

# Accent Course Manager: After an Event

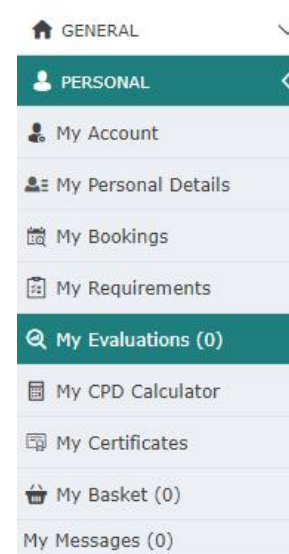
## Accessing an Evaluation Form, Certificate and Documents

To begin you must login to Accent Course Manager

### How to access an Evaluation Form (where applicable)

#### Look for an Evaluation Form

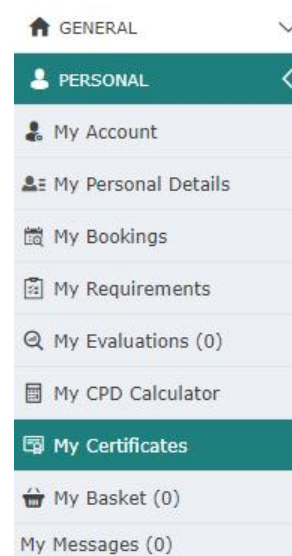
- Click 'My Evaluations' from the menu on the left (see image).
- If an evaluation has been released to you, a number should appear beside 'My Evaluations' (in the example, the number is '0').
- Click on the evaluation relevant to the event you attended.
- Follow the instructions on screen, answering 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 [ESD.EM@hee.nhs.uk](mailto:ESD.EM@hee.nhs.uk).



### 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 left image).
- A list of certificates will be displayed. Click on the 'Certificate' button to open your Certificate (see image below).
- Save it or print the Certificate.



## How to access additional Documents (where applicable)

### Accessing additional documents

- Where documents have been uploaded by HEE to a specific event, these will be stored for you to access.
- To access them, click on 'My Courses/Conferences' from the left menu (see image opposite).
- 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.

- GENERAL
- PERSONAL
  - My Account
  - My Personal Details
  - My Bookings
  - My Requirements
  - My Evaluations (0)
  - My CPD Calculator
  - My Certificates
  - My Basket (0)
  - My Messages (0)

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

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

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

**DOCUMENTS**

Search | Cancel Booking | Programs