

How to apply for NHS Education for Scotland courses:

Step 1: Find the portal

Go to: <https://www.portal.scot.nhs.uk/>

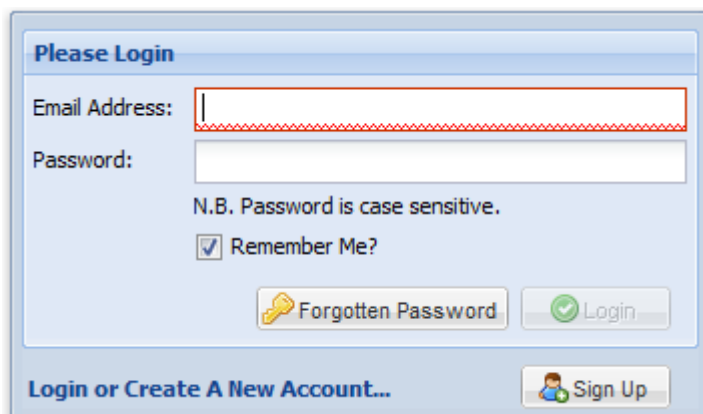
This link will be on the flyer and email we send out for all courses. If it does not work by clicking on it paste it in to your browser (the address bar at the top of your screen)

Or alternatively search: **NES Portal**

The portal is accessible to everyone not just NHS staff

Step 2: Register/Sign in

If you do not already have a portal account you will need to create an account using the **Sign Up** button. If you do have an account put in the email address and password you used to create your account and log in.





Please Login


Email Address:

Password:

N.B. Password is case sensitive.

Remember Me?

 Forgotten Password  Login

[Login or Create A New Account...](#)  Sign Up

Step 3: Set Up Your Account

The screenshot shows a 'Create Account' form with the following sections:

- Personal & Contact Details:** Includes fields for Title, First Name, Last Name, Email Address, Confirm Email, Postcode, Mobile Phone, Address Line 1, Address Line 2, City, and County. There are also buttons for 'Address Lookup' and 'Non UK Resident? Click Here'.
- Your Account Category:** Contains three sub-sections:
 - 1. Primary Organisation/Place of Study:** A dropdown menu with a search filter 'Type to filter e.g. 'Borders'...'.
 - 2. Select An Account Role:** A dropdown menu.
 - 3. Registration Verification:** A field for 'Enter reg no...' and a 'Verify' button.
- Account Credentials:** A warning message: 'Your password must be at least 8 characters & contain at least one special (e.g. @, !, or \$) character, e.g. "myPassword@123"'. It includes fields for 'Password:' and 'Confirm Password:'.

At the bottom of the form, there are four buttons: 'Subscribe', 'Video Help', 'View Terms & Conditions', and 'Create Account'.

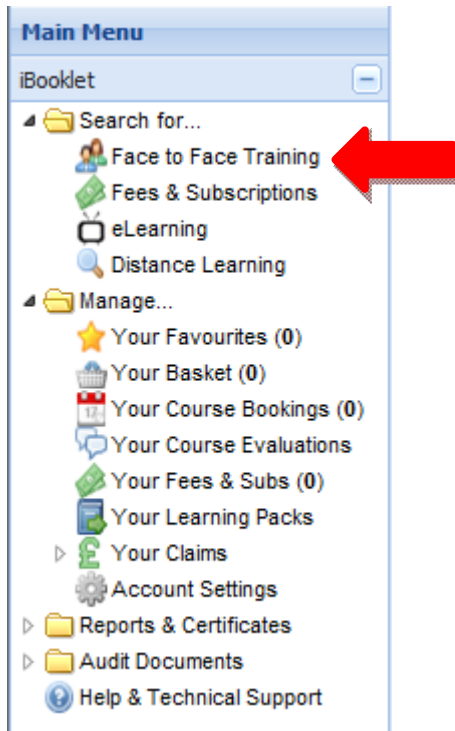
Please fill in all the required information and choose the job title that most closely fits your own. **Example:** If you are a Mental Health Nurse choose the **Mental Health - Nurse** option rather than **Medical - Nurse** as this will limit your search options.

