

[How to book Centralised Training](#)

The Centralised Training Enrolment form has been designed for users to be logged in.

Do you have a **MyCouncil** account?

Yes – Please go to [Steps to launch the Enrolment Form](#).

No – Please go to [Registering for a MyCouncil Account](#).

Steps to Register for a MyCouncil Account

1. Visit the **MyCouncil** Website <https://mycouncil.milton-keynes.gov.uk/>

2. **Cookie Notification**

When you visit the **MyCouncil** Website for the first time you will see a cookie message, this is a notification that appears on websites to inform visitors about the use of cookies*.

This site is powered by Granicus.

To provide you with the best online experience we use a range of essential site cookies. These essential cookies enable you to remain logged in and for your site preferences to be remembered, in addition to other essential functions. Granicus does not use analytics, advertising or tracking cookies. In addition to these essential cookies, the organisation which owns this site may choose to place supplementary cookies, for example to support analytics. Should they choose to do this, they have an obligation to let you know where this is the case, and what the benefits and costs are, who they share it with, and what options you have.

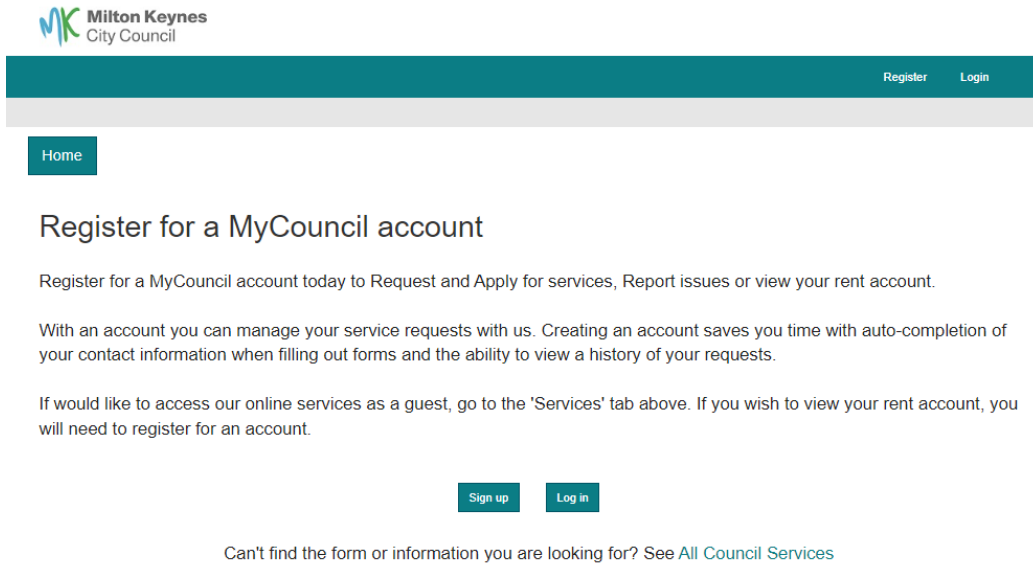
[More information on Granicus' cookie policy.](#)

Close

Please click '**Close**' to acknowledge the use of essential site cookies.

*Cookies are small pieces of data stored on your browser by websites you visit. They help websites remember information about your visit, such as your login status, preferences, and other settings.

3. Click the **'Sign up'** button to start the registration process.



The screenshot shows the Milton Keynes City Council website. At the top left is the logo. A teal navigation bar contains 'Register' and 'Login' links. Below the bar is a 'Home' button. The main heading is 'Register for a MyCouncil account'. The text explains the benefits of an account and provides instructions for guest access. At the bottom, there are 'Sign up' and 'Log in' buttons, and a link to 'All Council Services'.

4. You will be asked to enter your Email address and a password.

- **Email Address:** Provide a valid email address.
- **Password:** Create a strong password. It should be a mix of letters, numbers, and special characters.
- **Confirm Password:** Re-enter the password to confirm it.

