



# My Advance HE Guidance:

Maintaining your My Advance HE Account

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# 1. Guidance for Fellows on Maintaining their My Advance HE account

## 1.1 Introduction

This document has been designed to assist you in ensuring that your [My Advance HE](#) record remains current.

This is important so that you do not lose access to your Fellowship certificate, and that your award is included in your institution's annual HESA return.

## 1.2 Your My Advance HE account and your Fellowship certificate

If you have been awarded fellowship, of any category, then there will be a record of this on the Advance HE system. You can access your certificate via the My Advance HE portal, which contains your name, contact information and fellowship certification record.

## 1.3 Maintaining your My Advance HE account

Please ensure that you always keep your account up to date, in particular:

- Your name
- Your contact email address
- your Employment Relationship

Doing this will ensure that you never lose access to your account and that you can recover your certificate whenever you require it.

## 1.4 HESA data and your Fellowship record

Higher Education Providers are required to send data to the Higher Education Statistics Agency (HESA) about staff who are employed under a contract of employment at any time during the academic year.

Your institution will be required to provide details of any academic staff that have been awarded fellowship and the category of fellowship held.

## 1.5 Your Fellowship record and your My Advance HE Account

You can view your fellowship record, and download your certificate, via your My Advance HE Account.

If you have a My Advance HE account that you know how to access, please follow the steps below:

1. Go to [My Advance HE](#).
2. Click on **Log In** in the main menu.
3. Enter your email address and password and log in.
4. Click on **My Profile** in the top menu.

5. Click on **My Certificates**.

[My Certificates](#) - view and download your Fellowship Certificates  
[Update Profile](#) - review or edit your account information  
[Profile Preferences](#) - stay up to date via email with our latest blogs, reports and publications  
[Invoices](#) - view Paid and Unpaid invoices  
For help please see our [Support](#) page.

6. You will be able to see your most recent fellowship award and request the certificate. The certificate contains your certification number.

**IMPORTANT**

**If you cannot see your award listed under My Certificates, then you are not accessing your original My Advance HE account.**

Please complete the steps in **section 1.7** below, so that we can merge your existing account with your original one.

## 1.6 Your Employer Relationship in your My Advance HE account

In your My Advance HE account there is an Employer Relationship record. We use this record to provide your institution with a HESA report on the number of fellows employed with them during each academic year.

We ask you to keep your Employer Relationship information up to date, so that your fellowship record appears in your employer's HESA return for the relevant academic year.

1. Click on **My Profile**
2. Click on **Update Profile**
3. Scroll down to **Employer Relationship**.
4. If you have a previous employer listed, enter an end date for this employment relationship and click **Submit**.
5. Click **Create new employer relationship**, select your current employer and click **Submit**.

## 1.7 What to do if you do not have a My Advance HE account, or cannot access it

1. Click on the link below:

[Webform](#)

2. Complete the webform with as many details as possible to help us locate your original account. These include:

- + your fellowship reference number. This could be either a five-digit code if you gained fellowship through the Institute for Learning and Teaching in HE, or a six-digit number code with a prefix of 'PR';
- + the email address you had when you were awarded, or any previous email addresses for you that we might have on our system;
- + previous employer;
- + name, middle name and surname (if you have changed your name, please provide your previous name as well)
- + category of fellowship;
- + date /year awarded;
- + employer when you were awarded.

### IMPORTANT

**If you do not have an account, or cannot access your original one, please do not create a new one.**

Please use the [webform](#) instead so that we can match your certification record to your details. We will then provide you with access to your account.

## 1.8 Data protection

All data relating to fellowship records is shared between your institution and Advance HE as per the terms and conditions of Advance HE Membership. Further details on how the two organisations share data can be found on the [Advance HE website](#).

The [Fellowship Privacy Policy](#) on the Advance HE website outlines how your personal data will be used to support your Fellowship record. If you have any concerns or questions about how your data is managed please contact the fellowship team or the Advance HE Data Protection Team on [data.protection@advance-he.ac.uk](mailto:data.protection@advance-he.ac.uk).



## Contact us

### All enquiries:

Email: [fellowship@advance-he.ac.uk](mailto:fellowship@advance-he.ac.uk)

Website: [www.advance-he.ac.uk](http://www.advance-he.ac.uk)

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Our strategic goals to enhance confidence and trust in HE, address inequalities, promote inclusion and advance education to meet the evolving needs of students and society, support the work of our members and the HE sector.

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