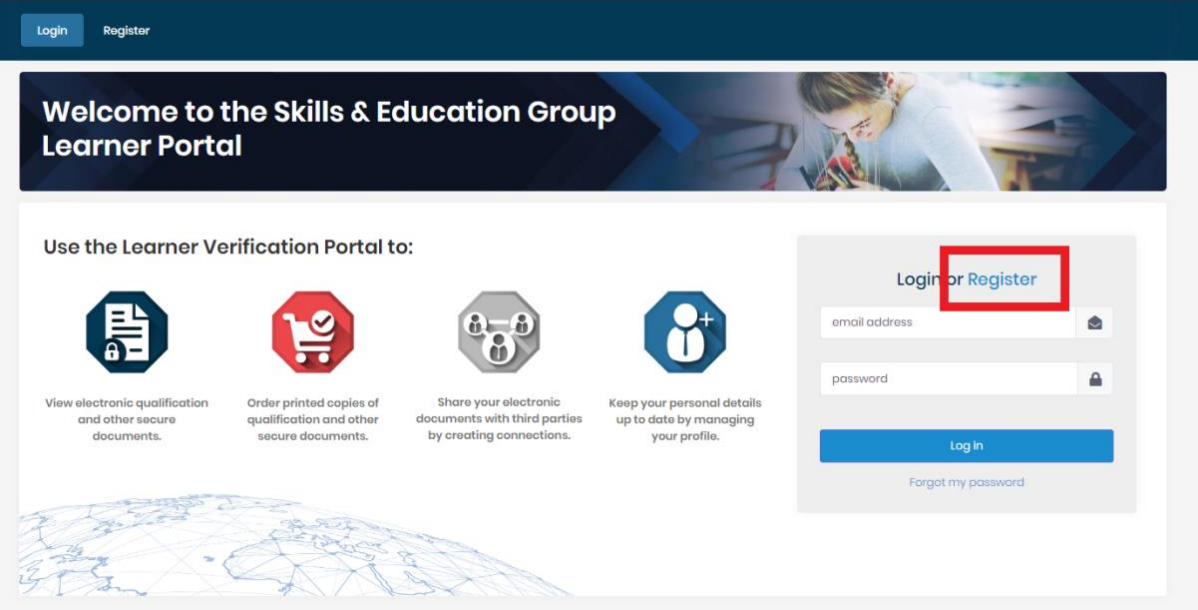
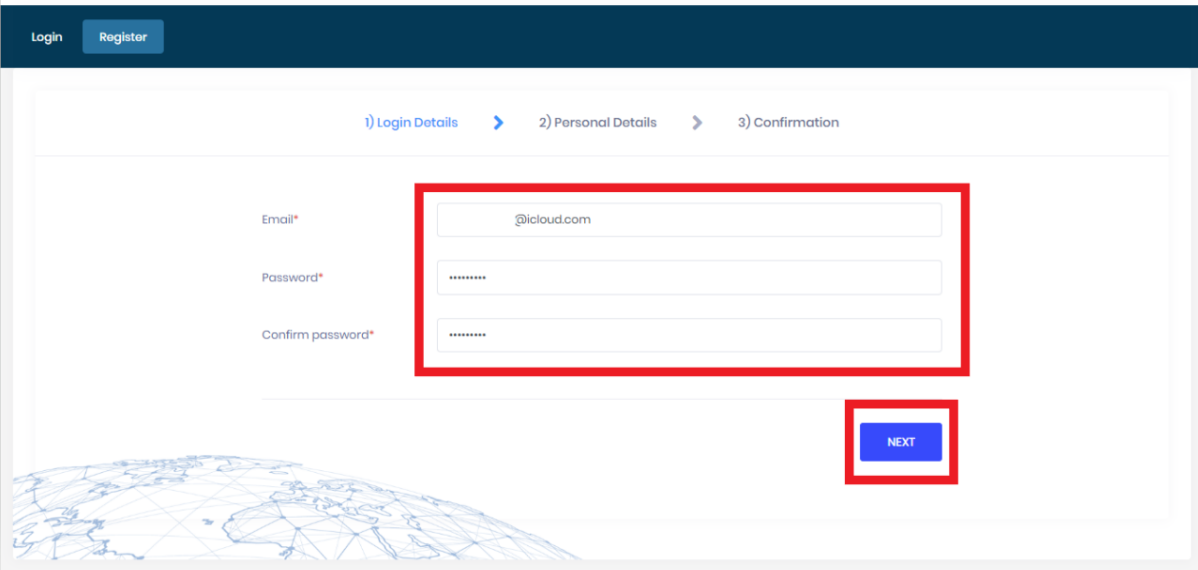