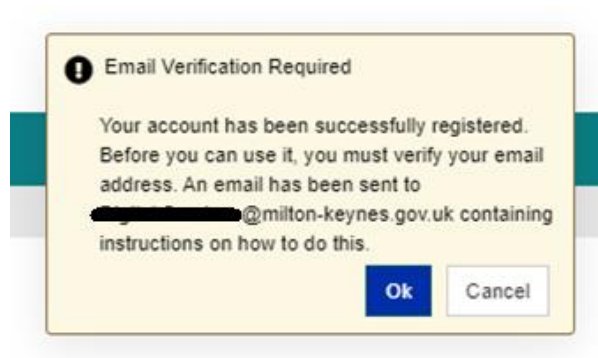
Registration

Please enter your email and a password to register

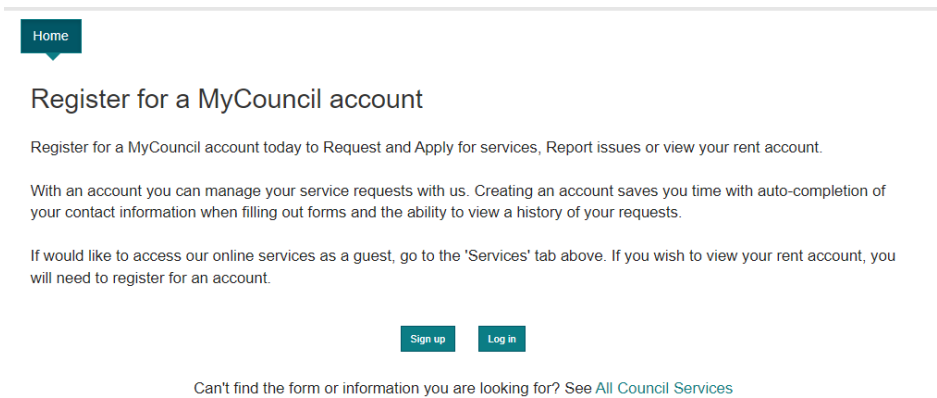
Email *	<input type="text" value="Me@MyEmailProvider.com"/>	✓
Password *	<small>Password must be at least 9 characters and contain at least one number.</small> <input type="password" value="*****"/>	✓
Confirm Password *	<small>Please confirm your password</small> <input type="password" value="*****"/>	✓

When you have finished click the **'Submit'** button.

5. On clicking **'Submit'** the 'Email Verification Required' message box will appear. To dismiss the message, please click the **'Ok'** button.



6. You will be returned to the 'Register for a MyCouncil account' page.



7. **Verify Your Email:** Check your email for a verification link. Click on the link to verify your email address.

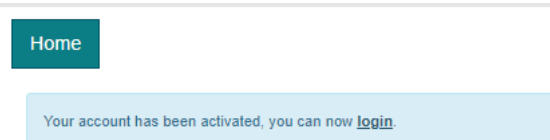


Thank you for signing up to self service

Your account has been created, you can login after you have activated your account.

Please click [here](#) to activate your account.

8. On completing the email verification process you will see the message below.



9. **Log In:** Once your email is verified, return to the website and click the 'Log in' button.

[Home](#)

Register for a MyCouncil account

Register for a MyCouncil account today to Request and Apply for services, Report issues or view your rent account.

With an account you can manage your service requests with us. Creating an account saves you time with auto-completion of your contact information when filling out forms and the ability to view a history of your requests.

If you would like to access our online services as a guest, go to the 'Services' tab above. If you wish to view your rent account, you will need to register for an account.

[Sign up](#) [Log in](#)

Can't find the form or information you are looking for? See [All Council Services](#)

10. Log in using your email and password.

Log In

Email Address

Password

[Register](#) [Cancel](#) [Sign In](#)

[Forgotten Your Password?](#)

11. You will be prompted to complete the Profile Form. The red asterisk * indicates mandatory fields.

MyCouncil Profile Form

Please take the time to update and amend your profile.

[Basic details](#) [Address details](#) [Contact details](#) [Equality Information](#) [Overview](#)

Title

First name *

Last name *

Gender

Date of birth

[✕ Cancel](#) [Next >](#)

15. Equality Information - All fields are optional.

MyCouncil Profile Form

Please take the time to update and amend your profile.

[Basic details](#) [Address details](#) [Contact details](#) [Equality Information](#) [Overview](#)

We want to make sure we treat everyone fairly and ask for your personal characteristic information to monitor our procedures and ensure we are meeting our obligations under the Equality Act 2010.

To help us to do this, we would like you to answer a few questions. You don't have to answer them and your answers will not affect how we deal with your requests or feedback.

We will keep any information you give us confidential.

Please select your age group

18-30 31-50 51-65 66+

Ethnic Origin

Select...

Do you consider yourself to have a disability

Yes No

[← Previous](#) [✖ Cancel](#)

[Next >](#)

16. Overview – Check your details and confirm by clicking the ‘Submit’ button.

MyCouncil Profile Form

Please take the time to update and amend your profile.

[Basic details](#) [Address details](#) [Contact details](#) [Equality Information](#) [Overview ⓘ](#)

Before saving your profile, please take a moment to check that everything is correct

Full name: ██████████

Date of Birth:

Gender:

Phone number:

Mobile Number:

Email address: ██████████

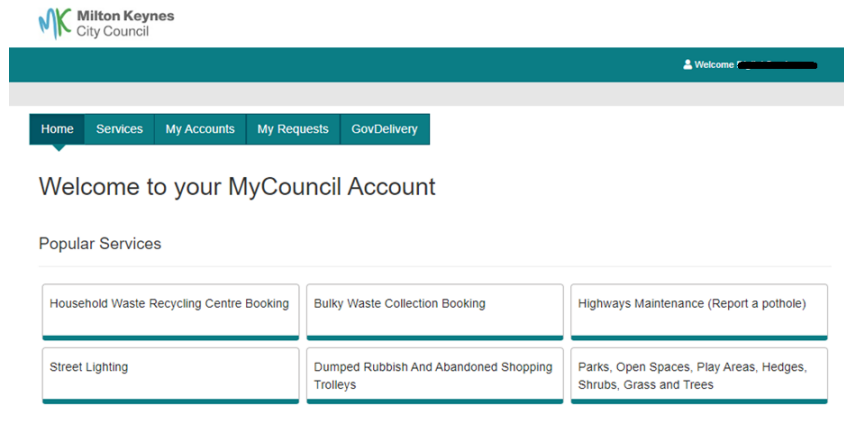
Postal address:

