Registering to use the Accent Course Manager System

What is Accent?

Accent is a course management and booking system. It has been used by Health Education England for many years to coordinate bookings onto a range of HEE events.

The HEE KLS team has arranged to use the system to manage course bookings onto knowledge and library staff training and development offers provided through the Knowledge for Healthcare Learning Academy. Accent will replace a web-based bookings system used in the north of England, and a process used in London and the South.

Why would I register to use it?

During 2022 the HEE Knowledge and Library Services Team will be transitioning to use Accent for all course booking relating to our learning and development offers.
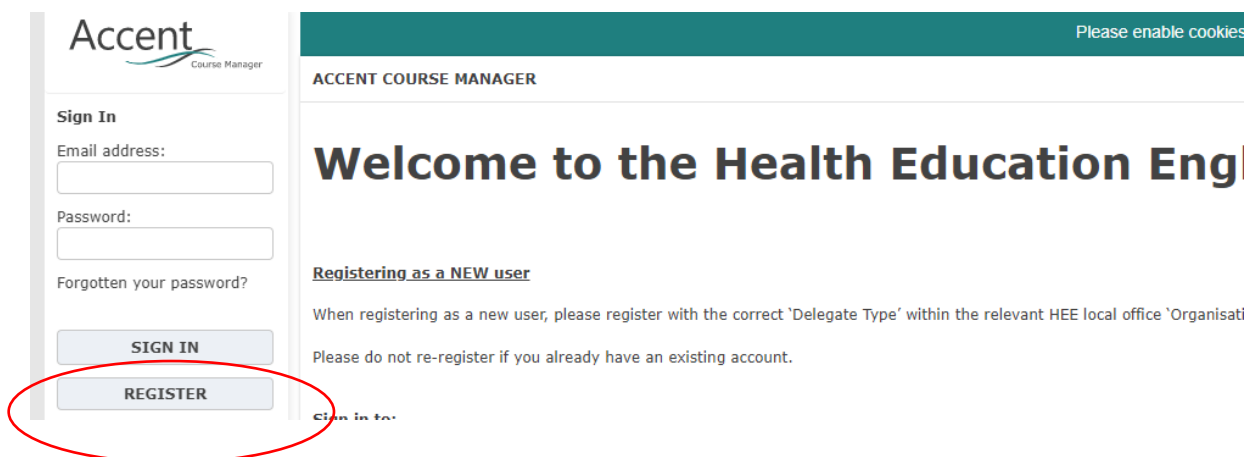
All knowledge and library staff will need to register for an account on Accent to book onto these events. We would recommend that all team members register individually as managers will not be able to book their staff onto events through this system.

In addition to booking onto events, the system will record the training you have undertaken which may be useful for the appraisal / professional development review / professional registration and revalidation process. You will also be able to access certificates of attendance for the events you have attended.

How do I register?

To register

1) go to https://accent.hicom.co.uk/CourseManager/Live/HEE/Web/

2) Click on "Register" in the column on the left

3) Add your email address to the email address field and confirm
4) Create a password (which should include a combination of letters and numbers) and confirm

REGISTER

Thank you for choosing to register. Please enter all your personal details and click SUBMIT below.

Please note that we will communicate with you via the email address you provide on your record. You should therefore provide a secure and individual email address which you check regularly.

* Mandatory fields are shown in bold

Email address:		**Password:**	
Confirm email address:		**Confirm password:**	
Organisation:	⌄	Job title:	

5) In the organisation field choose **"Knowledge and Library Service"**

DO NOT CHOOSE THE REGION OPTIONS - this will prevent you booking on KLS events

Organisation: ⌄

Delegate type:
- Knowledge and Library Service
- London and Kent, Surrey and Sussex
- Midlands and East
- North East and North Cumbria
- North West and South Cumbria
- Thames Valley
- Wessex

Knowledge and Library Service

Employment Sector

Title:

[Please note: it is important that you **do not** choose the region you belong to rather than "Knowledge and Library Service" – this would prevent you having access to the development opportunities added for our knowledge and library teams]

