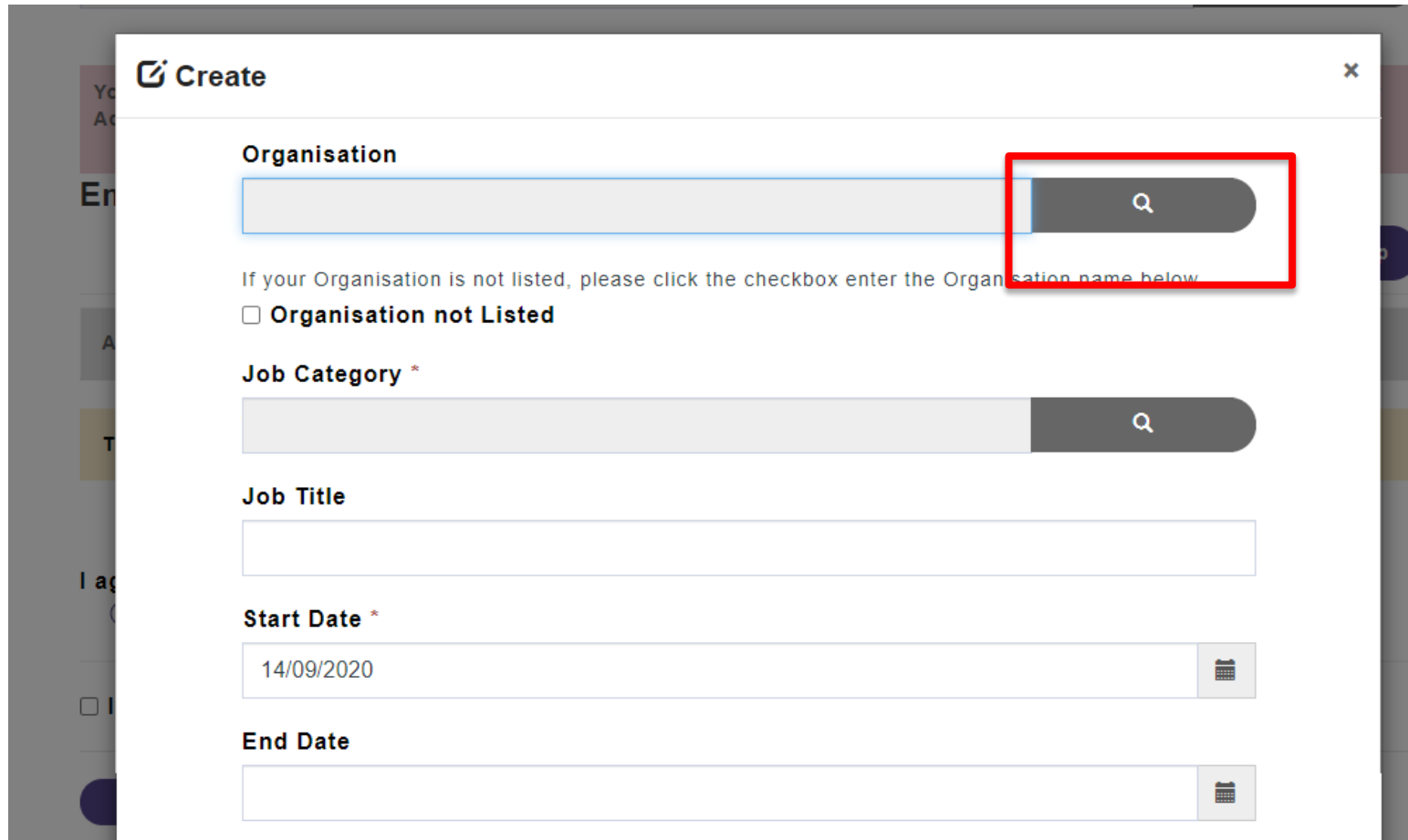
Job Category

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 options:

- Organisation**: A text input field with a search icon (spy glass) on the right, highlighted with a red box.
- Search Instruction**: Text below the Organisation field: "If your Organisation is not listed, please click the checkbox enter the Organisation name below."
- 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.

