

Accreditation & Enrolment – Training Guide

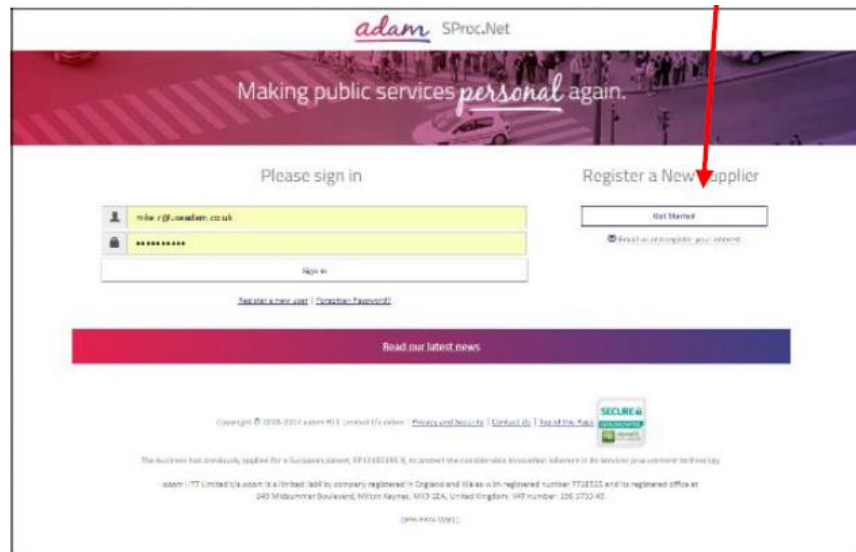
The purpose of this guide is to inform you how to register, accredit and enrol on to SProc.Net

Registration

The first step is register with SProc.Net to get a username and password. You do this by typing SProc.Net into the search bar of your browser.

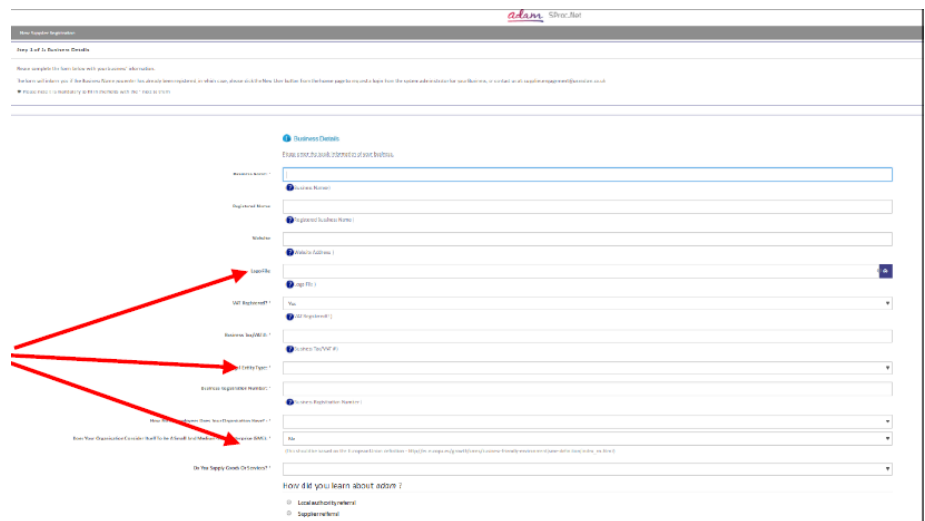


You then click Get Started



You are then required to enter information about your company. This will include information such as:

- Business Name
- VAT Registration
- Number of Employees
- Business Address



On the second stage of the process you will be required to enter some user information. (You will be able to add more users at a later stage)

Step 2 of 2: New User Details

adam SProc.Net

PLEASE NOTE: YOU WILL BE REQUIRED TO ENTER THE FOLLOWING INFORMATION TO COMPLETE THE REGISTRATION PROCESS. YOU WILL BE REQUIRED TO ENTER THE FOLLOWING INFORMATION TO COMPLETE THE REGISTRATION PROCESS. YOU WILL BE REQUIRED TO ENTER THE FOLLOWING INFORMATION TO COMPLETE THE REGISTRATION PROCESS.

