

Gateway temporary account request form - for new starters

This form is for new starters with BHCC including Admin all Areas and Care Crew that do not yet have a permanent account and need access to the Gateway (this form is not for BHCC school staff or other temporary, casual, voluntary or sessional workers)

Please do not request a Gateway account on an 'in case' basis, your permanent account will be uploaded from the HR system (Pier) on or around the 5th and 21st of each month. For a permanent account to be successfully transferred you must have a Brighton & Hove email address and an active Pier account.

This form provides the Workforce Development Team with the required information to set you up with a temporary account so that you can access elearning and book on training.

We will not be able to set up an account unless all fields are completed with the relevant information

Full name:			
Job Title		Tel no	
Email address			
If the above is not a BHCC email address, please confirm the date that you requested a BHCC email address			
Payroll number			
Start date of employment with BHCC (temporary accounts will only be active for 2 months from this date)			

Manager's authorisation

Managers name	
Managers email address	
Cost Code <small>(for charges and non-attendance)</small>	
Directorate	
Team Name	

I authorise the above Brighton & Hove Learning Gateway account

Manager signature:

Dated:

Please save and email this completed form to learning@brighton-hove.gov.uk