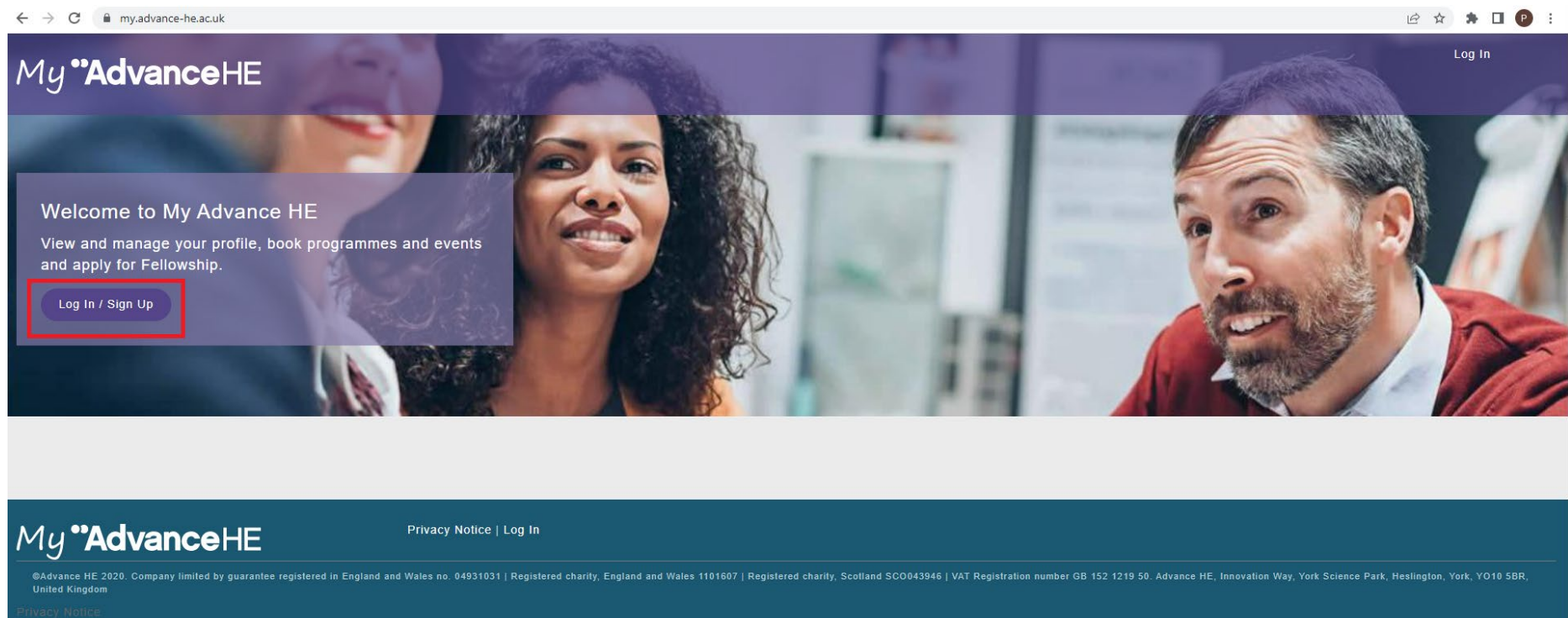


Sign up process for My Advance HE

1. Visit My Advance HE <https://my.advance-he.ac.uk/> and click on Log in / Sign Up.



1

2. To create an account, click on either the Sign up now link the blue text or on the purple Sign up now button.

If you have previously created a My Advance HE account but have moved institutions or no longer have access to the email address through which you created your account, please contact us by completing the form on this [webpage](#).

My AdvanceHE

If this is your first visit to My Advance HE please [Sign up now](#) to create your account. If you already have a My Advance HE account please log in.

Email Address

Password

Log in

[Forgot your password?](#)

[Can no longer access your email address?](#)

[Don't have an account?](#)

[Sign up now](#)

Need help to sign up or log in? Please see our [guidance notes](#) or contact us.

2

3. Enter your email address and click Send verification code.

The screenshot shows a mobile application interface for My AdvanceHE. At the top left, there is a back arrow and the text 'Cancel'. The logo 'My AdvanceHE' is centered at the top. Below the logo, there is a paragraph of text: 'To sign up please enter your email address and click the Send verification code button. Then enter the code from the email you receive from Microsoft on behalf of Advance HE to complete the sign up process.' Below this text, there is a red rectangular box highlighting the 'Email Address' input field and the 'Send verification code' button. Below the highlighted area, there are four more input fields: 'New Password', 'Confirm New Password', 'Forename', and 'Surname'. At the bottom of the form, there is a 'Create' button.

3

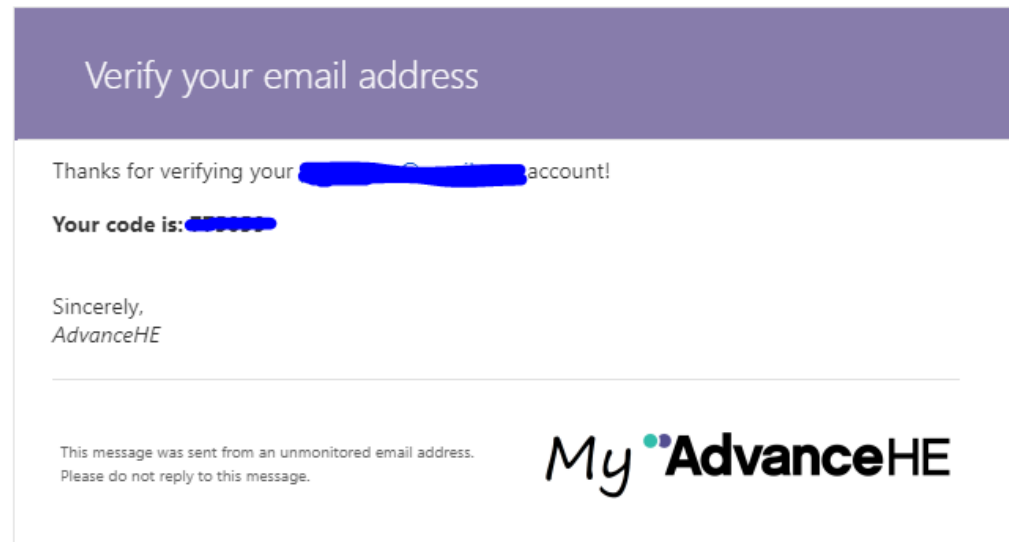
4. You will receive an email from Microsoft on behalf of Advance HE. We use Microsoft portal technology to securely host My Advance HE. The email will come from msonlineserviceteam@microsoftonline.com.

