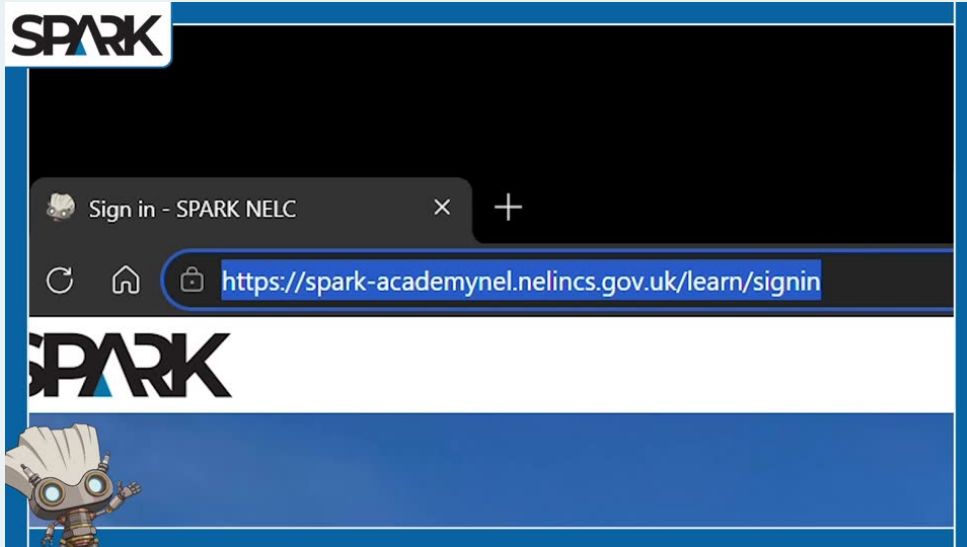


Registering for Academy NEL

A step-by-step guide for external users

1 Open the sign-in page

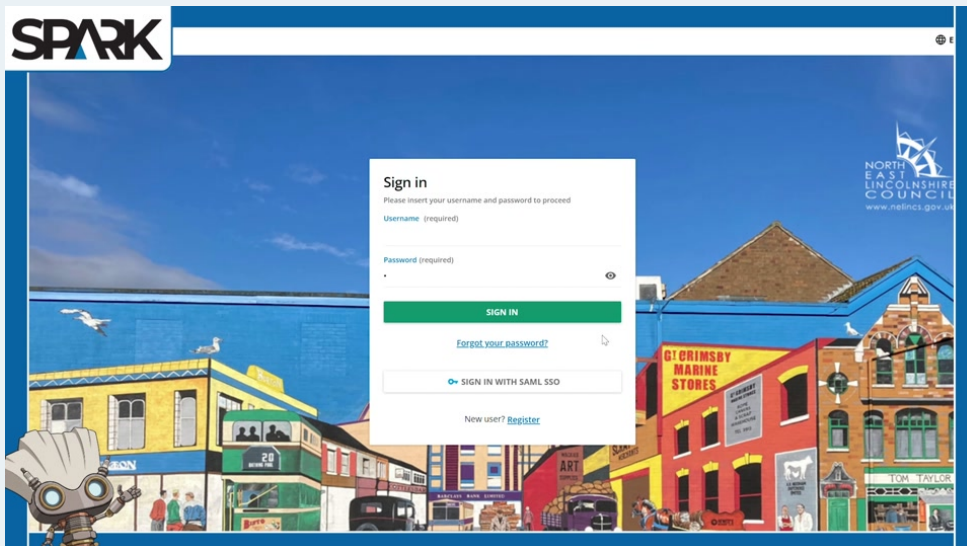
Go to <https://spark-academynel.nelincs.gov.uk> in your browser.



The Academy NEL sign-in address shown in the video.

2 Select Register

On the sign-in page, select Register near the bottom of the panel.