6) In the delegate type field please choose, from the three delegate types, the description which most closely matches your role. Do not worry that the type may not exactly match your role. This fields is used to loosely monitor the roles of colleague accessing the learning opportunities.
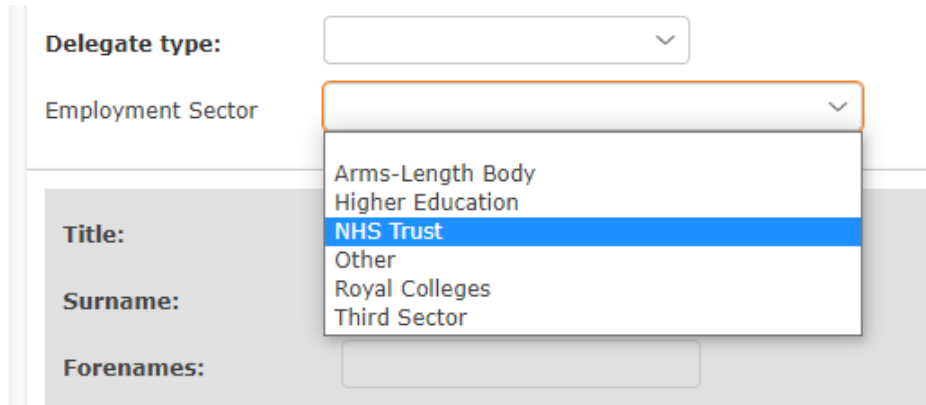
Organisation: ꞏꞏꞏꞏꞏꞏꞏꞏꞏꞏꞏꞏ ⌄

Delegate type: ⌄

Employment Sector
- Knowledge and Library Specialist: Librarian
- Knowledge and Library Specialist: Manager
- Knowledge and Library Specialist: Paraprofessional
- Other

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Title: ⌄

7) In "Employment Sector" please choose the type of organisation you are employed by.
   In most cases this is likely to be "NHS Trust"

Delegate type:

Employment Sector

Arms-Length Body
Higher Education
NHS Trust
Other
Royal Colleges
Third Sector

Title:

Surname:

Forenames:

8) Once the above fields have been completed you will be provided with further fields to complete as below:

   i)   Job Role – enter your job title

   ii)   Title

   iii)   Surname

   iv)   Forename

   v)   Telephone (we request this so that we can contact you at short notice in case of any problems with the course on which you have registered)

   vi)   Registration Number – **please ignore this field – you do not need to complete**

   vii)   Trust Name

   viii)   Band – these are NHS bands – Non-NHS please choose the one which most closely matches your salary or leave blank

9) Please tick to confirm acceptance of terms and conditions (you can read these following the "Terms and Conditions" link at the foot of the screen)

   ☐ Please confirm you agree to the Terms of Registration by ticking this box Terms and Conditions
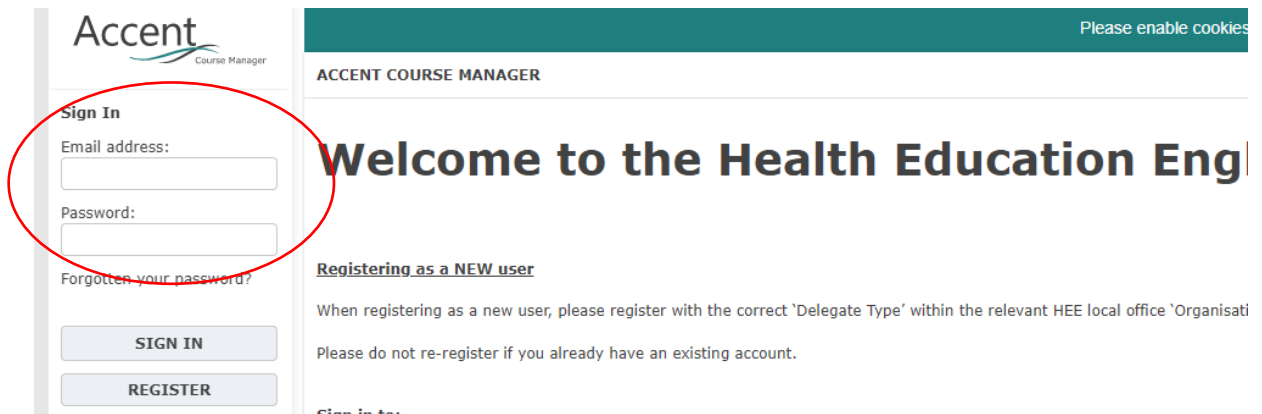
10) Finally Click "Submit"

   Cancel   Submit   You should receive a confirmation message confirming success

Booking on an Event

You can only book on an event once you have registered to use the Accent system (see above). Once registered you may follow the process below.

1) Go to https://accent.hicom.co.uk/CourseManager/Live/HEE/Web/

2) Sign in with your login details

Accent Course Manager

ACCENT COURSE MANAGER

Sign In

Email address:

Password:

Forgotten your password?