The email will look similar to the screenshot below and will contain a 6 digit verification code specific to you.

AdvanceHE account email verification code > Inbox x



Microsoft on behalf of AdvanceHE <msonlineserviceteam@microsoftonline.com>
to me ▾



5. Copy and paste the code into the My Advance HE screen you were on and click Verify Code.

< Cancel

My AdvanceHE

To sign up please enter your email address and click the Send verification code button. Then enter the code from the email you receive from Microsoft on behalf of Advance HE to complete the sign up process.

[Empty input field]

Verification code

Verify code Send new code

New Password

Confirm New Password

Forename

Surname

5

6. Enter a password and confirm the password. The password must be between 8 and 64 characters.

The password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit
- a symbol

Enter a Forename and Surname and click Create.

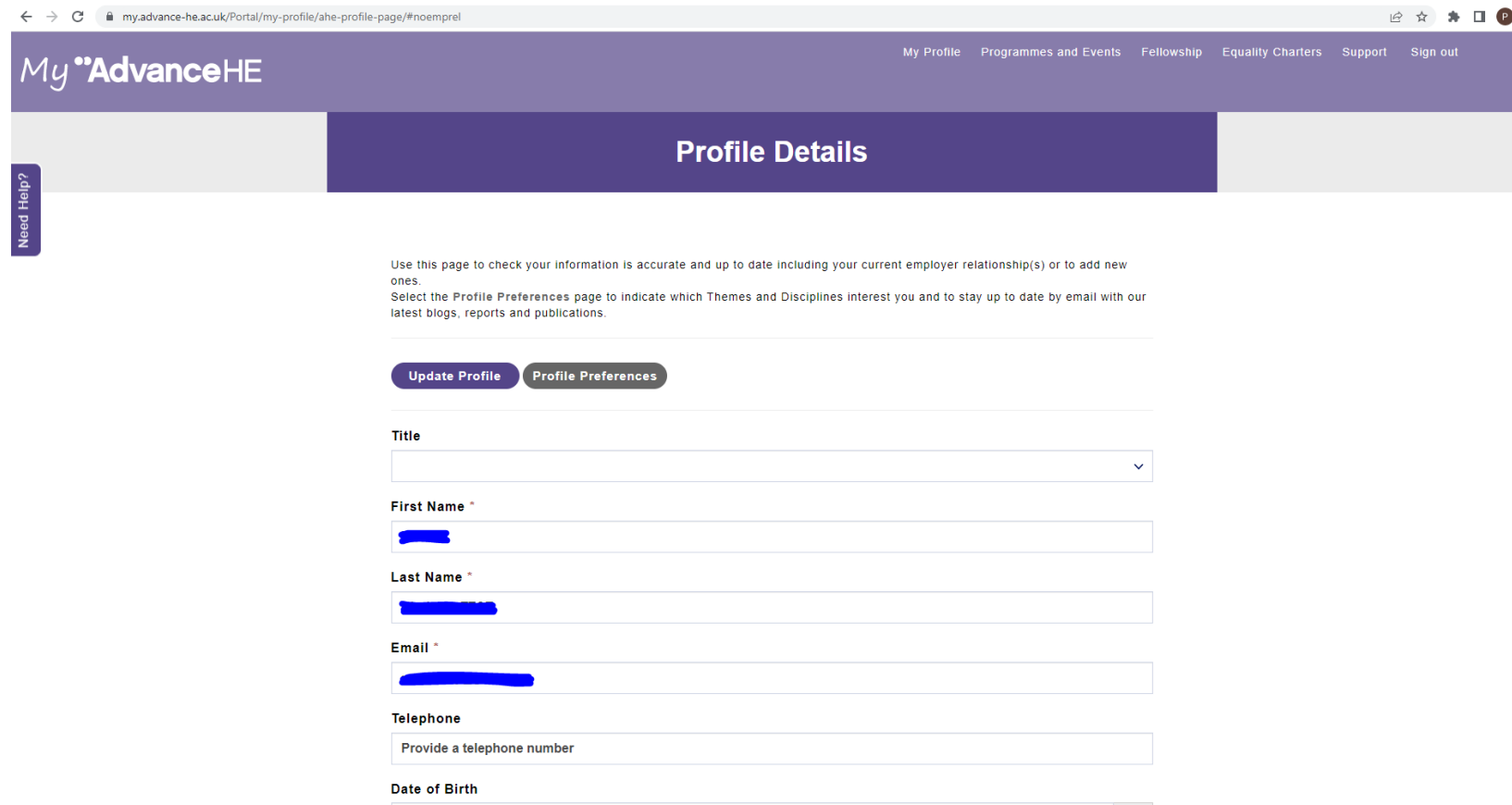
< Cancel

My AdvanceHE

To sign up please enter your email address and click the Send verification code button. Then enter the code from the email you receive from Microsoft on behalf of Advance HE to complete the sign up process.

Create

7. If you do not have one already you will be required to create an Employer Relationship to be able to use the portal. You can create multiple employer relationships but you will be asked to confirm which one you wish to use each time you sign in.



my.advanced-he.ac.uk/Portal/my-profile/ahe-profile-page/#noempl

My Profile Programmes and Events Fellowship Equality Charters Support Sign out

My AdvanceHE

Profile Details

Need Help?

Use this page to check your information is accurate and up to date including your current employer relationship(s) or to add new ones. Select the Profile Preferences page to indicate which Themes and Disciplines interest you and to stay up to date by email with our latest blogs, reports and publications.

Update Profile Profile Preferences

Title

First Name *

Last Name *

Email *

Telephone

Provide a telephone number

Date of Birth

7

8. To set up an Employer Relationship click on Create new employer relationship on the Profile Details page.

You don't have any current employer relationships - you must have at least one current employer relationship to use My Advance HE.