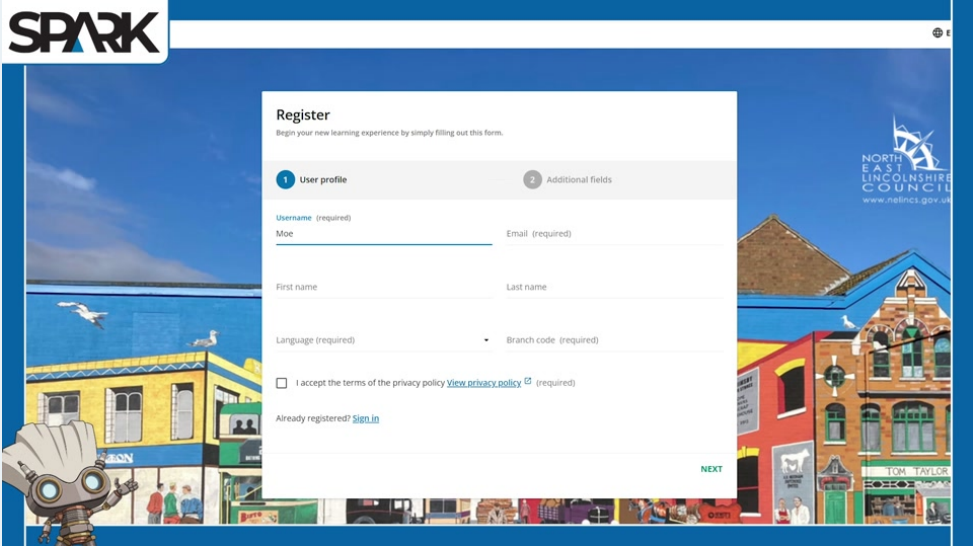
The Register link is below the sign-in options.

Registering for Academy NEL

A step-by-step guide for external users

3 Fill in your user profile

Create a username. Enter your email address, first name and last name. Choose your language.

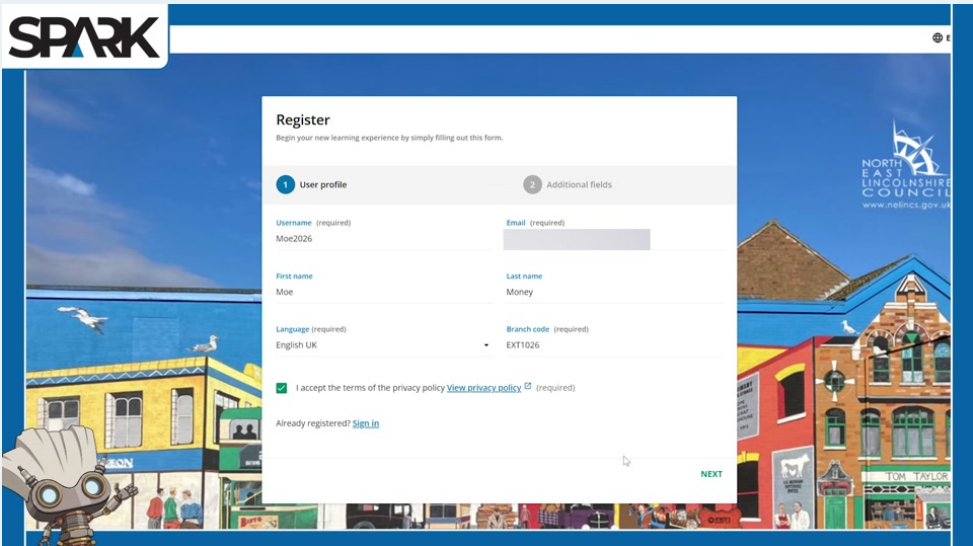


The screenshot shows the SPARK Register form. The form is titled 'Register' and has a sub-header 'Begin your new learning experience by simply filling out this form.' It is divided into two steps: '1 User profile' and '2 Additional fields'. The 'User profile' step contains the following fields: 'Username (required)' with the value 'Moe', 'Email (required)' (empty), 'First name' (empty), 'Last name' (empty), 'Language (required)' with a dropdown arrow, and 'Branch code (required)' (empty). There is a checkbox for 'I accept the terms of the privacy policy [View privacy policy](#) (required)' which is currently unchecked. At the bottom, there is a link 'Already registered? [Sign in](#)' and a 'NEXT' button.

Enter your own contact details in the user profile form.

4 Enter the external branch code

In Branch code, type EXT1026. Read and accept the privacy policy, then select Next.



The screenshot shows the SPARK Register form with the 'User profile' step completed. The fields are now filled: 'Username (required)' is 'Moe2026', 'Email (required)' is a greyed-out field, 'First name' is 'Moe', 'Last name' is 'Money', 'Language (required)' is 'English UK', and 'Branch code (required)' is 'EXT1026'. The checkbox for 'I accept the terms of the privacy policy [View privacy policy](#) (required)' is now checked. The 'NEXT' button is visible at the bottom right.

