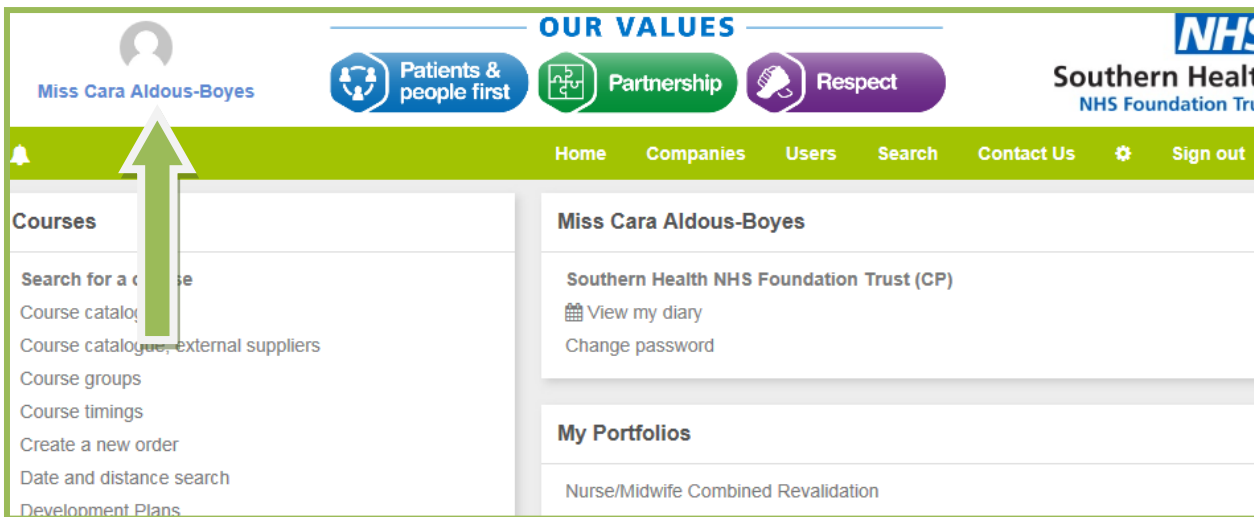


How to add requirements to your training account

Please let us know if you have any requirements such as dietary requirements or disabilities/physical requirements. This will enable us to put arrangements in place for any training courses you have booked (where possible/necessary). You can do this by adding anything you think we should know about to the requirement boxes on your LEaD training profile. Please follow the steps below if you are unsure on how to do this.

Go to <https://intranet.southernhealth.nhs.uk/login/?returnurl=%2f>
Click on the Large LEaD logo at the bottom of the page and login

Once you have logged in, click on your name at the top left hand side of the page.



This will bring up your profile where you can edit your information as per the below image.

Edit user

If any of your personal data is incorrect, please speak to your line manager and complete the appropriate HR variation forms. You can contact HR to access these forms at www.southernhealth.nhs.uk/jobs-and-recruitment/mhld/contact-us. It may take a few working days for the changes to be reflected here.

Company Southern Health NHS Foundation Trust (CP)
Primary contact LEaD Southern Health
Primary contact Email LEAD@southernhealth.nhs.uk [View diary](#)

Title Miss
Forename Cara
Surname Aldous-Boyes
Email
Phone 02380 874533

Profile
 Upload recent passport style photo

Linked Accounts

Work address [add a new address](#) [Search address](#)
 Tatchbury Mount, Calmore, SO40 2RZ

Scroll down slightly and on the right hand side there are 2 boxes in which you can make comments about any requirements you may have e.g. "I am allergic to seafood".

Please enter anything that you think we should know about into the boxes below. This information will be used by the training centre to prepare for a training course.

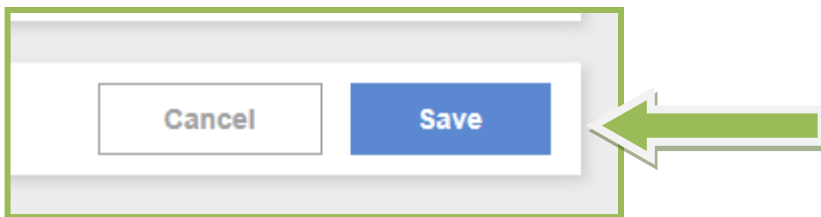
Disabilities or other physical requirements

I wear a hearing aid - please provide hearing loop

Dietary requirements

Allergic to seafood

Once you have entered all the relevant information, scroll to the very bottom of the page and click the blue 'save' button.



This will update your account with any requirements you may have entered and as mentioned earlier, will allow the training team to make any amendments/arrangements where necessary and possible, for any courses you've booked.

[Adding order notes](#)

If you have a requirement that is more specific to a particular course, you can add this as an order note when booking a course instead. Please be aware that this will only make the training team aware of your requirement for that particular course and not for any future events. Please see below on how to add an order note.

Once you have found the face to face course you wish to book and have begun the booking process (If you are unsure on how to book a course, please refer to the ['How to book onto a course'](#) guide for further information), you will notice there is an 'Additional Notes' comments box where you can add any necessary comments you may wish to make the training department aware of.

Description

14th October 2019, Face to Face - Basic Wound Care for Cara Aldous-Boyes at Parklands Hospital Prov

Additional Notes

