

# How to register and book onto an event, using Accent Course Manager

## Registering

1. Go to the Course Manager website for the East Midlands (always use this link – do not use Google): <https://accent.hicom.co.uk/CourseManager/Live/HEEM/Web/>
2. If you have not registered on the system before, you will need to register now. To do so, click on **'Register'** on the left-hand side (highlighted below).
3. Complete the fields requested – any field labelled in **BOLD** is mandatory. The screen shot provided is for GPs, but the same applies for other 'delegate types'.
  - When registering, you must choose a 'Delegate Type'. These options have been determined by HEE – there should be a suitable option for all types of delegates.
  - Before you choose a Delegate Type, firstly click to confirm whether you are a **Clinician** or not. The list of Delegate Types varies depending on whether you say Yes or No to the Clinician question. If you are not sure, check which list best relates to you, then decide.
  - If you later encounter difficulties booking onto a course it may be that the course is not set up for the Delegate Type you selected – if this is the case, contact the Administrator at HEE for the course you are running – please email [ESD.EM@hee.nhs.uk](mailto:ESD.EM@hee.nhs.uk).
4. Please remember to include your dietary requirements. Whatever you record here is retained for all future bookings, so you don't have to tell us again.
5. When you have finished, tick the declaration box at the bottom left corner, and then click **SUBMIT** at the top right corner (these are **not shown** on this screenshot).

**Accent** Course Manager

**Sign in**

Email address:

Password:

[Forgotten your password?](#)

**SIGN IN**

**REGISTER**

**REGISTRATION INSTRUCTIONS**

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

To register, enter your email address and create a password.

You will need to confirm whether you are a Clinician or not. Then choose a Delegate Type from the menu displayed - this will allow you access to the rest of the form.

Please also complete your dietary requirements.

Once you have completed, tick the box in the bottom left of the screen to accept terms, then click **SUBMIT** at the top right of the screen.

**Note: You only need to complete fields that are shown in bold. All other fields are optional, and may not apply to you.**

Email address:

Confirm email address:

Password:

Confirm password:

Job title:

Are you a Clinician?: ☒ Yes ☐ No

Delegate type:

Surname:

Forenames:

Known as (forename):

Sex:

Date of birth:

Telephone:

Address type:

Address 1:

Address 2:

Address 3:

Post town:

County:

Post code:

Training number:

Training start date:

Training completion date:

Grade:

Educational supervisor:

Educational supervisor email:

Registration type:

Registration number:

**SUBMIT**

## Booking onto an Event

1. From the home page, before logging in, or after logging in, go to the 'Events' section.

Accent Course Planner

Sign In

Email address:

Password:

[Forgotten your password?](#)

[SIGN IN](#)

[REGISTER](#)

Unauthorised access to this system is strictly forbidden. Under the Computer Misuse Act 1990 it is a crime to knowingly access this or any other system or modify its contents without permission.

**COURSE BOOKING MANAGEMENT SYSTEM (CBMS)**

Please enable cookies before proceeding with a booking to ensure payments can be processed x

**\*Updated Terms & Conditions and Data Protection information - please read each section - available via the links at the bottom of the screen.\***

Note: When you log in, you will only see events applicable to your delegate type. To see all events, search from the home screen before logging in but note that you will only be able to book onto events that are applicable to your 'delegate type'.

Health Education England (in the East Midlands) works with stakeholders to provide a range of courses and conferences for doctors and other healthcare professionals. We provide a range of high quality programmes, developed, delivered and quality assured by a faculty of course directors. This ensures that the programmes are relevant, accessible and meet the needs of the Health Education England (in the East Midlands) workforce.

All trainees in the region should be registered for use on the system by HEE. Other healthcare professionals who need access to book a place on a course should receive information from the relevant team giving instructions on how to do so.

Courses promoted on this system are not intended for members of the general public, or for trainees outside the East Midlands region unless by invitation.

In the event of a query, please contact [ESD.EH@hee.nhs.uk](mailto:ESD.EH@hee.nhs.uk).

**PACKAGES**

View available packages by clicking on the hyperlinks below:

**EVENTS**

View available courses and conferences by clicking on the links below:

[All Courses](#)

2. Refer to the flyer and put the key words into the white box and click on the search button.

**SEARCH** [BACK](#)

All available events are displayed in the list below. Browse the full list, search for a course or conference by name or use the filters to tailor the list to show the events which are of interest to you.

Course/Conference:

Category:

Delegate type:

Start date from:  to:

Keyword:

Grade:

Band:

Location:

Town/City:

Target Audience:

[Q Search](#) [X Clear](#)

**SEARCH RESULTS**

| Course/Conference | Start date/time | End date/time   | Venue                   | Total Places       | Available Places   |
|-------------------|-----------------|-----------------|-------------------------|--------------------|--------------------|
| HicomCourse dee02 | 12 Aug 20 09:00 | 12 Aug 20 16:00 | A-Dec                   | Info not available | Info not available |
| Course 3e492      | 21 Aug 20 09:00 | 21 Aug 20 16:00 | HEE Offices (Leicester) | Info not available | Info not available |

3. Notice that in this example, 'Public Health', the search displays all events with the key word in the title. The search will display the dates, venues, and places available on these specific events. Click on an event for more details.

[Q Search](#) [X Clear](#)

**SEARCH RESULTS**

| Course/Conference  | Start date/time | End date/time   | Venue                               | Total Places | Available Places                           |
|--|-----------------|-----------------|-------------------------------------|--------------|--|
| Public Health - Train the trainer 2020 for Public Health | 15 Sep 20 09:00 | 15 Sep 20 16:30 | Lincolnshire County Council Offices | 30           | No Places available for your delegate type |
| Public Health - Train the trainer 2020 for Public Health | 24 Nov 20 09:00 | 24 Nov 20 16:30 | Rufford Suite, County Hall          | 30           | No Places available for your delegate type |

4. Click on the event and book a place. You will be directed to a booking confirmation page and will also receive an email confirming your booking (where payment is applicable you will receive a confirmation email for this too).

**COURSE DETAILS**

**EVENT DETAILS**

Total Places: 30

Available Places: 16 Places Available

[Date\(s\)](#) [Target Audience](#) [Requirements](#) [Documents](#) [Book Now](#)

**EVENT COSTS**

Standard Event Fee(s)

| Consultant | £0.00 |
|------------|-------|
|            |       |