

Accent Course Manager; After an Event

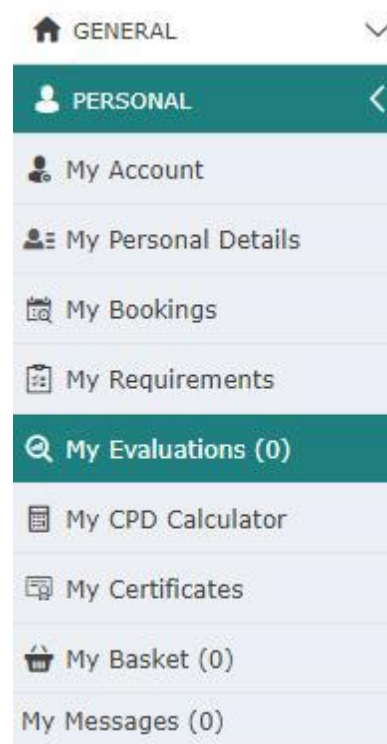
Accessing an Evaluation For, Certificates and Documents

To begin you must login to Accent Course Manager

How to access an Evaluation Form (where applicable)

Look for an Evaluation Form

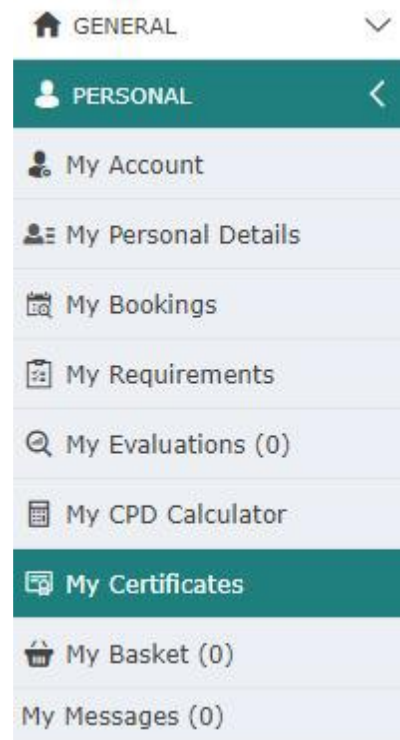
- Click 'My Evaluations' from the menu on the left (see image).
- If an evaluation has been released to you, a number should appear beside 'My Evaluations' (in the example, the number is '0').
- Click on the evaluation relevant to the event you attended.
- Follow the instructions on screen, answering all questions.
- If you do not wish to record additional comments in a free-text box, please type 'none' or 'N/A' in the box.
- When you reach the end of the evaluation form, click **SUBMIT**.
- If the form does not allow you to submit, please scroll through the form for any missed sections and try again.
- If you encounter difficulties, please ring us, or send us a screen shot of the issue. Send the screen shot to the named Administrator or to england.dwd.midlands@nhs.net



How to access a Certificate (where applicable)

Download your Certificate

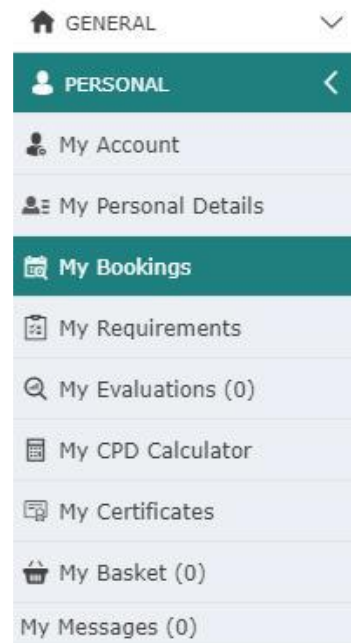
- If an Evaluation was requested of you, and you have submitted it, you should now click on 'My Certificates' (see image).
- A list of certificates will be displayed. Click on the 'Certificate' button to open your certificate.
- Save it or print the Certificate.



How to access additional Documents (where applicable)

Accessing additional Documents

- Where documents have been uploaded by NHS England to a specific event, these will be stored for you to access. Certificates' (see image).
- To access them, click on 'My Courses/Conferences' from the left menu (see image).
- A list of courses/events that you have attended will be displayed on the right side of your screen. Locate the relevant option and click on 'Documents' (see screen shot below).
- You may now download documents.



PUBLIC HEALTH - TRAIN THE TRAINER 2020 FOR PUBLIC HEALTH (15 SEPTEMBER 2020)

Booking reference: 80043
Booking status: Confirmed
Booking date: 27 Jul 20
Paid: 
Paid date:
Online booking: 

Event fee (£)	0.00
Total cost (£)	0.00
Confirmed date:	27 Jul 20

DOCUMENTS

 [View](#) [Cancel Booking](#) [Programme](#)