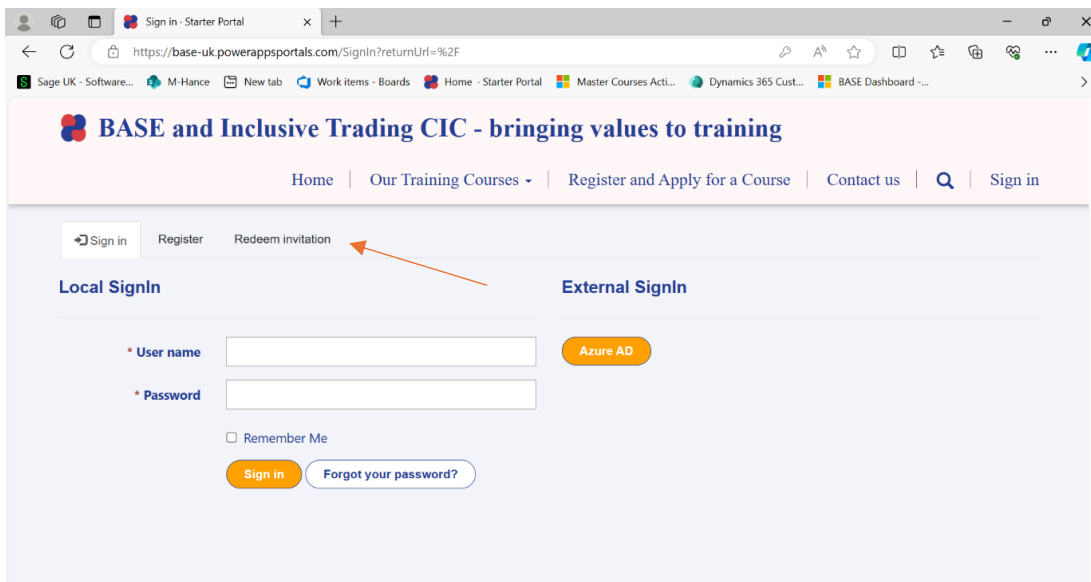


If a member of your team has applied for one of our courses, we require approval from yourself as their Line Manager. Once a learner has applied for one of courses, you will automatically receive two emails:

- A) Invite redemption
- B) Approval Needed

A) Invite Redemption

You will receive an invitation email , which will have a code that you need to redeem by going into the website <https://base-uk.powerappsportals.com> clicking sign in on the navigation bar, you will see the page below.



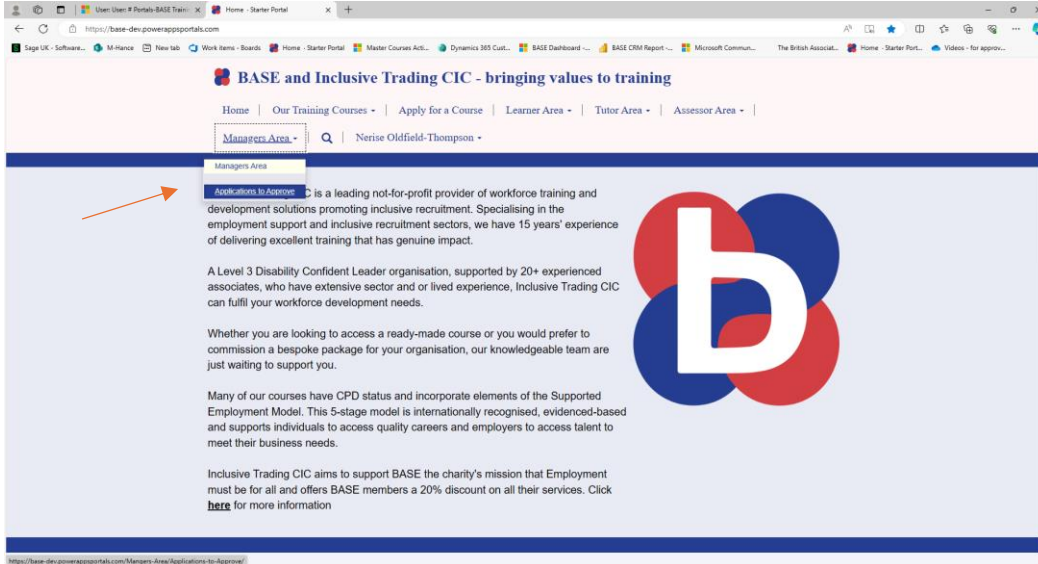
- 1) Click on redeem invitation and copy the code from the email into this section.
- 2) Then complete the relevant details and create password and keep a copy of your username and password as this is what you will use every time you sign into the portal. Then click Register.

B) Approval Needed

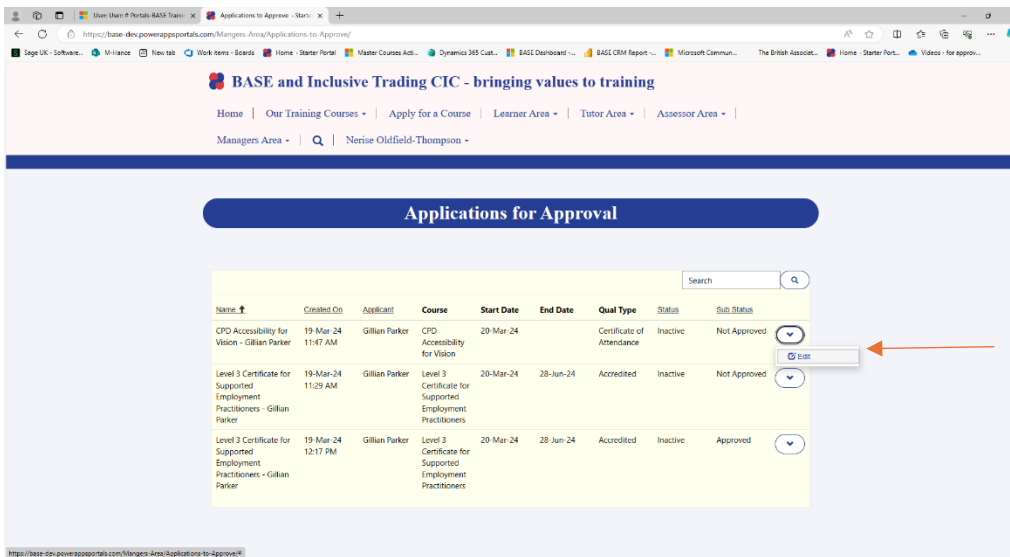
To approve a staff member (learner) on a course, you will receive an email, similar to the one below:

“Dear Nerise Oldfield-Thompson, Your employee Joe Bloggs, has applied for a place in our course Level 3 Certificate for Supported Employment Practitioners, that starts on Wednesday, March 20, 2024 Before they can be enrolled, we need your approval and (if applicable), a PO number and accounts department email address. Please log into <https://base-uk.powerappsportals.com> to action and to see more details. Regards,
BASE and Inclusive Trading Team”

- 3) Follow the link, sign in with your user name and password from step 2 in Invite Redemption
- 4) Click on Managers area and then go to dropdown box and click on Applications to Approve



- 5) You will then have a view of applications that are awaiting your approval. If you then click on the dropdown box where you can see Not Approved then select edit (please see below)



- 6) From that you can see the course information and continue scrolling down the sheet below, agreeing to relevant terms and conditions and also for courses that have a cost associated, you will be required to input a PO Number and invoicing email address.

- 7) Once you have approved the application the Sub Status will change to Approved.

If you having difficulties with any of these stages please contact training@base-uk.org