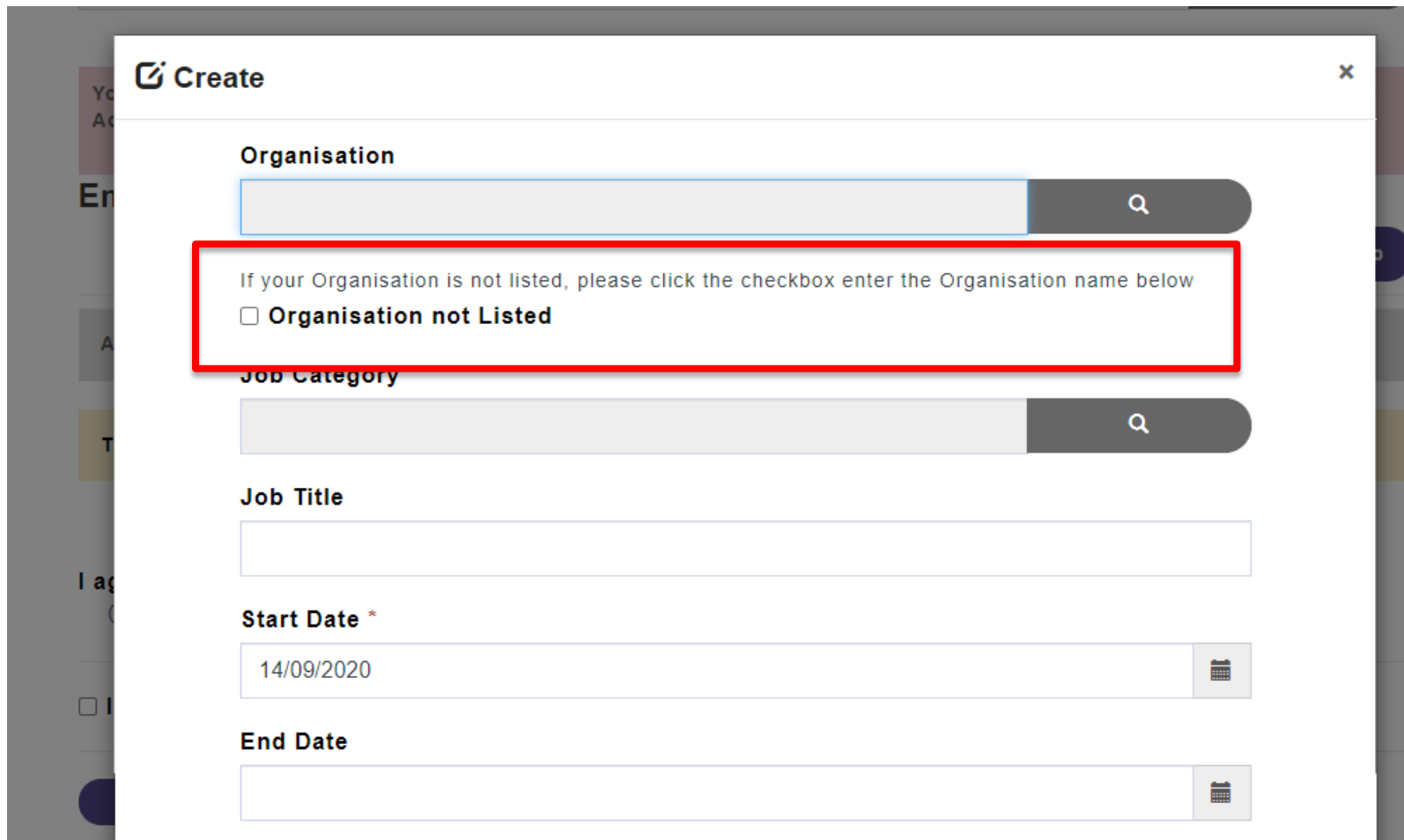
11. Enter your institution, organisation or company name and click on the spy glass search icon.

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

The screenshot shows a 'Lookup records' dialog box with a search input field containing '\*northumbria' and a search icon. Below the search field is a list of search results. The first result is 'Northumbria University' with a checkmark in a blue box, indicating it is selected. Other results include 'North Tyneside General Hospital', 'Northumbria Healthcare NHS Trust', 'Northumbria Learning', and 'Northumbria Police'. At the bottom of the dialog are 'Select' and 'Cancel' buttons.

Organisation	Address
Northumbria University	Ellison Building Ellison Place Newcastle Upon Tyne NE1 8ST England
North Tyneside General Hospital	North Tyneside General Hospital Northumbria Healthcare NHS Trust Rake Lane, North Shields NE29 8NH England
Northumbria Healthcare NHS Trust	England
Northumbria Learning	Northumbria Learning Newcastle Technopole Kings Manor Business Park Newcastle upon Tyne NE1 6PA England
Northumbria Police	Middle Engine Ln Wallsend Tyne & Wear NE28 9NT

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 following text and checkbox:

