



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 <u>https://base-uk.powerappsportals.com</u> clicking sign in on the navigation bar, you will see the page below.

🕼 🔲 🍀 Sign in - Starter P	Portal X	+								-	ð
C 🗈 https://base-uk.p	oowerappsportals.co	m/SignIn?returnUr	1=%2F		P	A" 🏠	CD	5∕≣	Ē	~~	
age UK - Software 🏚 M-Hance	🗄 New tab (刘 W	ork items - Boards	🚼 Home - Starter Portal	Master Courses Acti	Oynamics 365 Cust	BASE	Dashboard -				
BASE and I	Inclusive	Frading (CIC - bring	ging values to	o training						
	Hom	e Our Tra	ining Courses -	Register and Ap	ply for a Course	Conta	act us	Q	S	Sign in	
♣] Sign in Register	Redeem invitation										
Local SignIn				External Signl	n						
* User name				Azure AD							
* Password											
	C Remember Me										
	Sign in	orgot your passv	word?								

- 1) Click on redeem invitation and copy the code from the email into this section.
- 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)

Boge UK - Software. More Wein & Portals BASE Training X	Applications to Approve - S Mangers-Area/Applicatio items - Boards 🛛 Home -	tarte: × + Ins-to-Approve/ Starter Portal	Master Courses Acti.	. 🍓 Dynamics 38	55 Cust 🚦 BAS	E Deshibeard 🤞	BASE CRM Report	👖 Microsof	:Commun The	British Associat	A th f	2) D	f≦ (∄ ● Videos - f	 Ge		×
1	BASE and Home Our Tra Managers Area -	I Inclusiv	ve Tradir 5 • Apply erise Oldfield-	for a Course	bringing	Area - Tu) training tor Area -	g Assessor A	rea 🕶 📔							
	Name 1	Created On	Aggilicant	.pplicat	ions for	r Appro	val Qual Type	Sear	ch <u>Sub Status</u>	٩						
	CPD Accessibility for Vision - Gillian Parker	19-Mar-24 11:47 AM 19-Mar-24	Gillian Parker Gillian Parker	CPD Accessibility for Vision Level 3	20-Mar-24 20-Mar-24	28-Jun-24	Certificate of Attendance Accredited	Inactive	Not Approved Not Approved	C'EdR	_	•			_	
	Employment Practitioners - Gillian Parker	19-Mar-24	Gillian Parker	Certificate for Supported Employment Practitioners	20-Mar-24	28-Jun-24	Accredited	Inactive	Approved							
	Supported Employment Practitioners - Gillian Parker	12:17 PM		Certificate for Supported Employment Practitioners						J						l
https://base-dev.powerappsportals.com/Mangers-Area/Applications-to-	Approve/#															

- 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