## Register for a Learner Portal Account

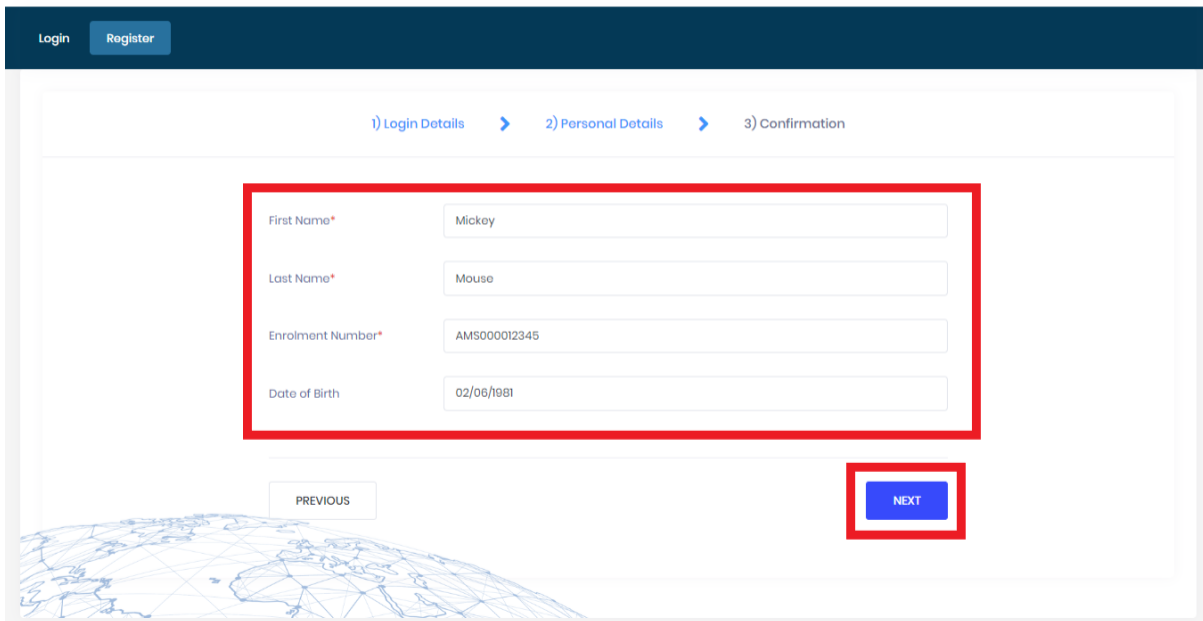
1. Visit [learner.skillsandeducationgroup.co.uk](http://learner.skillsandeducationgroup.co.uk) and click on 'Register'

2. Add your email address, a password of your choice and confirm the password before clicking 'next'.

3. Add your first name, last name, your enrolment number as displayed in the email you received stating your records have been published and your date of birth. It is imperative to include your correct surname, enrolment number and date of birth as these are used to confirm your account. Once complete please click 'Next'.