Employer Relationships

Create new employer relationship

Account ↑

Job Category

Start Date

End Date

There are no records to display.

9. To check if your institution, organisation or company name is already listed, click on the spy glass search icon.

Create x

Organisation

🔍

Search for your organisation by clicking on the search icon, entering keyword(s) related to your organisation name, then click the search icon. Select an entry from the results listing and click the Select button. Alternatively you can use a search keyword phrase enclosed by wildcard * for example *Advance* to help narrow your search results

If you are not aligned to an organisation please click the search icon and enter self employed, click the search icon again and then click select

If your organisation is not listed, please click the Organisation not Listed checkbox and enter your organisation name in the field that appears below. **Please** note we will need to review your organisation entry before you can use portal services such as booking events or applying for Fellowship.

Organisation not Listed

Job Category *

🔍

Job Title *

Start Date *

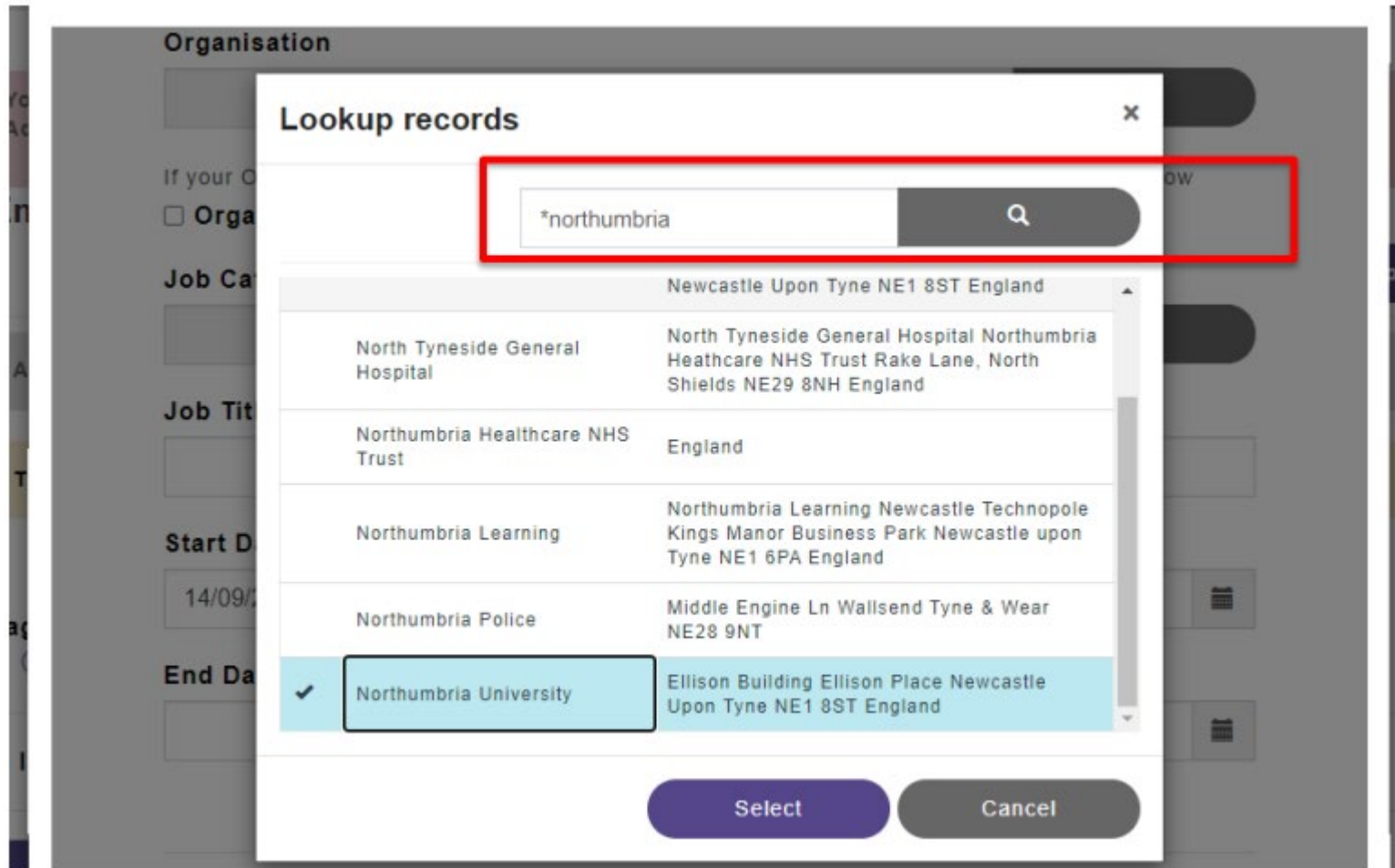
01/06/2023📅

End Date

DD/MM/YYYY📅

10. Enter your institution, organisation or company name and click on the spy glass search icon.

If you find a match then click on the entry and click Select



10

11. If you cannot find a match after searching for your institution, organisation or company name then click Cancel and tick the box next to Organisation not listed. This will enable you to manually enter the name of your organisation.

If your organisation is not listed, please click the Organisation not Listed checkbox and enter your organisation name in the field that appears below. **Please** note we will need to review your organisation entry before you can use portal services such as booking events or applying for Fellowship.

