

# The Training Gateway Online Portal

## User Guide

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### Logging in

You can find the login link on an orange button at the top of each page:



**THE TRAINING GATEWAY**

Introducing you to your perfect training provider.

[TRAINING PROVIDER LOGIN / REGISTER](#)

[I AM A UK TRAINING PROVIDER](#)

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## LOOKING FOR HIGH QUALITY AND EFFECTIVE TRAINING?

The Training Gateway is the free online training brokerage from which to source corporate and professional training and educational partnerships from leading UK Training Providers including UK universities, colleges and private training providers.

[GET IN TOUCH](#)

You can also find a login box like this at the bottom of each opportunity.

If you can't remember your password, please use the forgotten password link ->

### MEMBER LOGIN

Email address

Password

[Forgotten password?](#)

[Login](#)

# Create a new member account

Go to <https://www.thetraininggateway.com/training-member-area/loginregister/>

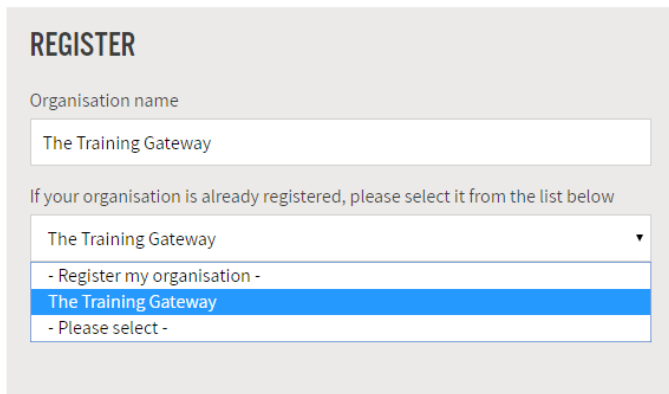


**REGISTER**

Organisation name

Your organisation's name  
Please fill out this field.

Start typing your organisation name and you will get a new box asking you to select your organisation



**REGISTER**

Organisation name

The Training Gateway

If your organisation is already registered, please select it from the list below

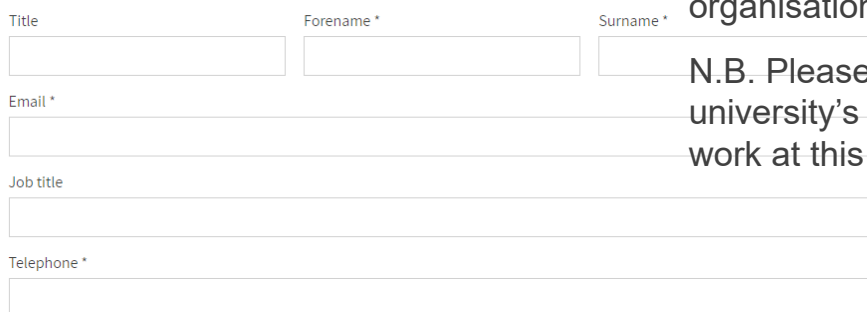
The Training Gateway  
- Register my organisation -  
The Training Gateway  
- Please select -

Choose your organisation from the list or, if it's not listed, choose "register my organisation"

## ORGANISATION

**Name:** The Training Gateway  
**Key Contact:** Mrs Ella Eyre

## YOUR DETAILS



Title

Forename \*

Surname \*

Email \*

Job title

Telephone \*

You will then be asked to complete the registration form, which will include company information if you are registering a new organisation.

N.B. Please use your company, college or university's email so that we can confirm you work at this organisation.

Please tick this box if you'd like to sign up to our mailing list

You can read [our privacy policy here](#).

If you would like to receive our weekly emails please check this box

Register

Clicking "register" will send you an email to validate your email address. Once you have clicked on the link in the email, your request will come through to the Training Gateway to be checked and activated.

Are you registering a new organisation? We do offer a free two week trial so please contact us if you are interested ([info@thetraininggateway.com](mailto:info@thetraininggateway.com))

# Finding Opportunities

We have added a number of new search options to our new website.