1) Login Details > 2) Personal Details > 3) Confirmation

First Name\* Mickey

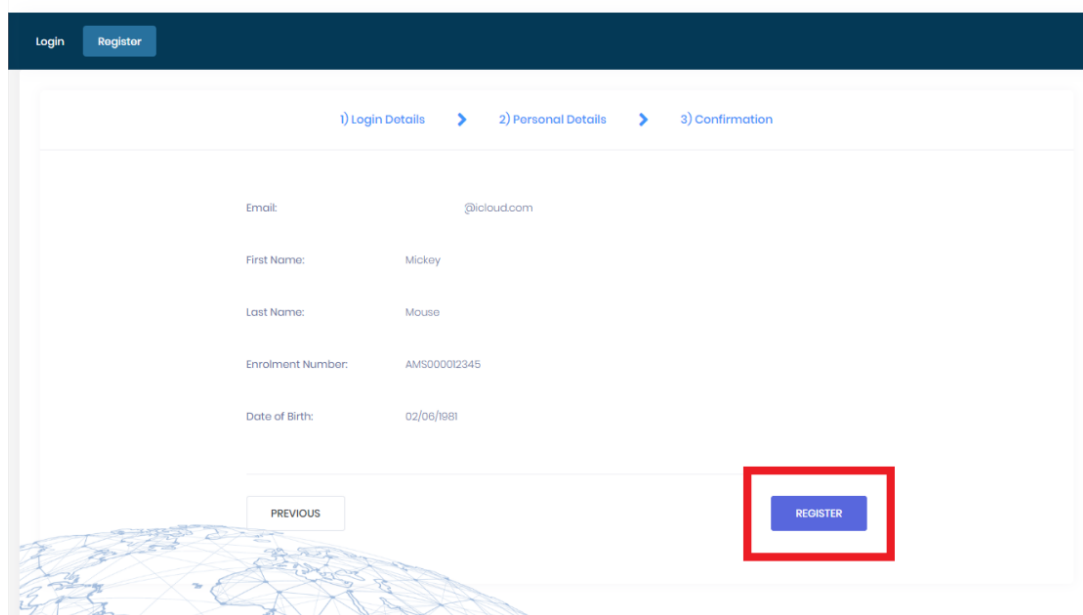
Last Name\* Mouse

Enrolment Number\* AMS000012345

Date of Birth 02/06/1981

PREVIOUS NEXT

4. On the final screen you need to double check all your details before clicking 'Register'.



1) Login Details > 2) Personal Details > 3) Confirmation

Email @cloud.com

First Name: Mickey

Last Name: Mouse

Enrolment Number: AMS000012345

Date of Birth: 02/06/1981

PREVIOUS REGISTER


- You will now be returned to the login screen where you will see a green box stating 'Confirmation email has been sent to your registered email address'.




Login Register

## Welcome to the Skills & Education Group Learner Portal


Use the Learner Verification Portal to:




View electronic qualification and other secure documents.



Order printed copies of qualification and other secure documents.




Share your electronic documents with third parties by creating connections.



Keep your personal details up to date by managing your profile.

**Login or Register**



Confirmation email has been sent to your registered email address

**Login**

Forgot my password

- You now need to log in to your email account, locate the email titled 'Please confirm your email address' and click on the hyperlink to verify your email address.

Please confirm your email address

1 minute ago at 4:46 pm

From [Skills and Education Group eCertificates](#)

Hide

To

You have created an account on the Skills & Education Group Secure Portal. Please click the link to confirm your email address

[http://learner.skillsandeducationgroup.co.uk/Registration/ConfirmEmail?](http://learner.skillsandeducationgroup.co.uk/Registration/ConfirmEmail?token=CfdJ8OCROQ1OBR1dDggGvGV2chKsxBAB714A8MUz60YAOHkDF%2bFuNorYTUG%2bQV%2bHnXOTsOyXXWh7xnHSxm%2bej9yY5709RrZS0%2ba5nkK3ZD58qu0l%2fmNDRfTmCBWkIeouWMGpdU%2fAxlywbpMywu9Sg9XhhRRY1hraYqO4ddPIdgOF6pXEqKk9CrjE7O8tUJzJw%3d%3d)

