**Booking Instructions**

**Wessex and Gloucestershire Gastrointestinal Pathology Course (WGGIPC)**

**6 October 2023**

To book a place on an event you must be registered to use the system. If you have not previously registered, please follow the **Registering as a new user** instructions (later in this guide) prior to proceeding below.

1. Access the website [www.courses.hee.nhs.uk](https://accent.hicom.co.uk/CourseManager/Live/HEE/Web/sys_Pages/MainMenu/MainMenu.aspx?MenuIndex=0)
2. **SIGN IN** (follow instructions later in this guide)
3. Click **Courses**
4. Search for ***Wessex and Gloucestershire Gastrointestinal Pathology Course*** in the **Course/Conference** search field
5. Read the **Course** **Information**, **Event Information** and **Target Audience** to check you are eligible to attend
6. Click the **BOOK NOW** tab
7. **IF THERE IS NO PAYMENT**, Click **Book**
8. **IF THERE IS PAYMENT**:
	1. Click **ADD TO BASKET**
	2. Your booking will be added to your basket
	3. Continue to book further events if you wish
	4. Revisit **Personal** (on the left-hand side of the screen) and **My Basket** when you are ready to pay
	5. Click **CHECKOUT** (you will be directed to WorldPay)
	6. Follow the onscreen payment instructions (you may be redirected to your online banking verification page via your bank)
9. You will be directed to a **BOOKING CONFIRMATION** screen and will be sent an automated **BOOKING CONFIRMATION** email.

**Signing in**

1. Access the website [www.courses.hee.nhs.uk](https://accent.hicom.co.uk/CourseManager/Live/HEE/Web/sys_Pages/MainMenu/MainMenu.aspx?MenuIndex=0)
2. Enter your **Email address** and **Password**
3. Click **SIGN IN**

**Registering as a new user**

1. Access the website [www.courses.hee.nhs.uk](https://accent.hicom.co.uk/CourseManager/Live/HEE/Web/sys_Pages/MainMenu/MainMenu.aspx?MenuIndex=0)
2. Click **REGISTER** on the left-hand side of the screen

***Note:*** If when you attempt to register the system informs you that an account already exists with your email address, it may be that you have been previously registered due to attending a previous event. In this instance, follow the instructions for **Forgotten your password?** (later in this guide)

1. Enter and confirm your email address and chosen password
2. Select your organisation. If none of the organisations match yours, please select **Wessex.**
3. Complete all mandatory fields (indicated in bold) and as many non-mandatory fields as possible
4. Confirm you agree to the **Terms and Conditions** and click **SUBMIT**

**Forgotten your password?**

1. Access the website [www.courses.hee.nhs.uk](https://accent.hicom.co.uk/CourseManager/Live/HEE/Web/sys_Pages/MainMenu/MainMenu.aspx?MenuIndex=0)
2. Click **Forgotten your** **password?** on the left-hand side of the screen
3. Enter your email address in the **Email address:** box and click **Reset password**
4. The system will send a link to your email address to enable you to amend your password

**PLEASE NOTE**:

You will only be able to amend your password using this method if you have access to the email address that you registered with. If you need to associate a different email address with your account before you can amend your password, please contact PDU.WX@hee.nhs.uk for further assistance

**Changing your password**

1. **SIGN IN** (follow instructions above)
2. Click **Personal** on the left-hand side of the screen
3. Click **My Account**
4. Click **Change Password**
5. Enter the password you originally registered with in the **Current password:** box
6. Enter the new password in the **New password:** box
7. Enter the new password in the **Confirm password:** box
8. Click **Save**

**Changing your email address**

1. **SIGN IN** (follow instructions above)
2. Click **Personal** on the left-hand side of the screen
3. Click **My Account**
4. Click **Change Email Address**
5. Enter the new email address in the **New email address:** box
6. Enter the new email address in the **Confirm email address:** box
7. Click **Save**

**Updating your personal details**

1. **SIGN IN** (follow instructions above)
2. Click **Personal** on the left-hand side of the screen
3. Click **My Personal Details**
4. Ensure your **Personal Details** are up to date
5. Click **Save**

**PLEASE NOTE**:

You will not be able to update your **Organisation** or **Delegate type**. Please email PDU.WX@hee.nhs.uk if you need these fields to be updated.