

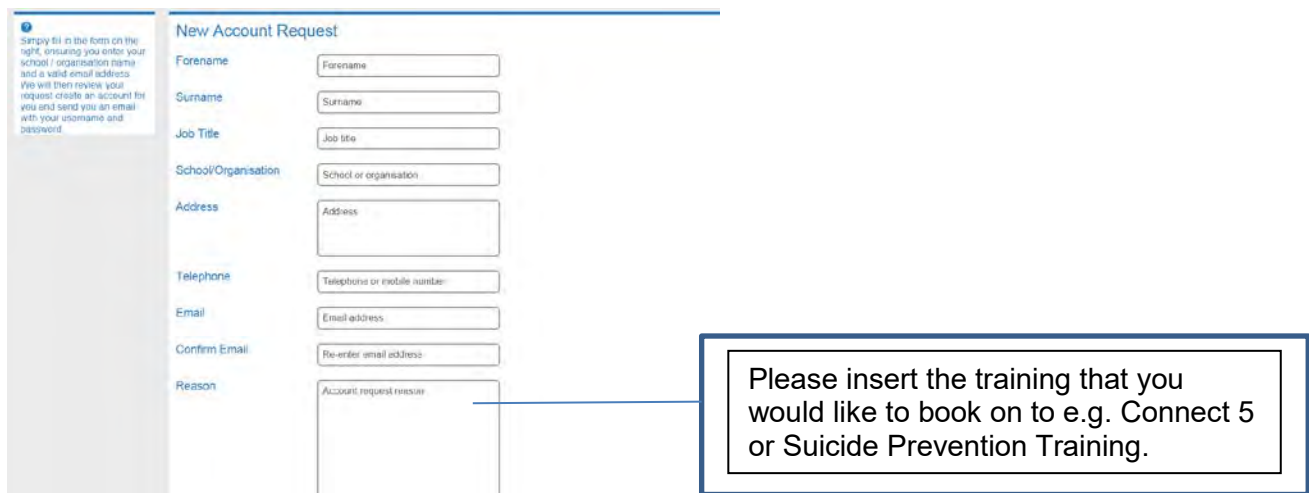
## How to book onto Connect 5 and Suicide Prevention Courses via SLA Online in a few simple steps:

To book onto a course you will need to request an SLA Online account:

- 1) Go to [www.educationstockport.uk](http://www.educationstockport.uk)
- 2) Click on the “Sign Up” tab in the top right corner.



- 3) After clicking “Sign Up” it will take you to a New Account Request. Fill in all the fields and then select “Submit”



The screenshot shows the 'New Account Request' form. The form fields are: Forename, Surname, Job Title, School/Organisation, Address, Telephone, Email, Confirm Email, and Reason. A callout box points to the 'Reason' field with the text: "Please insert the training that you would like to book on to e.g. Connect 5 or Suicide Prevention Training."

- 4) You will receive an email when your account has been created. This email will contain your username and password.

### How to book on a course:

- Click on the “Training” tab at the top which will take you to all the training courses available.
- Search for the course that you would like to book on using the “Find a course box” you can then scroll through the courses available.
- Click on the course name that you are interested in to find details of the content and who the course is aimed at.
- Underneath **Make a New Booking** section, select your name from the drop-down list.
- (If a course appears ‘Fully Booked’, this is due to a wait listing system whereby you request a space then 4 weeks before the course you will be advised if you have a confirmed place)

- (If you have additional staff who you would like to book on the course, you can add their details. To do this, from the drop down select the **Create New Delegate Account** and complete the relevant information.)
- Click **Shopping Basket** [top right]
- In the **Training and Event** [right box], please click **Proceed to Checkout**
- Please make sure there is a tick [✓] by the side of your name and any additional staff who will be attending.
- Please click on the 'I agree to...the Terms and Conditions' button
- Press the Checkout button [bottom right].

If you have any problems with this please email [info.wellbeing@stockport.gov.uk](mailto:info.wellbeing@stockport.gov.uk)