**KSS Annual Conference 2023
Friday 12 May 2023**

**Booking Instructions**

**STEP 1: Register as a system user**

To book a place on an event you must be registered as an Accent Course Manager system user. If you are already registered, please skip to STEP 2.

1. Access the website [www.courses.hee.nhs.uk](https://accent.hicom.co.uk/CourseManager/Live/HEE/Web/sys_Pages/MainMenu/MainMenu.aspx?MenuIndex=0)
2. Click **Register**

***Note:*** If when you attempt to register, the system informs you that an account already exists with your email address, it may be that you have been previously registered due to attending a previous event. In this instance, follow the instructions for **Forgotten your password?** (later in this guide) and skip to STEP 2.

1. Enter and confirm your email address and chosen password
2. Select **London and Kent, Surrey and Sussex** as your **Organisation**
3. Complete all mandatory fields (indicated in bold) and as many non-mandatory fields as possible
4. Confirm you agree to the **Terms and Conditions** and click **SUBMIT**
5. Following confirmation of your registration, remain signed in and skip to STEP 3 to book

**STEP 2: Sign in**

1. Access the website [www.courses.hee.nhs.uk](https://accent.hicom.co.uk/CourseManager/Live/HEE/Web/sys_Pages/MainMenu/MainMenu.aspx?MenuIndex=0)
2. Click **Sign In**
3. Enter your **Email address** and **Password**
4. Click **Sign In**

**STEP 3: Book**

1. Click [**HERE**](https://accent.hicom.co.uk/CourseManager/Live/HEE/Web/sys_pages/Course/CourseEventInvitation.aspx?FilterCourseEventID=b1c702d3-6b29-4018-9851-9847ad62da79)
2. Read the **Conference** **Information**
3. Click the **BOOK NOW** tab
4. Your **Standard Event Fee(s)** will auto-select
5. Tick the box to agree to the **Terms & Conditions** and **Cancellation & Refund Policy**
6. Click **Book**
7. You will be directed to a **BOOKING CONFIRMATION** screen and will be sent an automated **BOOKING CONFIRMATION** email.

***Note:*** Please ensure that you add it to your diary as an automated invite will not be sent.

**Frequently asked questions**

 **Forgotten your password?**

1. Access the website [www.courses.hee.nhs.uk](https://accent.hicom.co.uk/CourseManager/Live/HEE/Web/sys_Pages/MainMenu/MainMenu.aspx?MenuIndex=0)
2. Click **Sign In**
3. Click **Forgotten your** **password?**
4. Enter your email address in the **Email address:** box and click **Reset password**
5. The system will send a link to your email address to enable you to amend your password

***Note****:* You will only be able to amend your password using this method if you have access to the email address that you registered with. If you need to associate a different email address with your account before you can amend your password, please contact ksspgme.se@hee.nhs.ukfor further assistance

**Changing your password**

1. **Sign In** (follow **Signing in** instructions above)
2. Click **Personal**
3. Click **My Account**
4. Click **Change Password**
5. Enter the password you originally registered with in the **Current password:** box
6. Enter the new password in the **New password:** box
7. Enter the new password in the **Confirm password:** box
8. Click **Save**

**Changing your email address**

1. **Sign In** (follow **Signing in** instructions above)
2. Click **Personal**
3. Click **My Account**
4. Click **Change Email Address**
5. Enter the new email address in the **New email address:** box
6. Enter the new email address in the **Confirm email address:** box
7. Click **Save**

**Updating your personal details**

1. **Sign In** (follow **Signing in** instructions above)
2. Click **Personal**
3. Click **My Personal Details**
4. Ensure your **Personal Details** are up to date
5. Click **Save**

***Note:*** You will not be able to update your **Organisation** or **Delegate type**. Please email ksspgme.se@hee.nhs.ukif you need these fields to be updated.