All tenders can be viewed at <https://www.thetraininggateway.com/training-member-area/view-opportunities/>

The screenshot shows the 'ADVANCED SEARCH' section of the website. It features a dark grey header with the text 'ADVANCED SEARCH' in white. Below the header are several search filters and a search button. Callouts with lines pointing to specific elements provide explanations:

- Type here to search by keyword**: Points to the 'Keyword...' input field.
- This drop-down box will allow you to search by sector (see more on what the sectors cover below)**: Points to the 'Any sector' dropdown menu.
- Start typing a country or area of the UK to get a drop-down list of the regions**: Points to the 'Please select region from list below' input field.
- Denotes a unique opportunity to the Training Gateway**: Points to a star icon next to the search button.
- Here you can choose to look only at recently posted opportunities**: Points to the 'Added any time' dropdown menu.
- This drop-down box allows you to show only opportunities unique to the Training Gateway.**: Points to the 'All opportunities' dropdown menu.

The search interface includes the following elements:

- Keyword...:** A text input field for entering search terms.
- Any sector:** A dropdown menu for selecting a sector.
- Please select region from list below:** A dropdown menu for selecting a region.
- Added any time:** A dropdown menu for selecting a time filter.
- All opportunities:** A dropdown menu for selecting an opportunity type.
- SEARCH:** A teal button to execute the search.

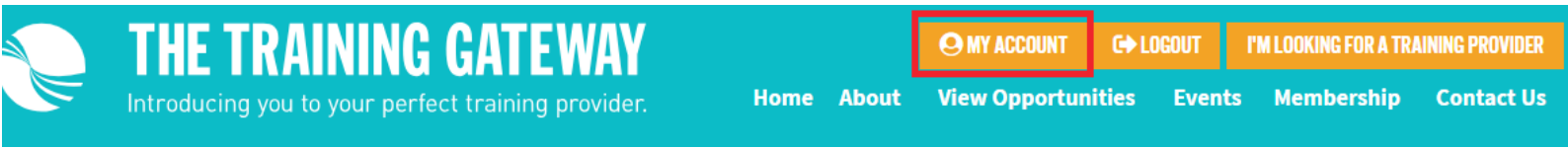
## Sectors

We categorise the opportunities into six sectors:

- 1. Educational Collaboration and Partnerships**  
including overseas universities and organisations looking for educational, academic or research partnerships with UK insitutions
- 2. Language Training and Summer Schools**  
any English language courses, plus any opportunities to deliver short stay courses in the UK where the main focus is cultural or English language (including professionals or students)
- 3. Leadership and Management and Soft Skills**  
ILM and CMI courses, any courses around leadership qualities, managing a team or the skills needs to lead and manage e.g. presentation skills
- 4. Professional Training**  
any training that is part of required or ongoing training for a profession e.g. Nursing qualifications, teacher training, courses for police officers
- 5. Technical, Vocational and STEM**  
training for manufacturing, construction, IT technicians and coders, scientific training and vocational training.
- 6. Other**  
anything else, including events and exhibitions that may be of interest to members.

# My account

Once you are logged in, you can view your account information by clicking on the orange button at the top of the screen.





You should have the six buttons below.


Update your contact information and change your mailing preferences


Change your password


View details of opportunities that you have viewed on previous visits


 **MY PROFILE**  
Address & Newsletter Options  
[View >](#)

 **MY SECURITY**  
Update your password details  
[View >](#)

 **MY OPPORTUNITIES**  
Opportunities that I have expressed an interest in  
[View >](#)

 **MY ORGANISATION**  
Details of my organisation and my organisation profile  
[View >](#)

 **MEMBER DIRECTORY**  
Directory of users within my organisation  
[View >](#)

 **ORGANISATION INTERESTS**  
Details of opportunities viewed by my organisation  
[View >](#)

See details of your organisation including your level of subscription and your key users (who manages your account and subscription)

View a list of registered users in your organisation

View which opportunities other members of your organisation have viewed

If you have any questions or require further clarification, please contact us at [info@thetraininggateway.com](mailto:info@thetraininggateway.com) or 01904 325149