Once you have registered the portal will send you an email to let you know that you have successfully created an account. There will be a link in this email that you will have to click to activate you account.

You will now be able to sign in as per step 2.

Step 4: Finding your course

Once you have signed in you will automatically be taken to the portal dashboard. You will be able to search for all of our courses using the **Face to Face Training** under the **Main menu** on the left hand side of the screen.

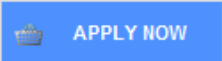



When you click on the face to face training you will be taken to the course catalogue where you can type the course code and hit search.



The screenshot displays the 'Course Catalogue' interface. At the top right, there are links for 'YOUR BASKET' and 'COLOUR KEY'. Below the header, a message states: 'By default we only show you courses you are eligible to attend. If you wish to pay a fee or subscription please go to Fees & Subscriptions.' There are filter buttons for 'Show All', 'YES', 'NO', 'YOUR FAVOURITES', and 'FEES & SUBSCRIPTIONS', along with an 'ADVANCED SEARCH' button. A search bar contains the text 'CBT1' with 'SEARCH' and 'CLEAR' buttons. The search results show a course card for 'An Introduction to Cognitive Behavioural Ther...' with a red star icon, a course code '01-06-06-027238', and a description: 'To increase the psychological awareness of CBT approaches for anxiety disorder in mental health NHS staff throughout Scotland.' The card also displays 'Start Date: 30 Jan 2014 | Start Time: 10:00 | Multi Day Event | Price: £0.00' and three buttons: 'WAITING LIST ONLY', 'APPLY NOW', and 'CONTACT ORGANISER'. A map of Scotland is visible on the right side of the course card.

Step 5: Booking your Course

Once you have picked your course from the search results click the blue . This will put the course in your basket. The portal will take you to your basket where you will need to

click on the  button to provisionally book yourself on the course.

There will be a pop up asking about health board payments click either yes or no it does not matter as all NES courses are free.

The portal will now tell you that your application is pending and you now need to complete the Application Questionnaire please click on the blue **Complete the Application Questionnaire** button.

Applications Pending

You must complete & submit the mandatory pre-course Application for this event by clicking the link below. Only by doing so can our staff validate your suitability for the event, at which time they will confirm your booking. Without this, your booking is not confirmed and you should not assume you have a place.

An Introduction to CBT for Anxiety Disorder 10/03/14 & 14/03/14 Glasgow	Price
01-06-05-027548	£0.00

[Complete Application Questionnaire](#)



Course Sessions

Date:	10/03/2014	3rd Floor
Start Time:	10:00	2 Central Quay
End Time:	16:00	89 Hydepark Street
Total Hours:	6	Glasgow
Verifiable Hours:	0	G3 8BW

Step 6: Complete Your Application

An Introduction to CBT for Anxiety Disorder 10/03/14 & 14/03/14 Glasgow

The Psychological Intervention team is offering a further course of 'An Introduction to CBT for Anxiety Disorder' due to the high demand for places. This course will be facilitated by Eileen Riddoch and will take place at the NES offices, 2 Central Quay, Glasgow on the 10th and 14th March 2014. This course is for qualified mental health staff with experience of working with anxiety disorder but do not have a qualification in psychological therapy.

If you are interested in attending this training please ensure that your local Psychological Therapy Training Co-ordinator (PTTC) agrees that this training is relevant for you. Please also ensure that your Line Manager is in agreement with you attending the course, having time to try out new skills, and deliver psychological interventions to support the delivery of the HEAT target. Your application will not be processed as quickly if these arrangements are not clear.

Please enter your e-mail address:

*** Email**

eliza.brush@nes.scot.nhs.uk

*** Title**

You will be taken to an online application form please fill in all questions and click the blue send button at the end.

Please note:

*That we need you to fill in all questions in the application questionnaire even if this means putting in your email address twice.