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

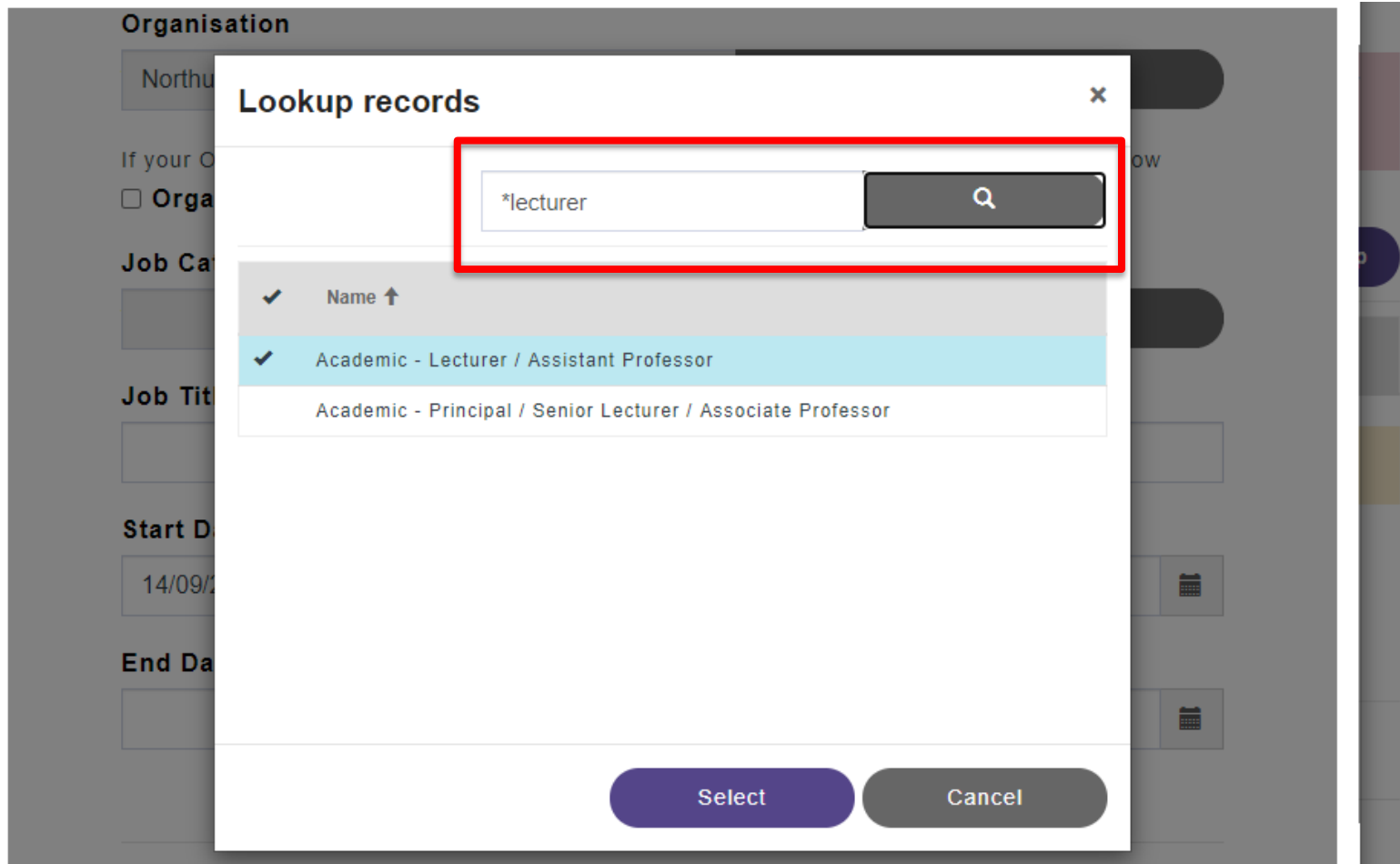
**Organisation not Listed**

### 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**

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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. At the top, there is a navigation bar with links for 'My Profile', 'Programmes and Events', 'Fellowship', 'Support', 'Institutional Contact', 'Sign out', 'My Certificates', 'Update Profile', and 'Invoices'. Below this is a dark purple header with the text 'Profile Details'. On the left side, there is a vertical button labeled 'Need Help?'. The main content area contains two paragraphs of text. The first paragraph states: '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)'. The second paragraph states: '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.' Below the text, there are two buttons: 'Update Profile' and 'Profile Preferences'. The 'Profile Preferences' button is highlighted with a red rectangular border. At the bottom of the page, there is a green notification bar that says '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 screen 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.

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.

The screenshot shows the Advance HE website home page. At the top right, there is a 'Login' button with a user icon, highlighted by a red box. A large red arrow points from this button down to the 'Log in to My Advance HE' button in the bottom navigation bar. The page features a main banner for 'Transforming Governance for a new normal' with a 'Find out more' button. Below this is a section for 'Log in to your account' and a notice about 'Important changes to our customer portals'. The bottom navigation bar contains three buttons: 'Log in to My Advance HE' (highlighted with a red box), 'Log in to Connect', and 'Log in to myVLE'.