

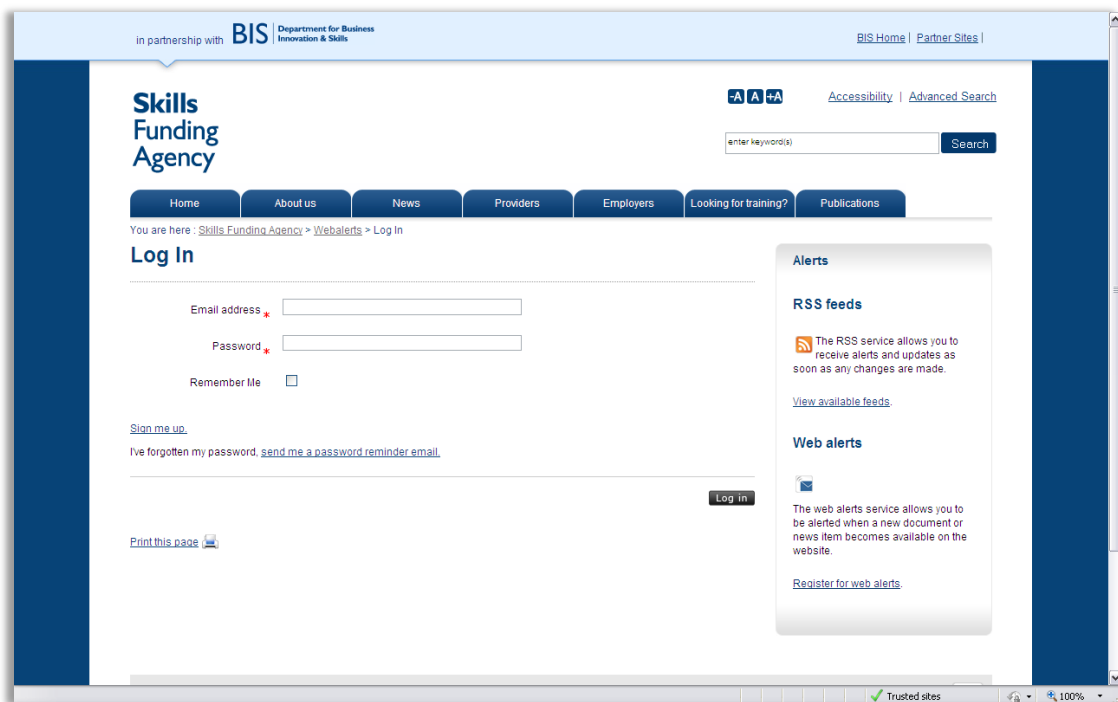
Skills Funding Agency Web Alerts Guidance

This guide is designed to help you request web alerts. This is only achievable by using the account you created when you signed up for them.

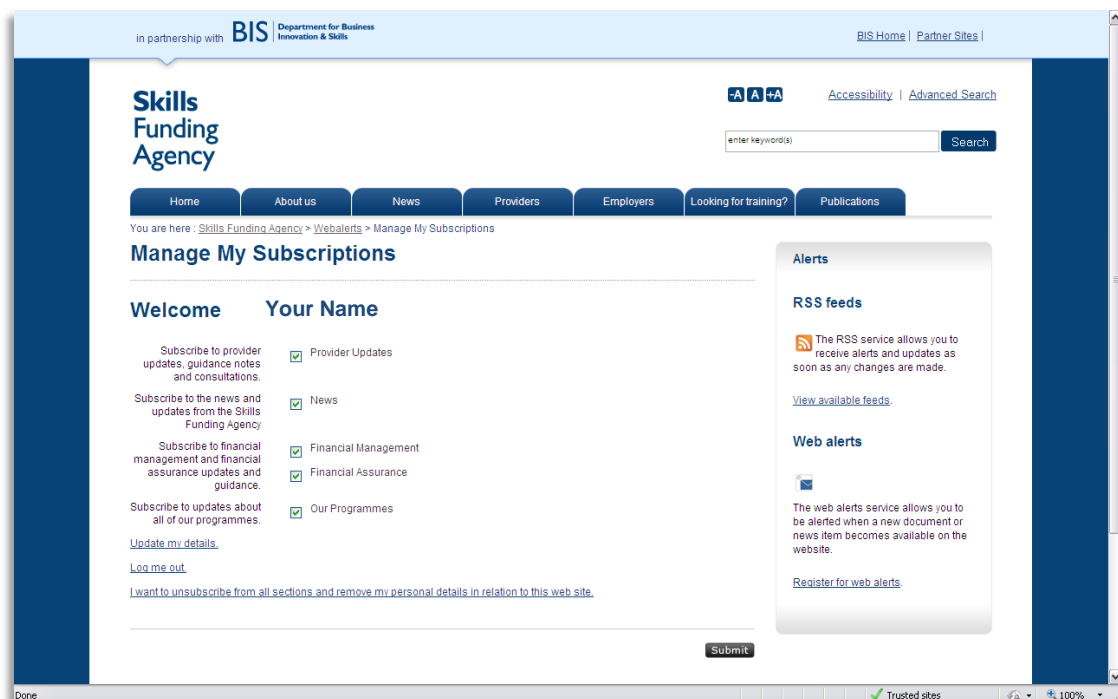
1. Please log into the SFA web alerts section site from here:-

<http://skillsfundingagency.bis.gov.uk/WebAlerts/AuthenticateUser.htm>

* You should now be at this page



Use the e-mail address and password that you used to initially sign up and click the 'log in' black button; you should be at this next page.



2. From here, make sure the boxes are checked next to the specific alerts you require (or tick all). *You may have been through this exercise before but there is one more crucial element to finalise this section to enable the web alerts to function* (see next screen, please follow carefully)

The screenshot shows the Skills Funding Agency website's 'Manage My Subscriptions' page. The page has a blue header with the Skills Funding Agency logo and navigation tabs for Home, About us, News, Providers, Employers, Looking for training?, and Publications. The main content area is titled 'Manage My Subscriptions' and includes a 'Welcome Your Name' section. This section contains four subscription options, each with a checked checkbox and a corresponding label: 'Provider Updates', 'News', 'Financial Management', and 'Our Programmes'. Below these options are links for 'Update my details', 'Log me out', and 'I want to unsubscribe from all sections and remove my personal details in relation to this web site.'. A red callout box with a white border points to the 'Update my details' link, containing the text: 'DO NOT click 'update my details' to finalise your choices'. A green callout box with a white border points to a black 'Submit' button at the bottom right of the form, containing the text: 'PLEASE click this black 'submit' button to finalise your web alert selections'. On the right side of the page, there is an 'Alerts' sidebar with sections for 'RSS feeds' and 'Web alerts', each with a brief description and a link to register or view feeds.

By selecting the '**Submit**' button and not the '*update my detail*' link, the web alerts function will trigger the system to send updates to the e-mail address you have used to sign in.

Important Note

The system will not send any previous or historical alerts to your e-mail account once your account has been finalised using this guide. Web alerts are usually weekly so please leave a little time to check that the alerts are coming through.

If after then you are still not receiving web alerts please contact us at webmaster@imservices.org.uk once again and we will investigate further.

We aim to make the subscription page clearer to all users and apologise for any difficulty with the links and process.