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New User Details

Please enter your information (your first name will be used as an identifier)

Title *

First Name *

Last Name *

AD Suffix *

Email Address *

Password *

Confirm Password *

Cancel Finish

When you click Finish you will be sent an email with a username and password. Use these credentials to Log in and begin your Accreditation.

Accreditation

There will be a link in the registration email that will take you to the log on screen. (Please note you will be required to change your password when you first log on)

Please sign in

Email Address

Password

Sign in

Register a new user | Forgotten Password?

Once you have logged onto the system to start your Accreditation, click on Accreditation in the top left corner and then click New.

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Accreditations Enrolments Admin Help

Pending Approvals

New

Draft Pending Approvals

There is no data to display.

From the drop-down boxes, you will need to select the Client you would like to work with and the category you would like to provide services for. You then click Next.

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Accreditations Enrolments Admin Help

Pending Approvals / New Accreditation

Step 1 of 5 - New Accreditation

Please select the Client and Supply Category you wish to accredit to. adam retain the right to call upon your company at any point to provide evidence to the answers you provide below. If you are contacted to provide evidence, you must do this within 24 hours of the contact.

Client *

Category *

Birmingham City Council
Cornwall Council
London Borough of Newham
London Borough of Bromley
Cardiff City Council
London Borough of Haringey
Bee Aisle Racing
London Borough of Waltham Forest
Isle of Wight Council
Midlands and Lancashire Commissioning Support Unit
Brighton and Hove City Council
London Borough of Haringey - Parks and Leisure
South London SEN Commissioning
Essex County Council
Life Co
London Borough of Merton
WREN
London Borough of Lewisham

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Live Chat

adam HTT Limited t/a adam is a limited liability company registered in England and Wales with registered number 7732050 and its registered office at 249 Midsummer Boulevard, Milton Keynes, MK9 1EA, United Kingdom. VAT number: 358 5733 49.

On this page, you are required to respond to a number of questions about your company and the people who operate within it.

The screenshot shows the 'adam SProc.Net' interface. At the top, there are navigation links for 'Accreditations', 'Enrolments', 'Admin', and 'Help'. A search bar and a 'Logout' button are also present. Below the navigation, there is a 'Questions' section with a warning: 'The following questions must be answered accurately before this Accreditation can be submitted. Please note that the application will timeout after 30 minutes. Remember to save regularly to avoid losing any responses you have entered.' A table of questions follows, with columns for 'Question Type', 'Question Text', 'Answer', and 'Questions Remaining'. Two questions are visible, both related to 'Professional Standing'. The first question asks about convictions for conspiracy, and the second asks about convictions for fraud, theft, and defrauding customers. Both questions have a dropdown menu for the answer. A red arrow points to the dropdown menu of the second question.

Some responses you will select from a drop-down box, whilst others will need a typed response.

You will then need to confirm you are certified to accept responsibility for submitting this accreditation on behalf of your organisation. You do this by putting a tick in the box and clicking submit.

The screenshot shows a confirmation step with the text: 'I confirm that I am certified to accept responsibility for submitting this Accreditation on behalf of my organisation'. To the left of this text is a small square checkbox. Below the text are two buttons: 'Cancel' and 'Submit'. A red arrow points to the checkbox, and another red arrow points to the 'Submit' button. A hand cursor icon is positioned over the 'Submit' button.

Enrolment

Once you have completed your accreditation you can start your enrolment. You select **enrolment** tab, select your company from the **supplier location** box and click **Next**.

The screenshot shows the Adam SProc.Net website interface. The 'Enrolments' tab is selected in the top navigation bar. Below the navigation, there is a breadcrumb trail: 'Pending Accreditations / Accreditation - Additional information / Submit Accreditation / New Enrolment'. A message states: 'You have submitted your Accreditation. Please select a location and click 'Next' to start your enrolment.' Below this, there is a '+ Accreditation' section. The 'Supplier Location' dropdown menu is open, showing 'Care 4 You LTD - Cardiff House' selected. At the bottom, there are 'Cancel' and 'Next' buttons.

