

## **INES User Training for MA: Regional & Intermediate Body staff**

### **Venue:**

Training will be in Sheffield and is a 1 day training session. (The INES Training System is only accessible on ESFD computers in Sheffield and unavailable via the web).

### **Dates:**

Week commencing 1<sup>st</sup> to 5<sup>th</sup> March 2010,  
or  
Week commencing 8<sup>th</sup> to 12<sup>th</sup> March 2010

### **Timings:**

Training will be from 09.45am to 3.00pm daily.  
Training will start promptly at 09.45 am.  
Allow time for building security checks and signing into the building.

### **Aims**

To ensure Users are able to access and use INES.

### **Objectives**

By the end of the training session, users will;

- understand the relevant user roles,
- be able to register on the Government Gateway,
- be able to enroll onto INES,
- be able to log-on and access INES,
- be able to navigate and use INES to submit and edit profiles or claims,
- be able to use INES to process profiles and claims,
- be aware of INES Access Request Forms and their workflows,
- be aware of Support & Helpdesk procedures and their workflows.

MA: Regional INES Training will be available over a 2 week period.  
Maximum of 6 Users per training session.

On completion of training, INES passwords will be issued by MA: Systems (Admin) to Users via email.

Training material and handouts will be issued at each session.

To book your training session, email MA: Systems at [INES.Support@ju.gsi.gov.uk](mailto:INES.Support@ju.gsi.gov.uk) please provide two dates in order of preference.

You will be sent an Agenda, building location and arrival instructions, along with your training date confirmation.

**Note:** No access will be given to INES without completing the INES User training.