Organisation not Listed

Organisation Name

12. Next click on the spy glass search icon to the right of Job Category.

Organisation

Northumbria University ✕ 🔍

If your Organisation is not listed, please click the checkbox enter the Organisation name below

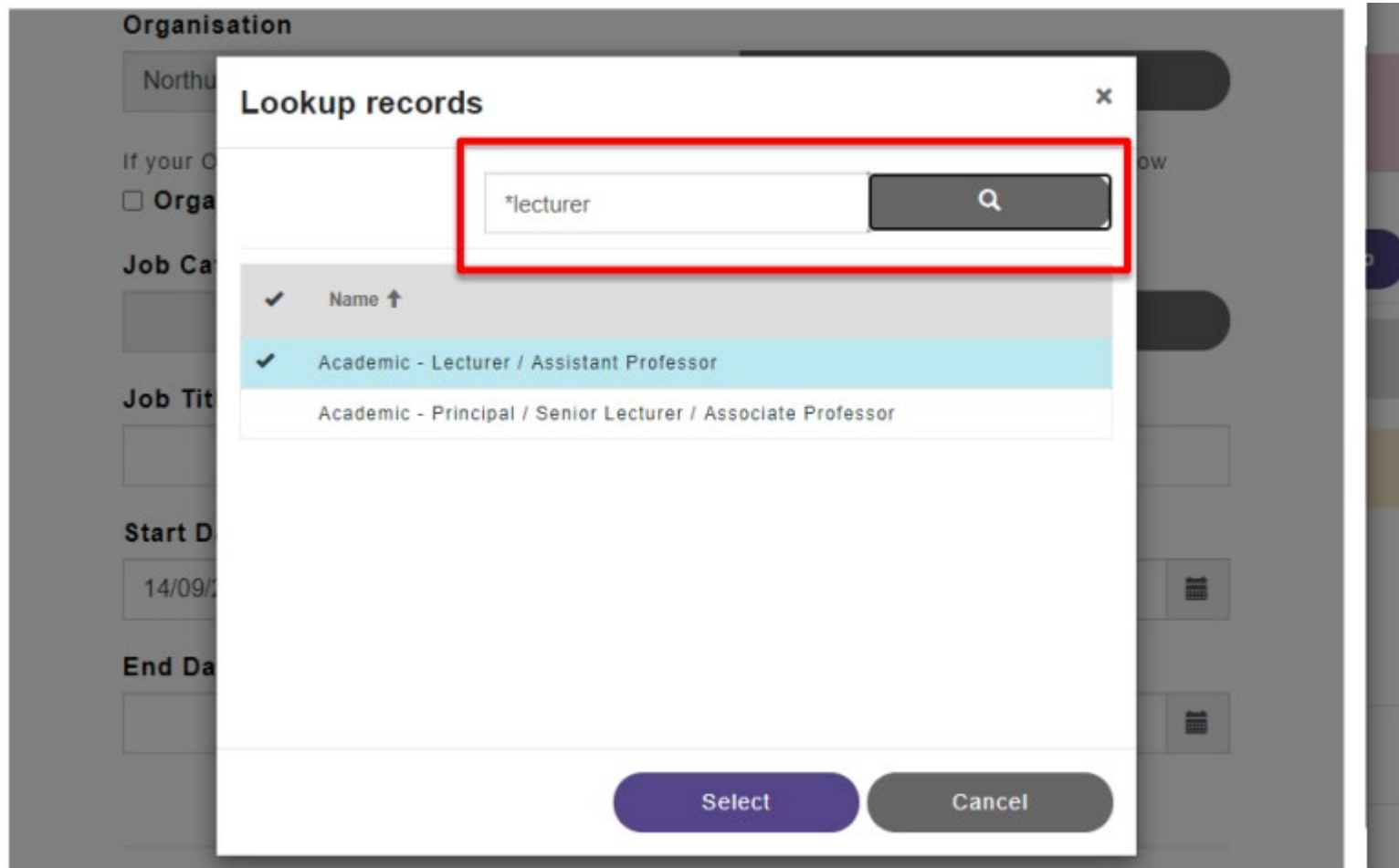
Organisation not Listed

Job Category *

🔍

Job Title

13. Type in your job role and click on the spy glass search icon. Choose the closest option from the results list and click Select.



13

14. You can also add your job title. Enter the start date of your employer relationship (an end date is only required if your current employer relationship ends and you need to create a new one. If you have a fixed term contract you do not need to enter an end date when setting up your employer relationship). Click on Submit to add the organisation, job category and job title information to your profile.

Create ✕

the Select button. Alternatively you can use a search keyword phrase enclosed by wildcards for example *Advance* to help narrow your search results

If you are not aligned to an organisation please click the search icon and enter self employed, click the search icon again and then click select

If your organisation is not listed, please click the Organisation not Listed checkbox and enter your organisation name in the field that appears below. **Please** note we will need to review your organisation entry before you can use portal services such as booking events or applying for Fellowship.

