

1. Registering

Both websites look the same, and have the same facilities. However the learning materials on www.scils.co.uk are geared towards working with adults, and the materials on www.eils.co.uk are for Child Care / Early Years.

Once you have been given a registration number you can register with the websites.

To register you must click on 'Register' from the homepage. Once you have registered with one of the websites you will automatically be able to login to both www.scils.co.uk and www.eils.co.uk .

Five required pieces of information you are asked for when registering:

- **Registration Number:** Enter the Registration Number that has been given to you
- **Username:** Enter the username that you would like to use when accessing the website. This can be a maximum of 15 letters and must only contain letters and/or numbers. We recommend using combinations of your forename and surname. Your username must not contain any spaces
- **Password and Confirmation of Password:** Enter a password you would like to use each time you login to the website. The password needs to be at least 4 characters long and must only contain letters and/or numbers
- **Forename:** Enter your forename
- **Surname:** Enter your surname

After all the information has been entered scroll down to the bottom of the screen and click on 'Go'. After you click on 'Go' one of two things will happen.

- **You will be registered:** You will receive a message saying that you are now registered
- **You will receive an error:** If there has been a problem with the information you entered you will receive an error message giving details of the error. Alter any incorrect details in the form shown and click on 'Go'

2. Logging In

Once you have registered with the website you will be able to login using the form on the left hand side of the screen.

Two pieces of information are asked for when logging in:

- **Username:** Enter the username you created when registering
- **Password:** Enter the password you created when registering

After the information has been entered click on 'Go' and one of two things will happen.

- **You will be logged in:** You will receive a message saying that you are now logged in to the website
- **You will receive an error and not be logged in:** If there has been a problem with the information you entered you will receive an error message. Enter your username and password again and click on 'Go'

If you have forgotten your username and/or password there is a link from the homepage entitled 'Forgotten Password?'. Clicking on this link will take you to a page that contains instructions in retrieving your details.