

## Course Booking Guide – Courses for Experienced Trainers

1. Go to the FDA IT Platform – [www.fda.nes.scot.nhs.uk](http://www.fda.nes.scot.nhs.uk)
2. In the grey box, enter your GMC/GDC number, your email address and press “Register”

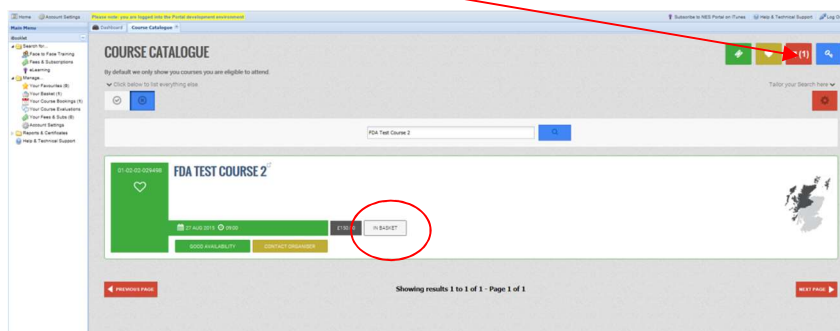
The screenshot shows the registration page for the Faculty Development Alliance (FDA) Programme. The page has a blue header with the NHS logo and navigation links. Below the header, there are tabs for 'Home', 'Portals and Topics', 'Communities', 'Library', 'Learning and CPD', 'Keep Up To Date', and 'Tools and Apps'. The main content area is divided into two sections: 'Login' and 'Register for the Faculty Development Alliance (FDA) Programme'. The 'Login' section has fields for 'Email Address' and 'Password', and a 'Login' button. The 'Register' section has a 'GMC/GDC No.' field, an 'Email Address' field, and a 'Register' button. A red circle highlights the registration fields, and a red arrow points from the text in step 2 to this circle.

3. When asked, enter the following details:
  - Name
  - Role
  - Specialty
  - Hospital
4. Create a password (this can be changed later)
5. Once the registration is complete, you will be taken to the programme page
6. Click on the “Resources for Experienced Trainers” menu option (this will list all the FDA resources currently available).

The screenshot shows the programme page after registration. At the top, there is a navigation menu with options: 'Getting Started', 'Training Record', 'Entry Level Resources', 'Resources For Experience Trainers', and 'Tools'. The 'Resources For Experience Trainers' option is highlighted with a red circle and a red arrow. Below the menu, there is a 'Training Record' section with a 'Print Training Record' button. The 'Entry Level Resources' section lists several modules: 'FDA Module 2 Test', 'FDA Module 3', 'FDA Module 6', and 'FDA Test Course 2'. Each module has a 'Launch Module' button, and 'FDA Test Course 2' has a 'Book' button.

Please also note the Training Record menu option. This is where you will find your attendance certificate after the course.

- Under the “Resources for Experienced Trainers” tab, scroll to find the workshop/date required and press “book”. You will now be directed to the Portal website – [www.Portal.scot.nhs.uk](http://www.Portal.scot.nhs.uk) – where you will be asked to create a Portal account if you do not already have one – and will then be able to book a place on the course (or if the course is already full, add your name to the waiting list). When booking, you should add your chosen course to the “basket”, click “manage your basket” and then follow the onscreen instructions to check-out/complete the booking process.



- Once your place is booked, you can log out.

Updated 30/04/19