Organisation not Listed

Job Category *

Academic - Lecturer / Assistant Professor ✕ 🔍

Job Title *

Lecturer|

Start Date *

01/06/2023 📅

End Date

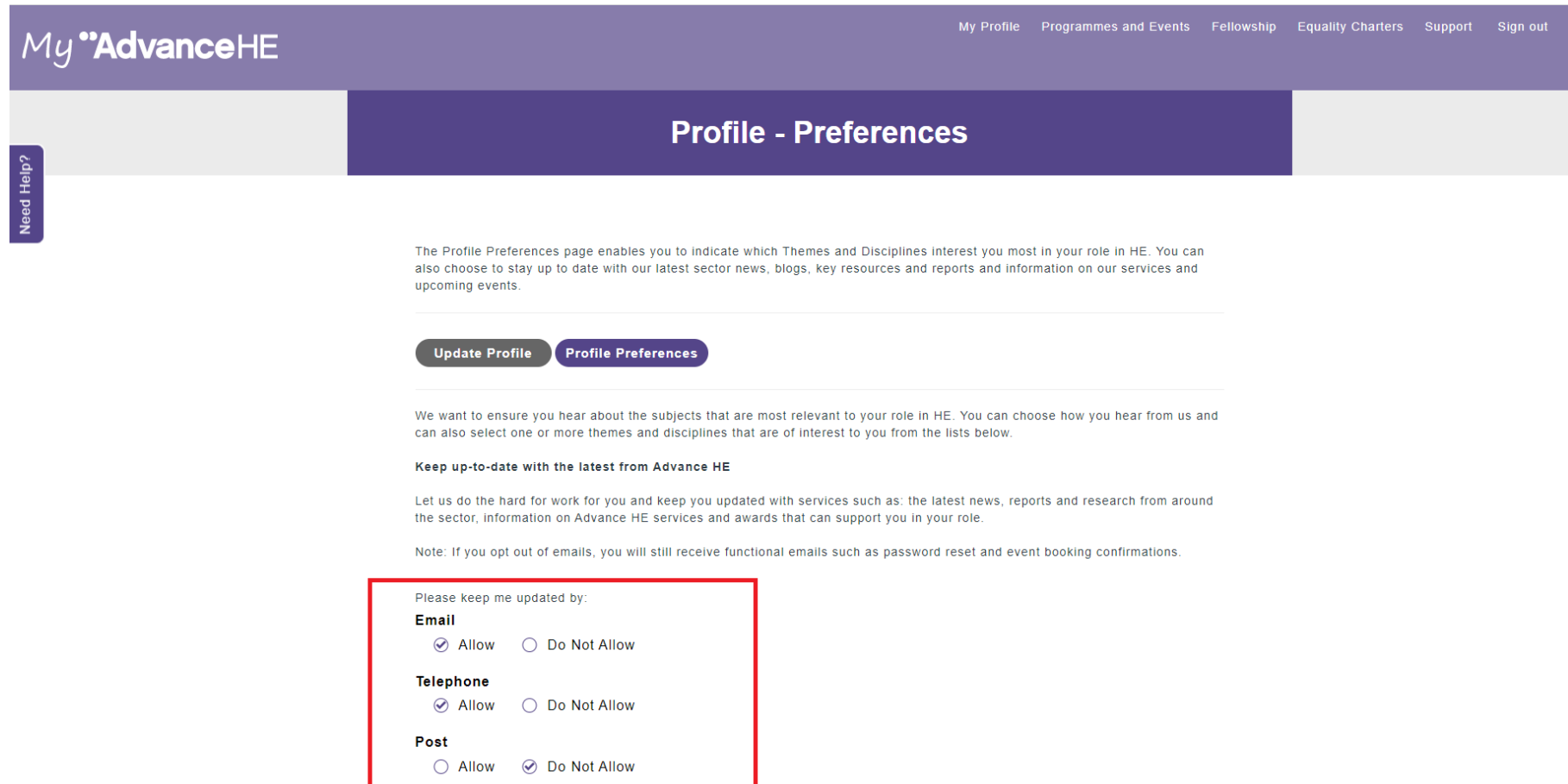
DD/MM/YYYY 📅

Submit

15. You will be returned to Profile page where you can then navigation to other sections of the portal including Programmes and Events and Fellowship. You can also choose to update your Profile Preferences where you can select the Themes and Disciplines that are of most interest to you in your role.

The screenshot displays the 'My AdvanceHE' portal interface. At the top, a purple navigation bar contains the logo 'My AdvanceHE' on the left and a list of menu items: 'My Profile', 'Programmes and Events', 'Fellowship', 'Support', 'Institutional Contact', 'Sign out', 'My Certificates', 'Update Profile', and 'Invoices'. Below this is a dark blue header section with the text 'Profile Details' in white. A vertical button labeled 'Need Help?' is positioned on the left side. The main content area features two paragraphs of text: the first explains that the 'Update Profile' page is used to verify account and contact information, and the second states that the 'Profile Preferences' page allows users to select themes and disciplines of interest. Below the text are two buttons: 'Update Profile' and 'Profile Preferences', with the latter highlighted by a red rectangular box. At the bottom, a green banner displays the message 'Your profile has been updated.'

16. On this page you can also choose how you would like to receive communications from Advance HE.



My AdvanceHE

My Profile Programmes and Events Fellowship Equality Charters Support Sign out

Profile - Preferences

Need Help?

The Profile Preferences page enables you to indicate which Themes and Disciplines interest you most in your role in HE. You can also choose to stay up to date with our latest sector news, blogs, key resources and reports and information on our services and upcoming events.

[Update Profile](#) [Profile Preferences](#)

We want to ensure you hear about the subjects that are most relevant to your role in HE. You can choose how you hear from us and can also select one or more themes and disciplines that are of interest to you from the lists below.

Keep up-to-date with the latest from Advance HE

Let us do the hard work for you and keep you updated with services such as: the latest news, reports and research from around the sector, information on Advance HE services and awards that can support you in your role.

Note: If you opt out of emails, you will still receive functional emails such as password reset and event booking confirmations.

Please keep me updated by:

Email

Allow Do Not Allow

Telephone

Allow Do Not Allow

Post

Allow Do Not Allow

17. On the Profile Preferences page you can select the one or more Themes (Teaching and Learning, Leadership and Management, Governance and Equality, Diversity and Inclusion) and Disciplines that are of most interest to you in your role.

Themes
Select one or more theme interests

[Add](#)

Name ↓

There are no records to display.

Disciplines
Select one or more discipline interests

[Add](#)

Name ↓

There are no records to display.

[Submit](#)

18. Programmes and Events - on this page you will find the Events calendar which shows all upcoming programmes, events and conferences. Clicking on an event will direct you to the booking page where you can book yourself and others onto the event.

My AdvanceHE | Programmes, Conferences and Events | My Profile | Programmes and Events | Fellowship | Equality Charters | Support | Sign out

Need Help?

Browse our events calendar to find opportunities to develop your skills, network with others and share good practice in HE.

Search

08 Jun 2023	Workshop Online: Zoom Inclusive Leadership 2 A three-module virtual workshop aimed at leaders and senior leaders within HEIs, focusing on inclusive practice.	14 Jun 2023	Symposium Leeds Flexible Learning Symposium 2023 By way of a keynote session, oral presentations and workshops, delegates will be able to learn, discuss and share latest practices in flexible learning among a network of peers.
15 Jun 2023	Member Benefit Event Online: Zoom Building inclusive campus communities: Exploring good relations and freedom of speech. This webinar provides an opportunity to explore how institutions across the world are building environments where diversity of thought flourishes and where students and staff feel respected, supported, and included.	20 Jun 2023	Open Programme De Vere Grand Connaught Rooms Preparing for Senior Strategic Leadership 37 Develop the personal resilience, emotional intelligence and creativity needed by those operating at a strategic level in higher education.
28 Jun 2023	Governance Virtual GDP Student Experience and Academic Assurance 2023	04 Jul 2023	Conference Keele University Teaching and learning conference 2023 Our flagship three-day conference attracting HE practitioners involved in all aspects of HE

19. Fellowship – Here you will be able to create a Fellowship application and view/download any awarded Fellowship certificate. Institutional Programme Leaders and Programme Administrators can also add a completer of an accredited course run by their organisation under Course List.