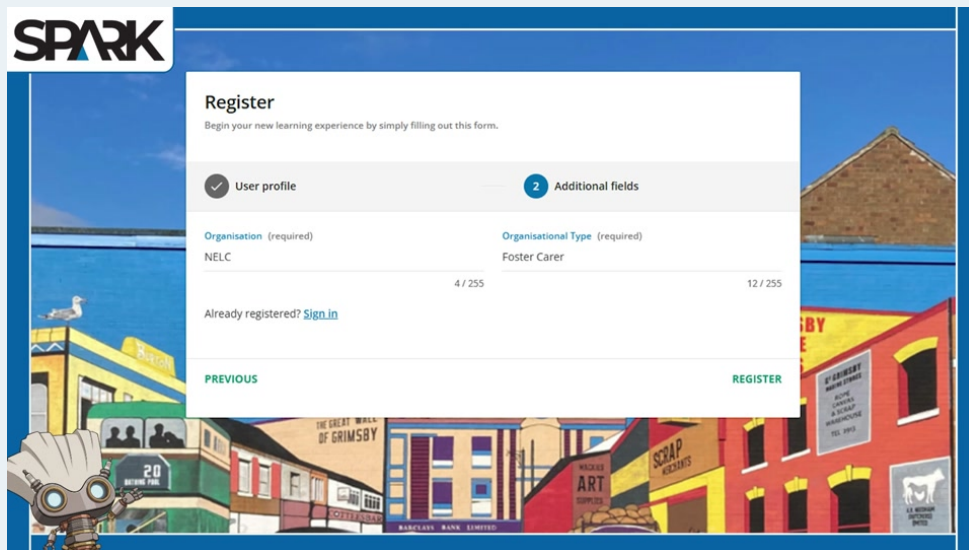
The external branch code is EXT1026.

Registering for Academy NEL

A step-by-step guide for external users

5 Add your organisation details

On the Additional fields, enter your organisation such as NELC or name of school. Also, enter your organisational type. Examples include Foster Carer, Education etc.

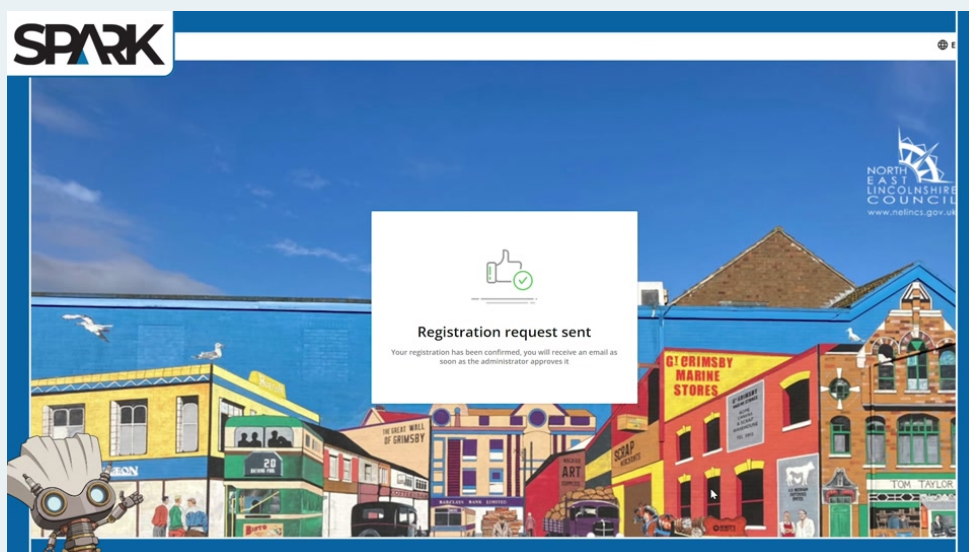


The screenshot shows the SPARK 'Register' form. The title is 'Register' with the subtitle 'Begin your new learning experience by simply filling out this form.' Below the title, there are two progress indicators: '1 User profile' (completed) and '2 Additional fields' (current step). The form has two columns. The left column is for 'Organisation (required)' with the text 'NELC' and a character count '4 / 255'. The right column is for 'Organisational Type (required)' with the text 'Foster Carer' and a character count '12 / 255'. At the bottom left, it says 'Already registered? [Sign in](#)'. At the bottom, there are two buttons: 'PREVIOUS' and 'REGISTER'.

The Additional fields screen in the video.

6 Submit your registration

Select Register. A confirmation screen says that your registration request has been sent. Wait for the team to approve your request.



