

# HOW TO: Register on the School

**Step 1:** To access all of our free, CPD-accredited, industry-led learning on the School, you need to have an account.

To register for an account, please click this [link](#). The below form will then appear. Please enter your basic information and use your work/college @ac.uk email. When you are asked to enter your trade, please select "Academic". This form should take no longer than 5 minutes to complete.

1

Your details

2

Your preferences

3

Your company



## Create Account

All fields are required

Email address ?

Password ?

First Name

Surname

☐ I understand and agree to receiving communications from the School as part of my membership. You can log in and change this any time in your profile settings.

☐ I have read and agreed to the terms and conditions of the School

[Terms & Conditions](#) | [Privacy Policy](#)

If you no longer agree to the Terms & Conditions, please contact us at [info@supplychainschool.co.uk](mailto:info@supplychainschool.co.uk).

#### CONTACT THE TEAM

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 020 7697 1977  
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 @SupplyCSSchool

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**Step 2:** The system will use your email to see if your organisation is already registered.

**NB:** If it is already registered, it will ask you to join the company (the college/ university) listed in the drop down menu. Click the button in the green box to join your organisation's account.

Once confirmed, you will have successfully created your School account.

1 Your details → 2 Your preferences → 3 Your company


**Link to your organisation**

Enter your company name in the field below. If your company already exists, select it from the options presented

Company

If your company name cannot be found by searching the field above please create a new company

Want to start learning without linking to a company? Simply click FINISH to proceed.



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