For further advice on how to submit your application through the portal using for the UKPSF 2011* route please click [here](#). For further advice on how to submit your application through the portal using the UKPSF 2023 route please click [here](#). (*Applications under this framework will be accepted until 31 December 2023)

My AdvanceHE

My Profile Programmes and Events Fellowship Equality Charters Support Sign out

Fellowship Applications Course List

Fellowship

Need Help?

If you would like to apply directly for a Fellowship category, please select "Fellowship Applications".

If you would like to add a completer of an accredited course run by your organisation, please select "Course List" from the list below.

You can find and view your Fellowship Certificates within your My Profile page.

Fellowship Applications

Course List

Please note that access to your institutional data (for example which of your staff are recognised as Fellows) is now available within the "Institutional Contact " area of the portal.

Access to this area is limited to your institutional Learning and Teaching contact. If you do not access to this area, but feel you should, please click on "Need Help?".

20. **Help and Support** – if you experience any problems using My Advance HE you can click on the Need Help? button and submit a customer support form. One of the Advance HE team will be in contact to help resolve your issue.

The image shows a user interface for reporting an issue. On the left, a sidebar contains a button labeled "Need Help?" which is highlighted with a red rectangular box. The main content area is titled "Report an issue" and contains the following text and form elements:

We're here to help
If you are experiencing any issues using My Advance HE, please complete the form below and one of our support team will be in touch to help.

Please provide a brief summary of your issue

Which area of My Advance HE are you having difficulty with?

Please describe the issue you are experiencing

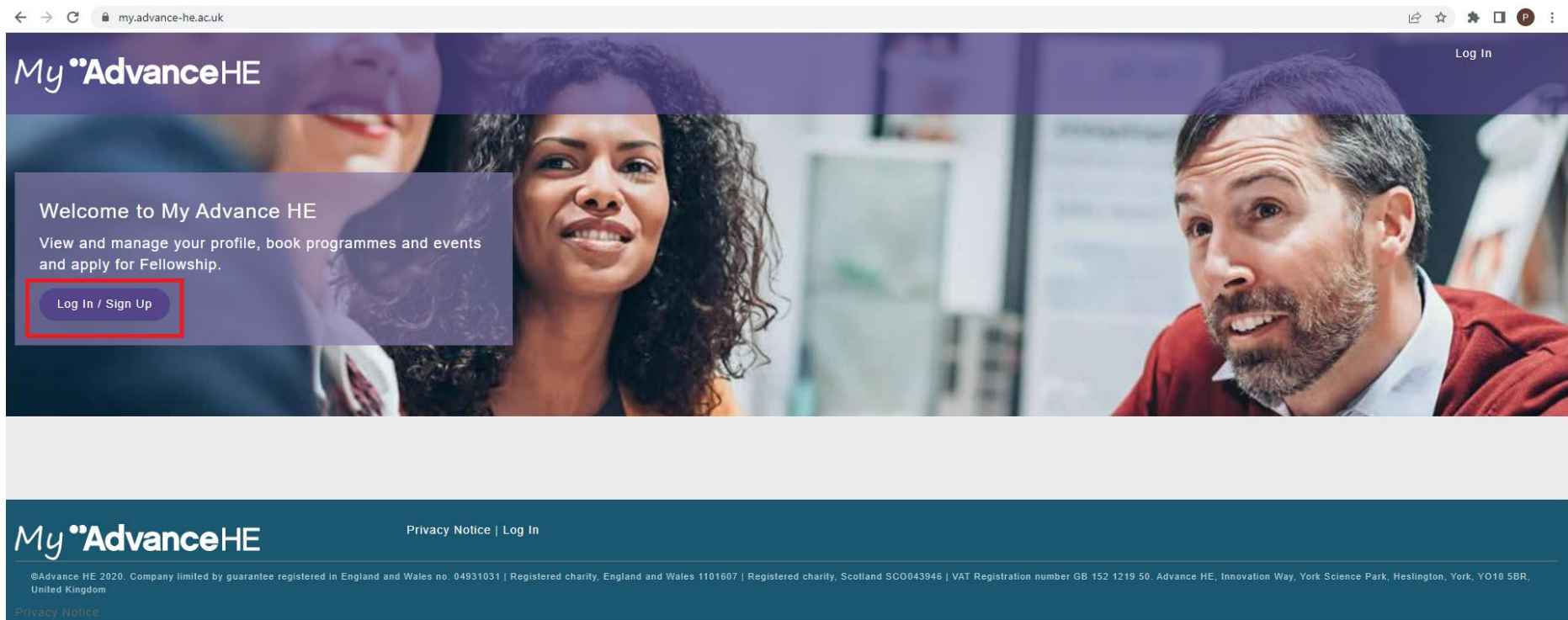
20

21. **Returning visits** – you can bookmark My Advance HE <https://my.advance-he.ac.uk/> as a favourite to return to later or you will also find the My Advance HE portal linked directly from the main Advance HE website. Just click on Login in on the top right of the home screen and you will be directed to our platforms My Advance HE, Connect and My VLE.

The screenshot shows the Advance HE website home page. At the top, there is a navigation bar with the Advance HE logo and several menu items: About Us, News, Views and Resources, Membership, Consultancy + Enhancement, Programmes + Events, Teaching + Learning, Leadership + Management, Equality, Diversity + Inclusion, and Effective Governance. A search bar and a 'Login' button are also visible in the top right corner. Below the navigation bar, there is a main content area featuring a news article titled 'The Leadership Survey for Higher Education report launched'. A 'Find out more' button is located below the article. In the center of the page, there is a 'Log in to your account' section with a sub-header 'Sign in to or register for your desired Advance HE account'. Below this, there are three distinct login options, each with a description and a 'Log in' button: 'Log in to My Advance HE' (highlighted with a red box), 'Log in to Connect', and 'Log in to myVLE'. At the bottom of the page, the logos for 'My Advance HE', 'Advance HE Connect', and 'myVLE' are displayed.

