Quick Guide for Booking Governor Training on Hampshire Services for Schools (HSS)

Hampshire County Council

School Governance Team

Step 1 - Log into your HSS account by following the steps below;

To log in, please click the link to Hampshire Services for Schools and then select Login

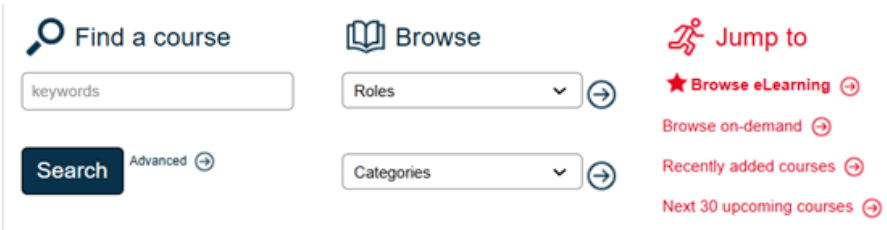
1. **Type in your email address in the 'Email / Username' box.**
2. **Enter your password in the second box and click Login.**

If you are unsure of your username and/or password please email governors@hants.gov.uk or call 0370 779 0800 and one of our Support Officers will help you to get logged in.

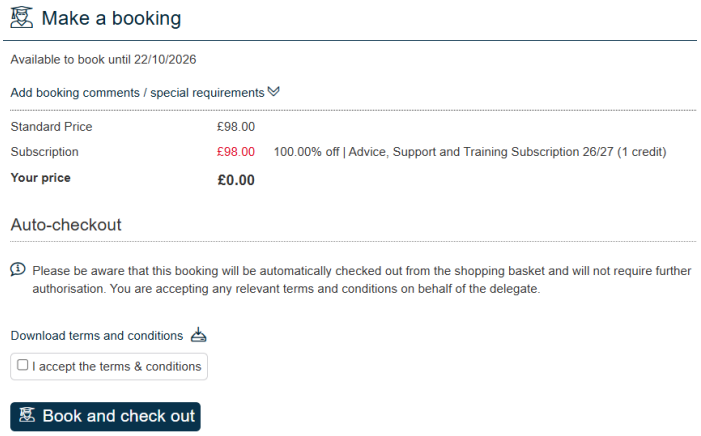
Step 2 - Navigate to the Training tab



Step 3 - Browse the training courses on offer either using keywords in the 'Find a course' search box or use the 'Jump to' section to look at the next 30 upcoming training courses or our eLearning programmes.



Step 4 - When you've found a training course you would like to attend, click on the course name, then scroll down to the Make a Booking section, tick the 'I accept the terms & conditions' box and then click on 'Book and check out'.



You will receive an automated email to confirm your booking, which will contain the Microsoft Teams webinar link and a link to any pre-course training materials that are available.