Civic Offices
1
Saxon Gate East
Central Milton Keynes
Milton Keynes
MK9 3EJ

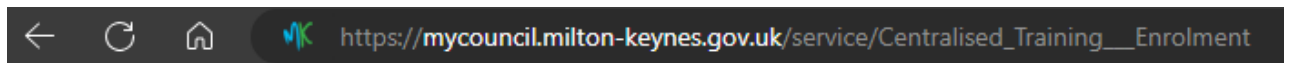
[← Previous](#) [✖ Cancel](#)

[✔ Submit](#)

17. On completing the Profile Form you will be returned to the 'Home' page. In the top right of the screen, you will see 'Welcome {first name} {last name}'



18. Now you are logged in you can open the Enrolment Form using one of the options below.
- Click on the link https://mycouncil.milton-keynes.gov.uk/service/Centralised_Training_Enrolment
 - Copy and paste the link **https://mycouncil.milton-keynes.gov.uk/service/Centralised_Training__Enrolment** into the url address bar.



19. The Enrolment form will load.

Centralised Training - Search Courses

Course Selection



Centralised Training for Professionals

The Milton Keynes SEND Team have produced a Centralised Training Programme for schools and settings across Milton Keynes. This year the offer has been refreshed to include a range of new topics. This is in recognition of the changing landscape of need both locally and nationally, and to help schools and settings to continue to broaden their knowledge and skills to support the inclusion of children and young people with a range of SEND needs. Sessions will be delivered by a range of Specialist Teachers, Educational Psychologists, special school colleagues, and local health partners (including Speech and Language Therapy Services), as well as some external providers.

Priority area *

Cognition and Learning
Communication and Interaction
Social Emotional and Mental Health (SEMH)
Physical and Sensory
Inclusion

Steps to launch the Enrolment Form

1. Load the Enrolment Form with one of the options below.
 - a. Click on the link https://mycouncil.milton-keynes.gov.uk/service/Centralised_Training___Enrolment
 - b. Copy and paste the link https://mycouncil.milton-keynes.gov.uk/service/Centralised_Training___Enrolment into the url address bar.
2. If you are already logged in to the MyCouncil site, the Enrolment Form will load.

Centralised Training - Search Courses

Course Selection



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Priority area *

Cognition and Learning

Communication and Interaction

Social Emotional and Mental Health (SEMH)

Physical and Sensory

Inclusion

3. If you are **NOT** logged in, you will be prompted to log in. Click 'Log in' to start the process.

[Home](#)

Before you begin

Sign up for an account to manage your service requests and accounts with us. Creating an account saves you time with auto-completion of your contact information when completing forms and the ability to view a history of your requests and accounts.

[Sign up now](#)

[Log in](#)

4. Log in using your email and password.

Log In

Email Address

Password

[Forgotten Your Password?](#)

5. When you are logged in, in the top right of the screen you will see 'Welcome {first name} {last name}'

Welcome ██████████

6. The Enrolment Form will load.

Centralised Training - Search Courses

Course Selection

Centralised Training for Professionals

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Priority area *

Cognition and Learning
Communication and Interaction
Social Emotional and Mental Health (SEMH)
Physical and Sensory
Inclusion

7. If you are logged in and the Enrolment Form does not load, try one of the options below again.
 - a. Click on the link [https://mycouncil.milton-keynes.gov.uk/service/Centralised Training__Enrolment](https://mycouncil.milton-keynes.gov.uk/service/Centralised_Training__Enrolment)
 - b. Copy and paste the link https://mycouncil.milton-keynes.gov.uk/service/Centralised_Training__Enrolment into the url address bar.

Confirmation of Booking

You will be sent an email confirmation of the session(S) you have booked, and you will have the option to cancel following the link on the email booking. **Please note that only the staff member who has booked the training will be able to manage the bookings.**

Other staff you have booked onto the training will also receive an email confirmation, but they will not be able to manage their booking.

The lead participant email will include details of how to cancel enrolment(s).

Dear Jane

Thank you for booking on our **Centralised Training Offer for Schools and Settings** programme.

Course Details

Reference:	CT637211377
Course Title:	Supporting Literacy, Numeracy and mediated support
Session Details:	<p>Session 1 Date: Monday 02/09/2024 Time: 09:00 - 12:30 Delivery method: Face to Face - Civic, MK 1.18</p> <p>Session 2 Date: Monday 09/09/2024 Time: 09:00 - 12:30 Delivery method: Online - MS Teams</p> <p>Session 3 Date: Monday 16/09/2024 Time: 09:00 - 12:30 Delivery method: Online - MS Teams</p>
Participant(s):	Jane Kerr Malcolm Cooke

If you or any other participants listed above are unable to attend, please click the link below to manage enrolments.

[Cancel Enrolments](#)