My Advance HE – Forgotten Password

1. Visit My Advance HE <https://my.advance-he.ac.uk/> and click on Log in / Sign Up.



2. Click on the “Forgot your password?” link below the purple log in button

3. Enter your email address and click Send verification code

< Cancel

My AdvanceHE

To reset your password please enter your email address and click the Send verification code button. Then enter the code from the email you receive from Microsoft on behalf of Advance HE to create a new password.

Email Address

Send verification code

Continue

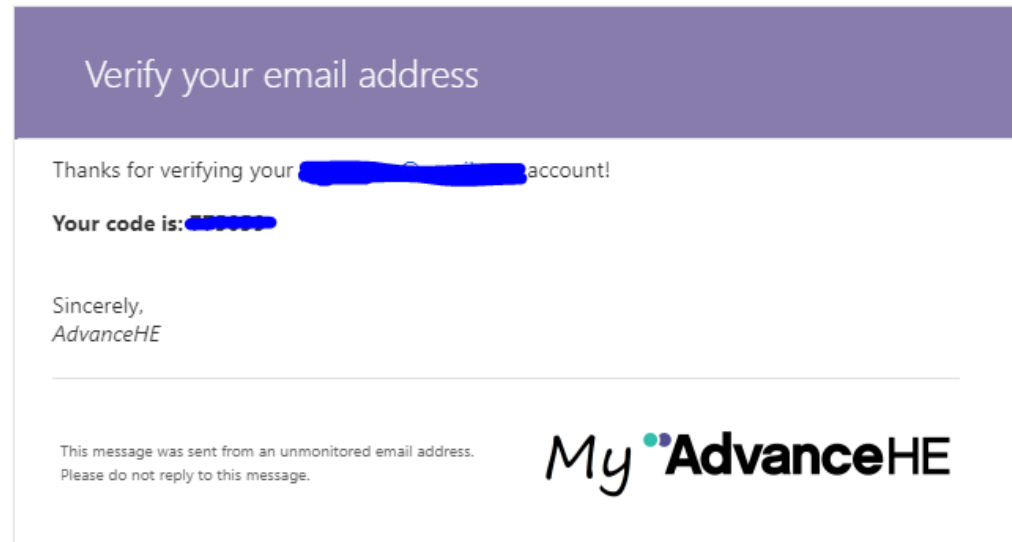
4. You will receive an email from Microsoft on behalf of Advance HE. We use Microsoft portal technology to securely host My Advance HE. The email will come from msonlineserviceteam@microsoftonline.com.

The email will look similar to the screenshot below and will contain a 6 digit verification code specific to you.

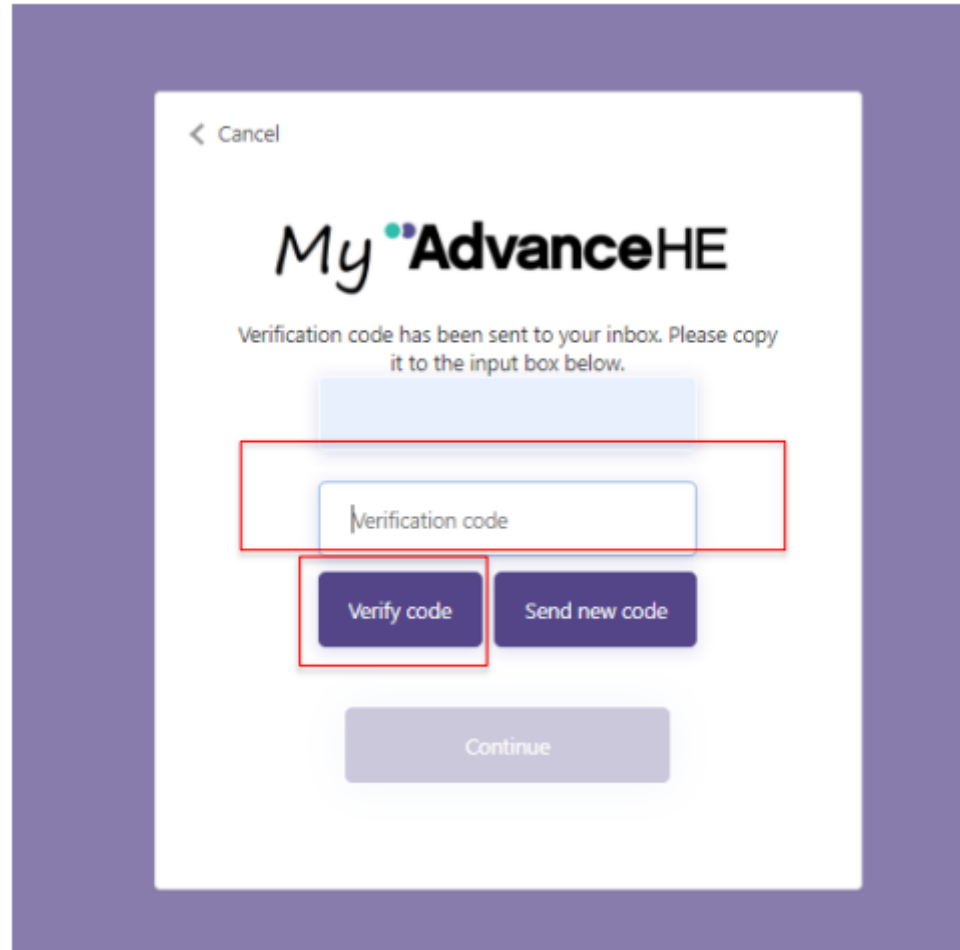
AdvanceHE account email verification code > Inbox x



