Sign up process for My Advance HE

1. Visit My Advance HE [https://my.advance-he.ac.uk/](https://my.advance-he.ac.uk/) and click on Log in / Sign Up.
2. To create an account, click on either the Sign up now link in 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.
3. Enter your email address and click Send verification code.
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 msonlineservicesteam@microsoftonline.com.

The email will look similar to the screenshot below and will contain a 6 digit verification code specific to you.
5. Copy and paste the code into the My Advance HE screen you were on and click Verify Code.
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.
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.
8. To set up an Employer Relationship click on Create new employer relationship on the Profile Details page.
9. To check if your institution, organisation or company name is already listed, click on the spy glass search icon.
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
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.
12. Next click on the spy glass search icon to the right of Job Category.
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.
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.
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.
16. On this page you can also choose how you would like to receive communications from Advance HE.
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.
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.
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)
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.
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.
My Advance HE – Forgotten Password

1. Visit My Advance HE [https://my.advance-he.ac.uk/](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
4. You will receive and email from Microsoft on behalf of Advance HE. We use Microsoft portal technology to securely host My Advance HE. The email will come from msonlineservicesteam@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 ➤

Microsoft on behalf of AdvanceHE <msonlineservicesteam@microsoftonline.com>
to me ➤

Verify your email address

Thanks for verifying your account!

Your code is: ********

Sincerely,
AdvanceHE

This message was sent from an unmonitored email address. Please do not reply to this message.
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.
8. Enter your email address and the new password you created, then click on Sign in.