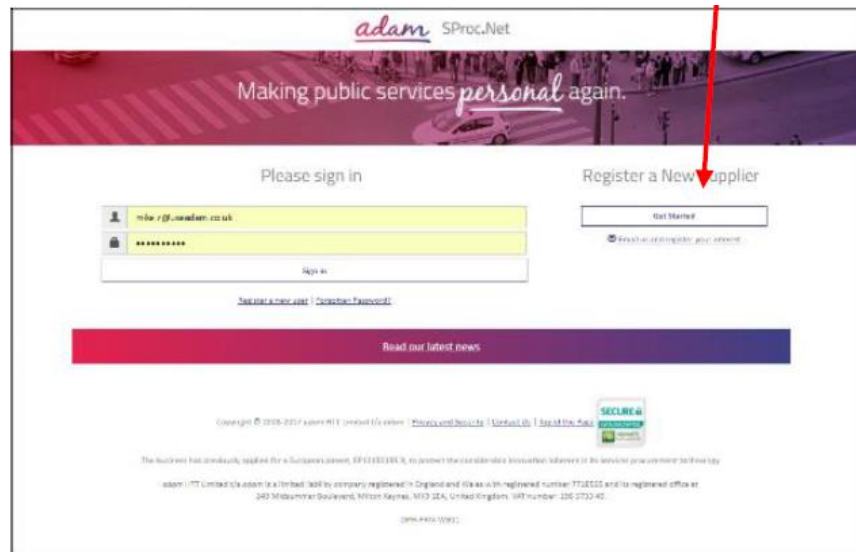# Accreditation & Enrolment – Training Guide

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.
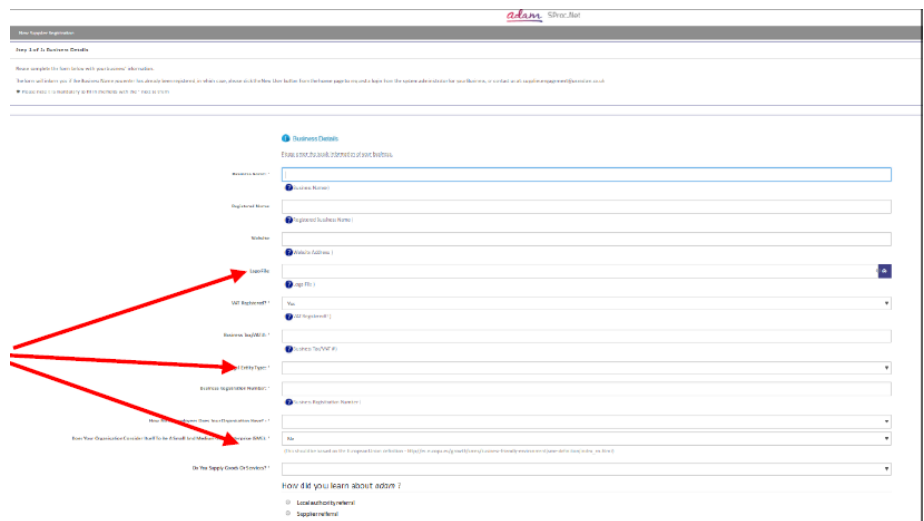

You then click **Get Started**

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)*

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)*

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

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.

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

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.

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**.

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.

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

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.
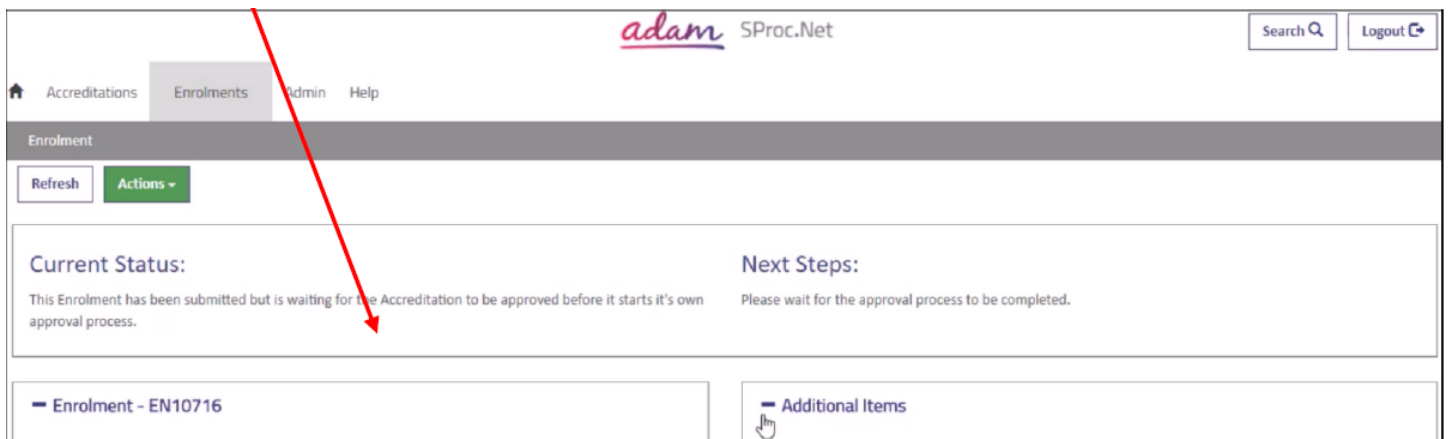
Help and Support

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.