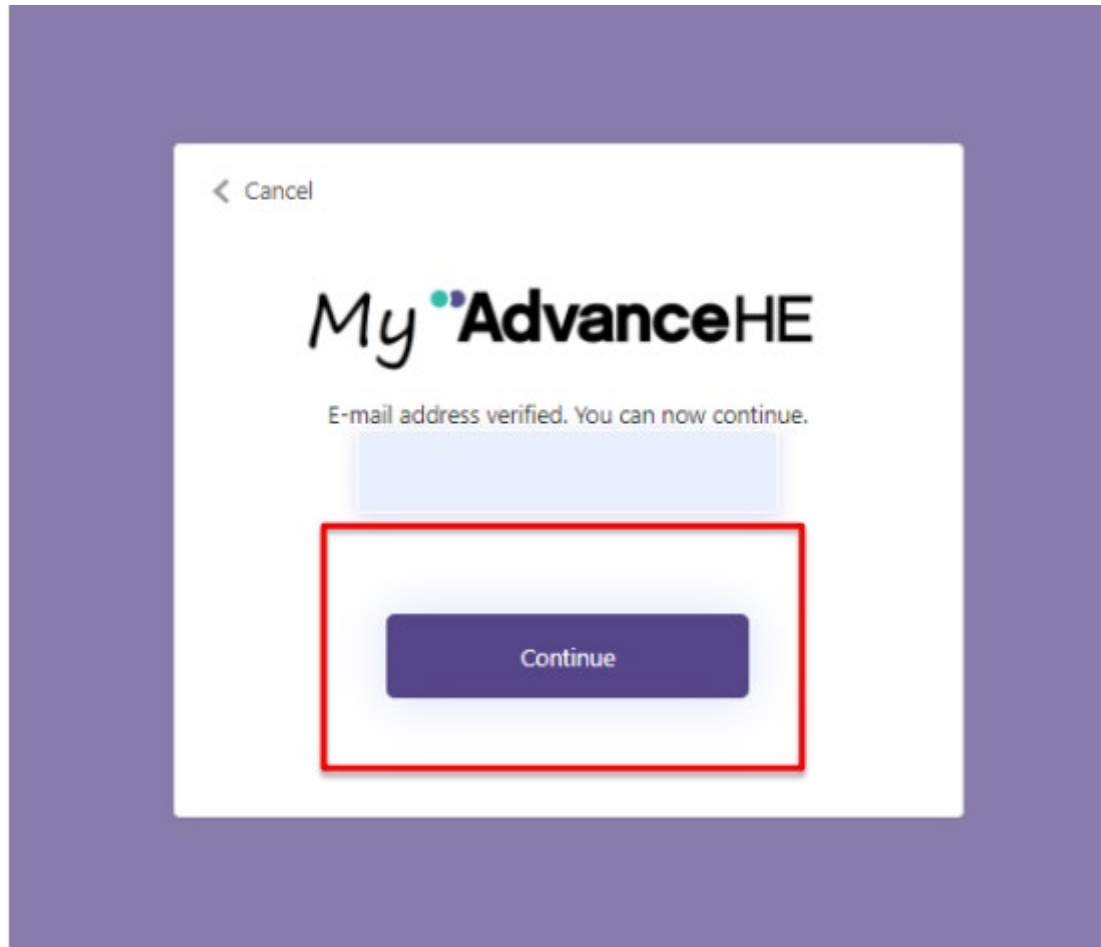
Microsoft on behalf of AdvanceHE <msonlineserviceteam@microsoftonline.com>
to me ▾



5. Copy paste the code into the My Advance HE screen you were on and click Verify Code



6. Click Continue

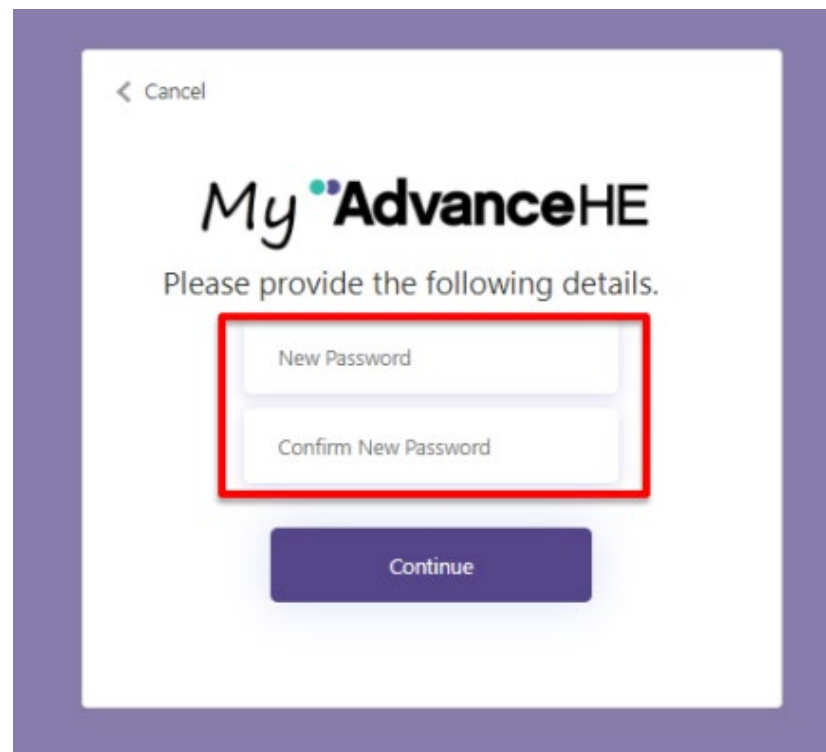


7. Enter a new password and confirm the new password then click Continue. The password must be between 8 and 64 characters.

The password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit
- a symbol

Enter a Forename and Surname and click Create.



The screenshot shows a mobile application interface for creating a new account. At the top left, there is a back arrow and the text '< Cancel'. The main heading is 'My AdvanceHE', with 'My' in a script font and 'AdvanceHE' in a bold sans-serif font. Below the heading, the text 'Please provide the following details.' is displayed. There are two input fields: 'New Password' and 'Confirm New Password'. Both fields are highlighted with a red rectangular border. Below the input fields is a dark blue button with the text 'Continue' in white.

8. Enter your email address and the new password you created, then click on Sign in.

My AdvanceHE

If this is your first visit to My Advance HE please [Sign up now](#) to create your account. If you already have a My Advance HE account please log in.

Email Address

Password

Log in

[Forgot your password?](#)

[Can no longer access your email address?](#)

[Don't have an account?](#)

Sign up now

Need help to sign up or log in? Please see our [guidance notes](#) or [contact us](#).