

# Getting Started with *Advance 365*

Advance 365 is the Avanta/TNG/InBiz e-learning system. It provides online courses and resources via two separate platforms – one devoted to Staff Only and a Client Centre to support client learning activities. Both platforms can be accessed on the internet 24/7, 365 days a year via [www.advance365.com](http://www.advance365.com)



## THE STAFF PLATFORM

### Registration is Easy!

Registration on Advance 365 should be part of the induction process for ALL new staff. It takes just a few minutes AND ONLY NEEDS TO BE DONE ONCE.

The staff platform has a self-registration system but requires the registrations to be approved (please allow up to 48 hours for approval).

#### STEP 1

Log on to [www.advance365.com](http://www.advance365.com) and click on the link for the 'STAFF platform'.

- The only language available on this platform is English so you will not be able to change this.
- If you need help with the registration process you can click on the 'Flash User Guide' to view a short presentation.

#### STEP 2

Click on 'Registration' to be taken to the registration screen.

- On the registration page please note that the LAST NAME is the first box to fill in. Use your REAL name as you would want it to appear on certificates using a capital first letter as normal.

- The EMAIL used should be a valid Avanta, InBiz or TNG email address. Addresses using systems such as Hotmail cannot be processed for security reasons.
- The TNG OR INBIZ CENTRE should be the name of the TOWN where the centre is located. For example, TNG Enfield or INBIZ Cheshire.
- The USERNAME should be your first initial followed by your last name (i.e. jbloggs) – no spaces and all in lowercase please.
- The PASSWORD can be anything memorable that you choose. It will need to be entered twice.

That's it. Once your courses are set up, the system will send an email confirming your login details and account activation.

**Please remember that login names and passwords are case sensitive.**

### What courses are available?

Material on the site is divided into three groups:

- **Essential Courses** – These are the courses you will see when you first login and should be completed by all staff. Current courses include Health & Safety, Equal Opportunities and Data Protection.
- **Open Courses** – These are courses to which you can 'subscribe' and include various topics to support managers and staff, particularly in areas of soft skills such as communication.
- **Courses for Specialist Groups** – For these courses, staff will be 'enrolled' in controlled groups. Examples of these include Conducting & Invigilating Examinations and Preparing to Teach in the Lifelong Learning Sector.

## LOST PASSWORDS

If you forget your username or password, there is no need to contact the Advance 365 team. By clicking on the 'Lost Password' link, you can be sent an automatic reminder by email.

## Getting Support

As we only have a small team, we regret that we are unable to provide support by telephone. You'll find comprehensive support notes on the site at [www.advance365.com](http://www.advance365.com). To obtain support by email please contact [support@advance365.com](mailto:support@advance365.com)