[token=CfdJ8OCROQ1OBR1dDggGvGV2chKsxBAB714A8MUz60YAOHkDF%2bFuNorYTUG%2bQV%2bHnXOTsOyXXWh7xnHSxm%2bej9yY5709RrZS0%2ba5nkK3ZD58qu0l%2fmNDRfTmCBWkIeouWMGpdU%2fAxlywbpMywu9Sg9XhhRRY1hraYqO4ddPIdgOF6pXEqKk9CrjE7O8tUJzJw%3d%3d](http://learner.skillsandeducationgroup.co.uk/Registration/ConfirmEmail?token=CfdJ8OCROQ1OBR1dDggGvGV2chKsxBAB714A8MUz60YAOHkDF%2bFuNorYTUG%2bQV%2bHnXOTsOyXXWh7xnHSxm%2bej9yY5709RrZS0%2ba5nkK3ZD58qu0l%2fmNDRfTmCBWkIeouWMGpdU%2fAxlywbpMywu9Sg9XhhRRY1hraYqO4ddPIdgOF6pXEqKk9CrjE7O8tUJzJw%3d%3d)

Kind regards,

The Digital Certificates Team

**Skills and Education Group eCertificates**

**Skills and Education Group**

E. [ecertificates@skillsedugroup.co.uk](mailto:ecertificates@skillsedugroup.co.uk)

Skills and Education Group

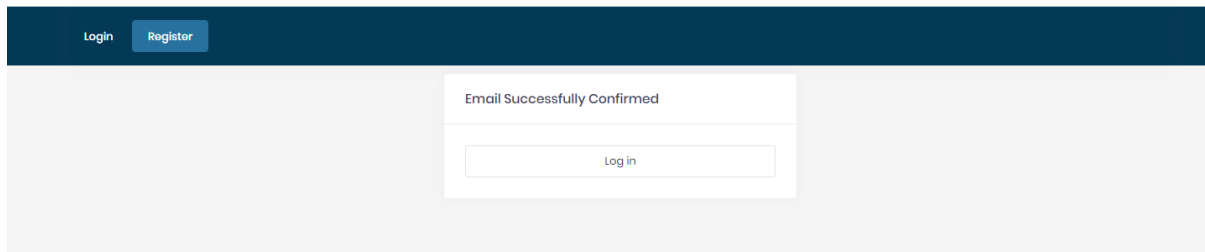


Please consider the environment before printing this email. This electronic message contains information which may be privileged and confidential. The information is intended to be for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received it in error please notify the sender immediately and then delete this email.

Email transmission cannot be guaranteed to be secure or error free as information could be intercepted, corrupted, lost, destroyed, arrive late, be incomplete or contain viruses. The sender therefore does not accept legal responsibility for the contents of this message. Personal comments are the opinions of the author and not those of the Company. If verification is required please request a hard copy version.

The Skills and Education Group is a company limited by guarantee registered in England No. 02640936 and a Registered Charity in England and Wales No. 1004087. Our registered office is: Robins Wood House, Robins Wood Road, Nottingham, NG8 3NH.

- Once you click on the hyperlink you will be directed to the Learner Portal where you will see a message stating 'Email Successfully Confirmed' and you will see a 'Log in' button.



- Before trying to log in please check your email again for another email titled 'Email address confirmed'. This email will give you instructions for the next steps. Before you can access your account it will need to be approved by a member of the Skills and Education Group Team.

#### Email address confirmed

1 minute ago at 4:48 pm

From: Skills and Education Group eCertificates >

Hide

To: >

image438758.jpg 51.11 KB, image713002.png 1.27 KB, image004310.png 1.62 KB, image328663.png 1.36 KB

Email address has been confirmed for Mickey Mouse on the Skills & Education Group Secure Portal.

Now your email address has been confirmed a member of the Skills and Education Group team will need to check and approve your account before you can access your documentation. This will usually be approved within one working day but during busy periods it could take up to three working days.

If, after 3 working days, you haven't received an email stating you have been approved and can now access the Learner Portal please send an email to [centresupport@skillsedugroup.co.uk](mailto:centresupport@skillsedugroup.co.uk) with your name, enrolment number and the date you applied for your account.