SIGN IN

REGISTER

Please enable cookies
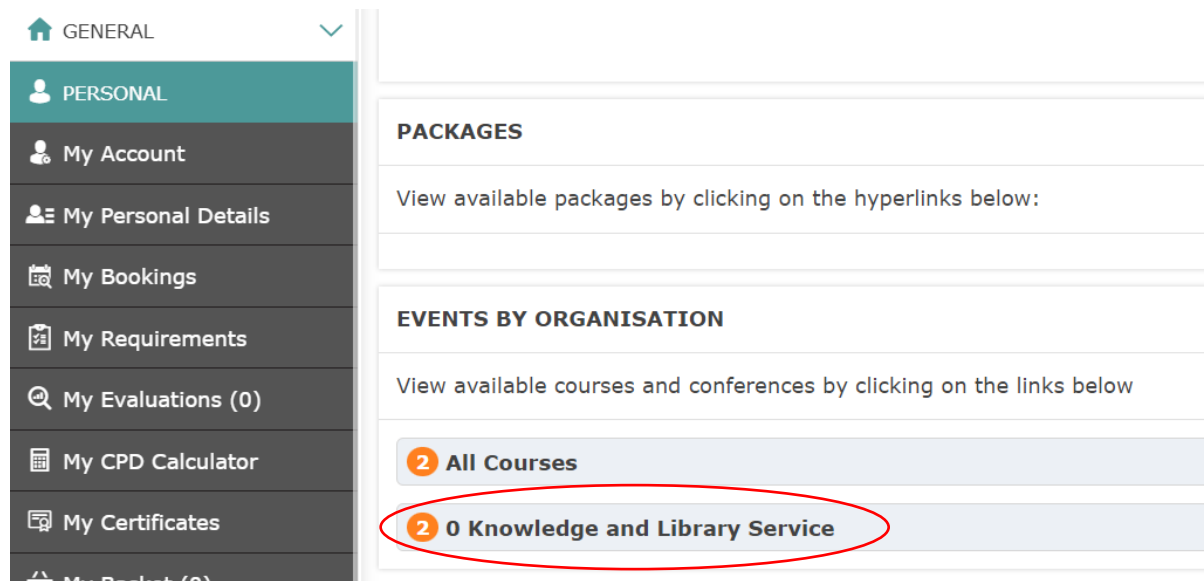
Welcome to the Health Education Engl

Registering as a NEW user

When registering as a new user, please register with the correct 'Delegate Type' within the relevant HEE local office 'Organisati

Please do not re-register if you already have an existing account.

Sign in to:

3) Under "Events by Organisation" click on "Knowledge and Library Service"
4) At the bottom of the page the available courses will be listed

GENERAL

PERSONAL

My Account

My Personal Details

My Bookings

My Requirements

My Evaluations (0)

My CPD Calculator

My Certificates

My Basket (0)

PACKAGES

View available packages by clicking on the hyperlinks below:

EVENTS BY ORGANISATION

View available courses and conferences by clicking on the links below

2 All Courses

2 0 Knowledge and Library Service

5) At the bottom of the page the available courses will be listed
   Click on the name of the course you are interested in for more information

SEARCH RESULTS   ⌄

[Local events (2)]   [Shared events (0)]

Local events for Knowledge and Library Service

Course/Conference	Start date/time	End date/time	Venue	Total Places	Available Places	Organisation
Hourly Rate Calculator Costing Session	09 Dec 22 10:00	09 Dec 22 11:00		12	11 Places Available	Knowledge and Library Service
Essential Skills for Knowledge Mobilisation	21 Dec 22 12:00	21 Dec 22 14:00		100	100 Places Available	Knowledge and Library Service

Please be patient if the page takes a few moments to load

6) The details of the course are shown including the target audience

7) To book on the event scroll down to the bottom of the page and click "Book Now" - the button to the right of the screen (as above)

8) Booking options should now appear at the foot of the screen.

   Scroll down to view the details

   This page confirms the cost of the event (KLS events are zero cost to delegates)

   Tick to confirm the terms and conditions
   Click "Book" to confirm the booking

9) Your booking will be confirmed
   There is the option of downloading a confirmation PDF

BOOKING CONFIRMATION   ← BACK   ⌄

Thank you for booking via the Accent Course Manager. Please see your booking details below. A Booking Confirmation will also be sent to you via email.

If you have any queries about this booking, please **Contact Us**.

📄 **Download PDF**

ESSENTIAL SKILLS FOR KNOWLEDGE MOBILISATION (21 DECEMBER 2022)

Booking reference: 9065563   Event fee (£): 0.00

Booking date: 16 Aug 22   Total cost (£): 0.00

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10) Please reserve the date in your calendar
    You will receive further details from the HEE team nearer the time

    If you find yourself unable to attend for any reason please let the HEE Team know as soon as possible so that your place can be offered to another delegate kfh.england@hee.nhs.uk