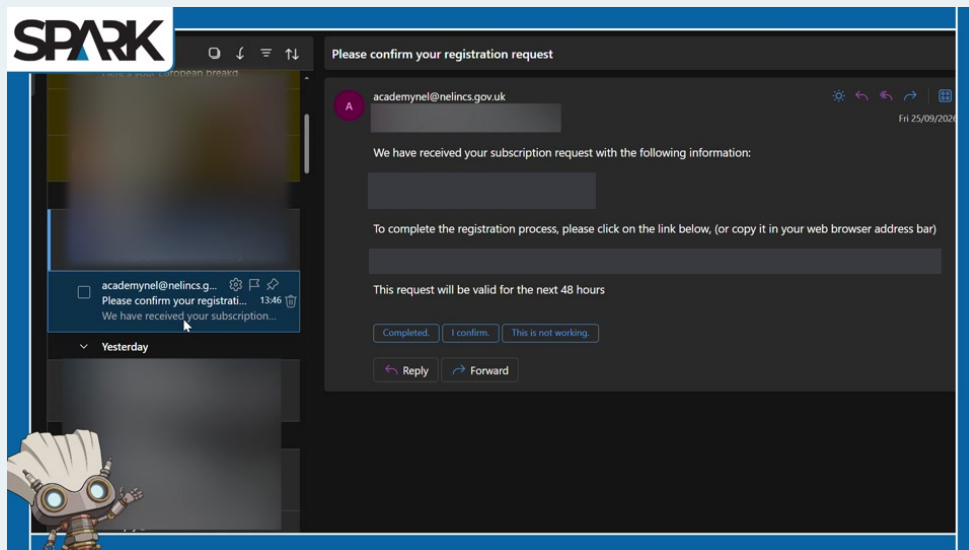
You will see a registration request sent message.

Registering for Academy NEL

A step-by-step guide for external users

7 Confirm your registration by email

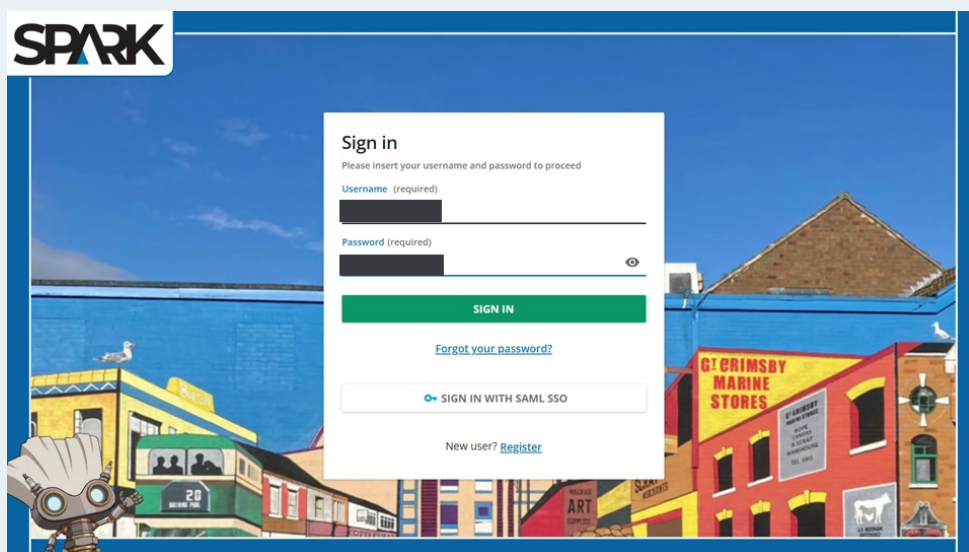
After approval, open the Academy NEL email. It gives you a User ID, temporary password and a link to confirm your registration. Select the link. The example email says it is valid for 48 hours.



The email; sample sign-in details and the unique link are covered.

8 Sign in with the temporary details

On the sign-in page, enter the User ID and temporary password from your email, then select Sign in.