Kind regards,

The Digital Certificates Team

Skills and Education Group eCertificates  
Skills and Education Group  
E. [eCertificates@skillsedugroup.co.uk](mailto:eCertificates@skillsedugroup.co.uk)



**The advancement of skills and education  
to improve the lives of individuals.**

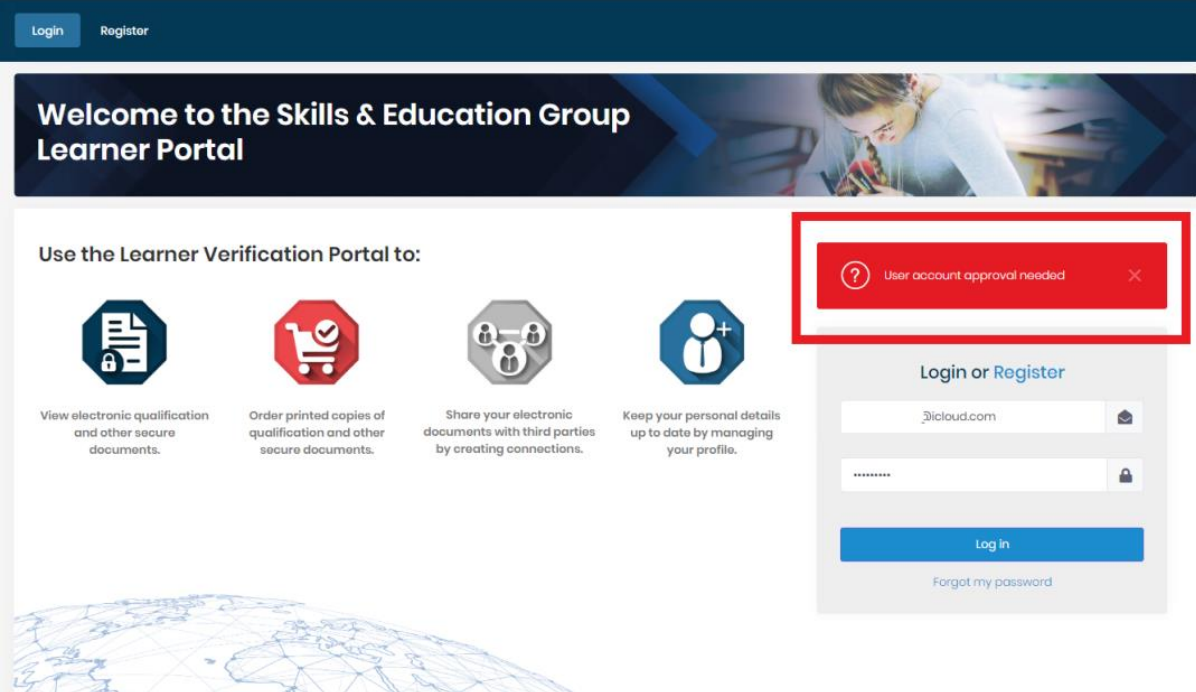


Please consider the environment before printing this email. This electronic message contains information which may be privileged and confidential. The information is intended to be for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received it in error please notify the sender immediately and then delete this email.

Email transmission cannot be guaranteed to be secure or error free as information could be intercepted, corrupted, lost, destroyed, arrive late, be incomplete or contain viruses. The sender therefore does not accept legal responsibility for the contents of this message. Personal comments are the opinions of the author and not those of the Company. If verification is required please request a hard copy version.