You will then need to response to a series of questions, like accreditations some will need to be selected from a drop-down box and others will require a typed response.

The screenshot shows a series of questions related to Business Continuity. Questions 5, 6, and 7 have drop-down menus with 'Yes' selected. Questions 8, 10, 11, and 12 have text input fields. Red arrows point to the drop-down menus for questions 5, 6, and 7, and to the text input fields for questions 8, 10, 11, and 12.

You will also need to upload policies, insurances, financial information and contract examples.

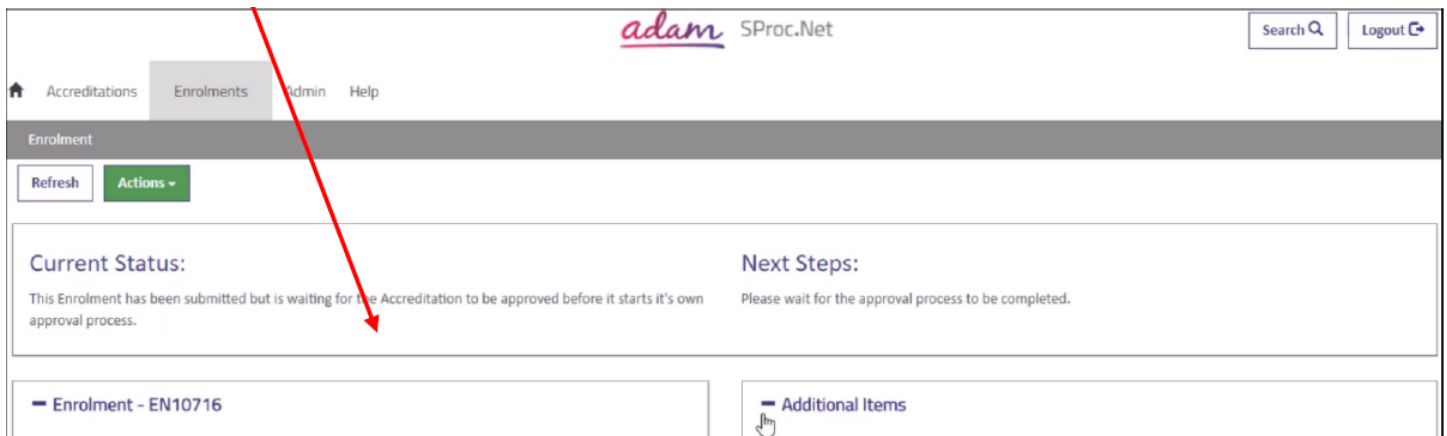
The screenshot shows a table of documents to be uploaded. The table has columns for Document Type, File Name, Issue Date, Issue Number, Expiry Date, and Description. A 'Save' button is visible at the bottom left. Red arrows point to the 'File Name' column and the 'Description' column.

Document Type	File Name	Issue Date	Issue Number	Expiry Date	Description
Safeguarding Policy - ES					Please provide a copy of your current safeguarding policy that is in line with current legislation and meets CCC requirements.
Health & Safety Policy					Please provide a copy of your current health and safety policy.
Equal Opportunities Policy					Please provide a copy of your current equal opportunities policy.
Business Continuity Policy					Please provide a copy of your current business continuity and disaster recovery plan.
Financial Accounts					Upload a copy of your accounts (audited or unaudited - as per the corresponding question) for the most recent two years. The accounts must include profit and loss accounts and balance sheets.

You will then need to answer a few more questions before you reach the end of the form. When you reach the end, you will need to click Finish.



Your Enrolment is now complete and will require approval from the Local Authority.



Help and Support

If you are experiencing any difficulties or need any assistance, please do not hesitate to contact the Support Team.

You can do this by clicking the Live Chat feature that is in the bottom left corner of the screen between 08:30am – 17:00pm Monday – Friday to talk to one of our Support Consultants.

Alternatively, you can raise a query by clicking on the Help tab, selecting Queries and then completing the form. We aim to get a resolution to every query within 24 hours.