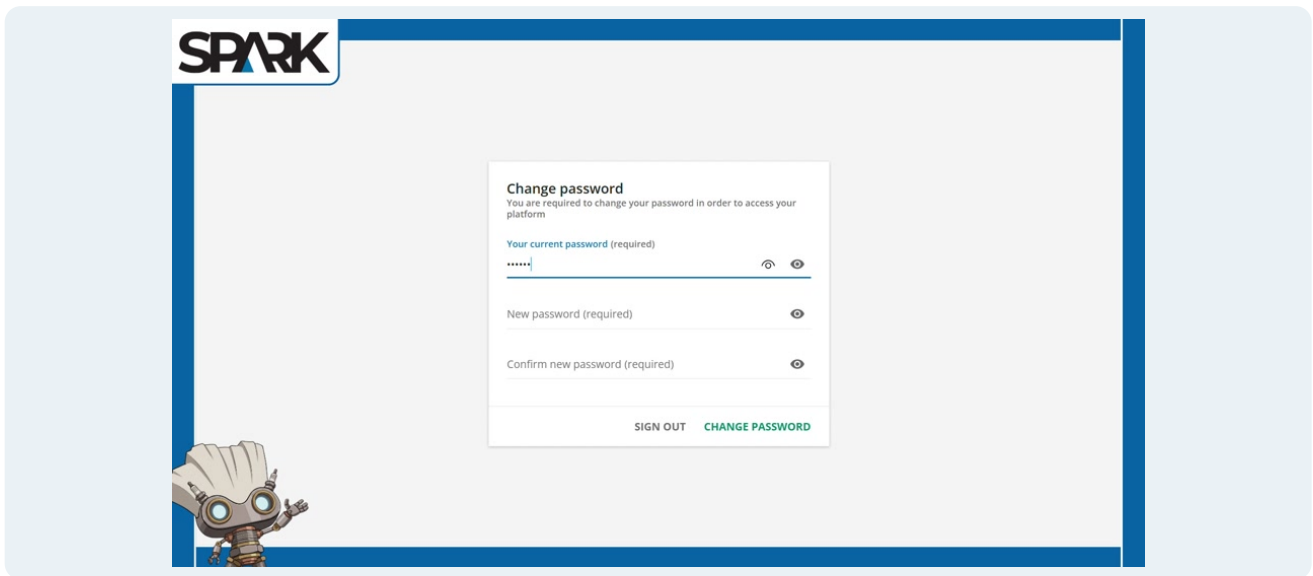
Use the details in your own registration email.

Registering for Academy NEL

A step-by-step guide for external users

9 Set your own password

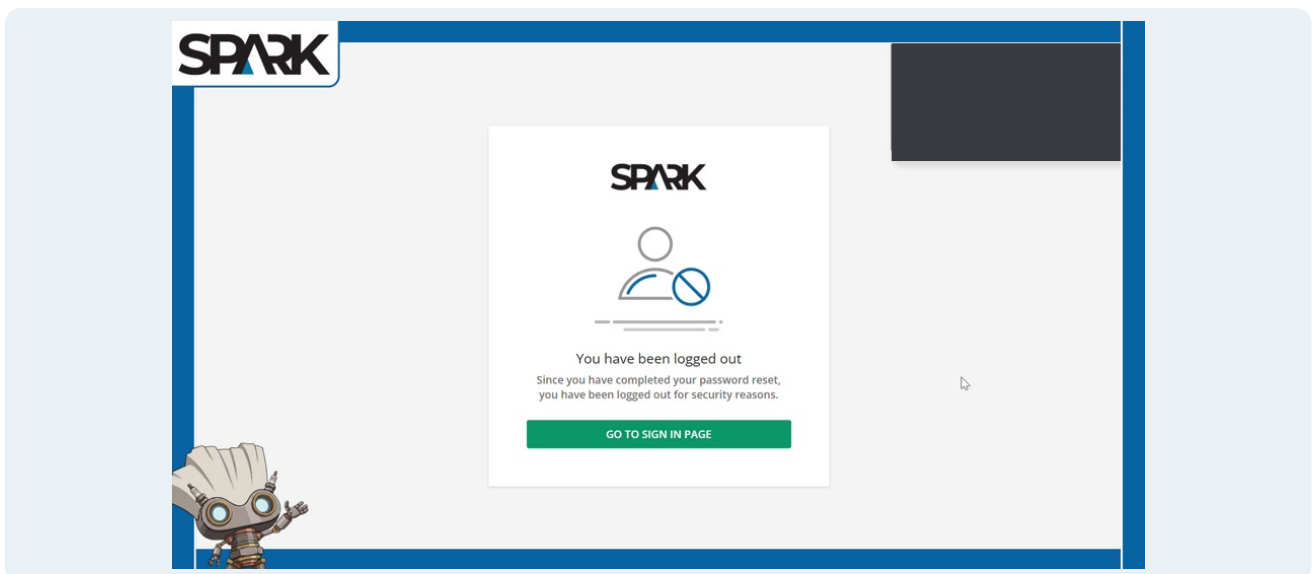
Enter your temporary password as the current password. Type a new password and enter the same new password again to confirm. Select Change password.