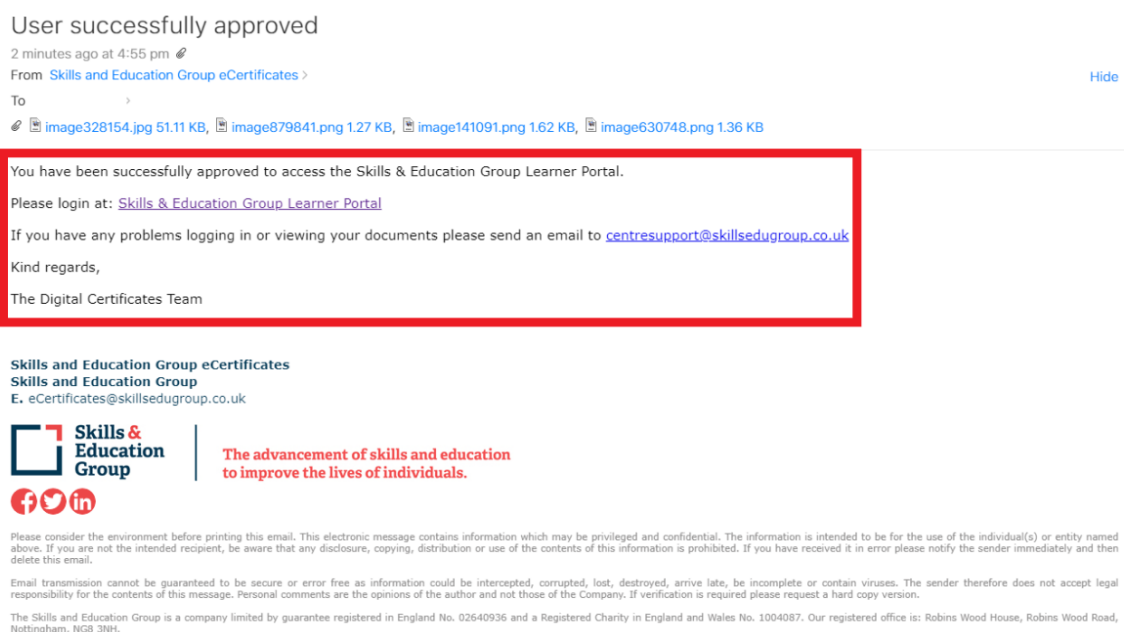
The Skills and Education Group is a company limited by guarantee registered in England No. 02640936 and a Registered Charity in England and Wales No. 1004087. Our registered office is: Robins Wood House, Robins Wood Road, Nottingham, NG8 3NH.

9. If you try and login to your account before it is approved by Skills and Education Group the login will fail and you will see a message in a red box stating 'User account approval needed'.

The screenshot shows the Skills & Education Group Learner Portal. At the top, there are 'Login' and 'Register' buttons. Below is a banner with the text 'Welcome to the Skills & Education Group Learner Portal'. The main content area is titled 'Use the Learner Verification Portal to:' and features four icons with descriptions: a document with a lock, a shopping cart, a group of people, and a person with a plus sign. On the right, there is a 'Login or Register' form with fields for email and password, a 'Log in' button, and a 'Forgot my password' link. A red error message box is overlaid on the top right of the page, containing a question mark icon and the text 'User account approval needed'.

10. Once your account has been approved (usually within one working day but please allow up to 3 working days during busy periods) you will receive a confirmation email titled 'User successfully approved'. You can now log in to your Learner Portal and view your documents.



The screenshot shows an email titled 'User successfully approved' received 2 minutes ago at 4:55 pm. The sender is 'Skills and Education Group eCertificates'. The email body contains the following text:

You have been successfully approved to access the Skills & Education Group Learner Portal.  
Please login at: [Skills & Education Group Learner Portal](#)  
If you have any problems logging in or viewing your documents please send an email to [centresupport@skillsedugroup.co.uk](mailto:centresupport@skillsedugroup.co.uk)  
Kind regards,  
The Digital Certificates Team

The email footer includes the Skills & Education Group logo, the tagline 'The advancement of skills and education to improve the lives of individuals.', social media icons for Facebook, Twitter, and LinkedIn, and a disclaimer: 'Please consider the environment before printing this email. This electronic message contains information which may be privileged and confidential. The information is intended to be for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received it in error please notify the sender immediately and then delete this email. Email transmission cannot be guaranteed to be secure or error free as information could be intercepted, corrupted, lost, destroyed, arrive late, be incomplete or contain viruses. The sender therefore does not accept legal responsibility for the contents of this message. Personal comments are the opinions of the author and not those of the Company. If verification is required please request a hard copy version. The Skills and Education Group is a company limited by guarantee registered in England No. 02640936 and a Registered Charity in England and Wales No. 1004087. Our registered office is: Robins Wood House, Robins Wood Road, Nottingham, NG8 3NH.'