A screenshot of the SPARK web application interface. The SPARK logo is in the top left corner. A small cartoon robot character is in the bottom left corner. The main content area is a light gray rectangle. Inside this rectangle is a white form titled "Change password". Below the title is a sub-header: "You are required to change your password in order to access your platform". The form contains three input fields: "Your current password (required)" with a masked password "*****", "New password (required)", and "Confirm new password (required)". Each field has an eye icon to toggle visibility. At the bottom of the form are two buttons: "SIGN OUT" and "CHANGE PASSWORD".

All three password fields must be completed.

10 Return to the sign-in page

After the password change, you are signed out for security reasons. Select Go to sign in page.



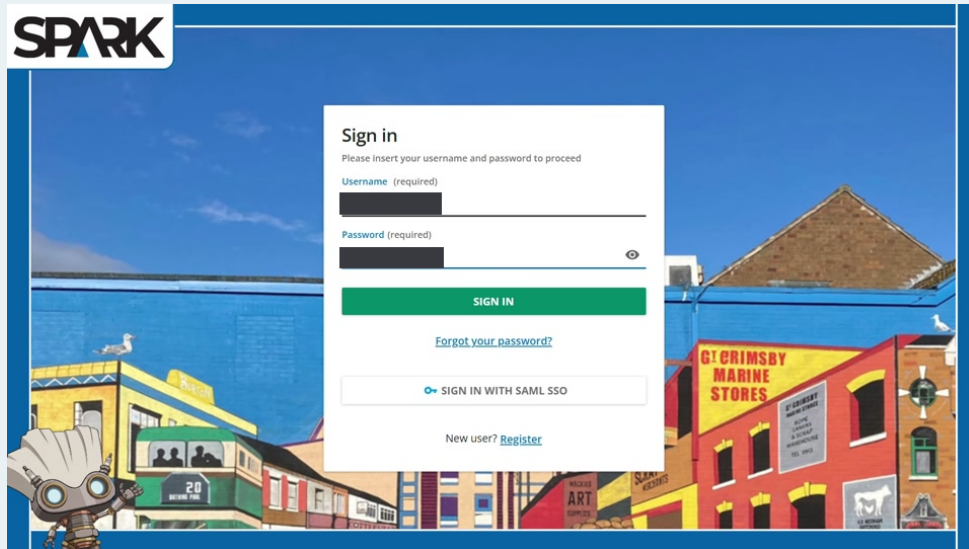
The sign-out message after the password reset.

Registering for Academy NEL

A step-by-step guide for external users

11 Sign in with your new password

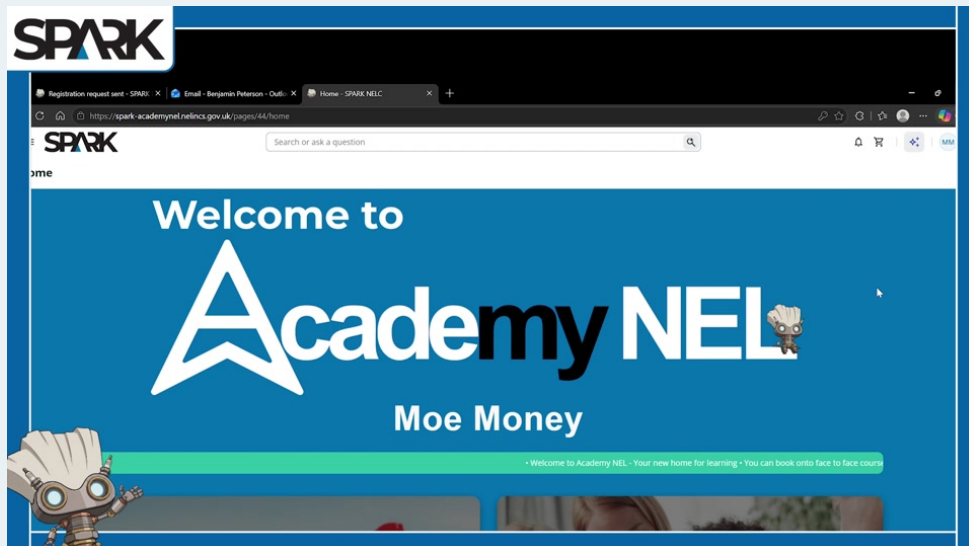
Enter your User ID and the new password you just created, then select Sign in.



Use your new password for this and future visits.

12 Access Academy NEL

The Academy NEL home page opens. You can now access the learning available to your account.



The Academy NEL home page after successful sign-in.