

## Setting up an eDofE account via our Training Platform

### Training - Foundations Pathway process:

1. Click this link to take you/your staff to the page to book. [eDofE](#)
2. This screen should then show:

The screenshot shows the 'Course application' page for the Foundations Pathway. The page features the eDofE logo at the top left and a navigation bar with 'Course application' highlighted. Below the navigation bar, there is a list of course details:

Region	
LD	
Course code	FP08158
Course title	Foundations Pathway
Course description	<p>The <b>Foundations Pathway</b> provides an introduction to the DoFE and to the DoFE roles.</p> <p>This is delivered on the Learning Platform.</p> <p>The Foundations pathway will be of interest to anyone supporting the delivery of the DoFE and is the pre-requisite for all other pathways (replaces the online pre-course learning).</p>
Date	N/A
Course director	
Payment types	NONE
Fee	£000
Residential	No
Joining instructions	
Email	Training@dofe.org
Contact name	Training Team
Contact number	01753 271499
Website address	
Closing date	N/A

At the bottom right of the page, there is a blue button labeled 'APPLY NOW' and a link for 'Terms and conditions'.

3. Clicking APPLY NOW should then bring up this pop up, prompting you to select "Register" (unless you already have an **adult account** – any forgotten details can be retrieved by emailing [edofe@dofe.org](mailto:edofe@dofe.org) )

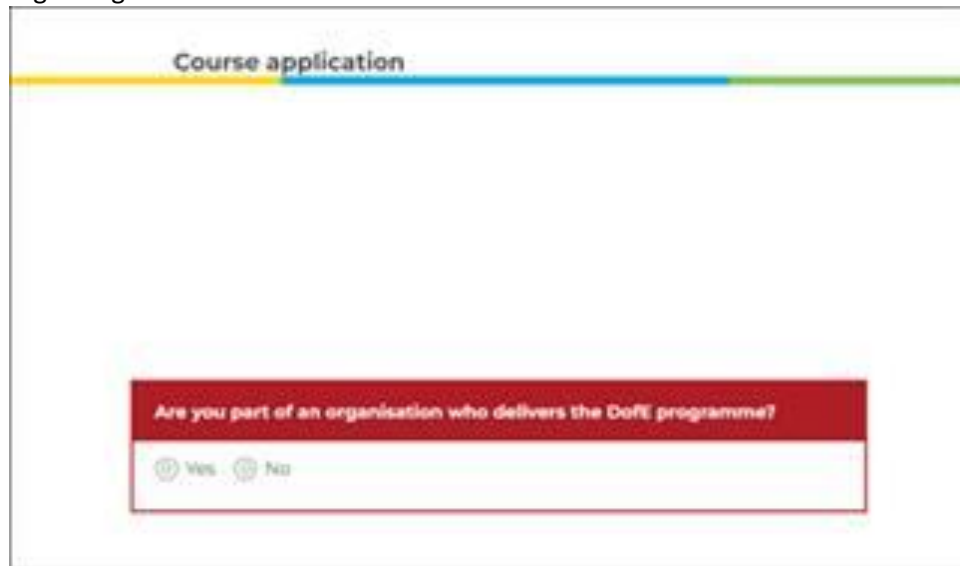
The screenshot shows a 'Sign in or Register' pop-up window overlaid on the course application page. The pop-up has a red header with the text 'Sign in or Register'. Below the header, there are two sections:

- Already have an edofe account?** with a 'Click here' button.
- Don't have an edofe account?** with a 'Register' button.

The background of the pop-up shows the same course details as the previous screenshot, including the fee (£000), contact information (Training@dofe.org, Training Team, 01753 271499), and residential status (No). At the bottom right, there is a blue button labeled 'APPLY NOW' and a link for 'Terms and conditions'.

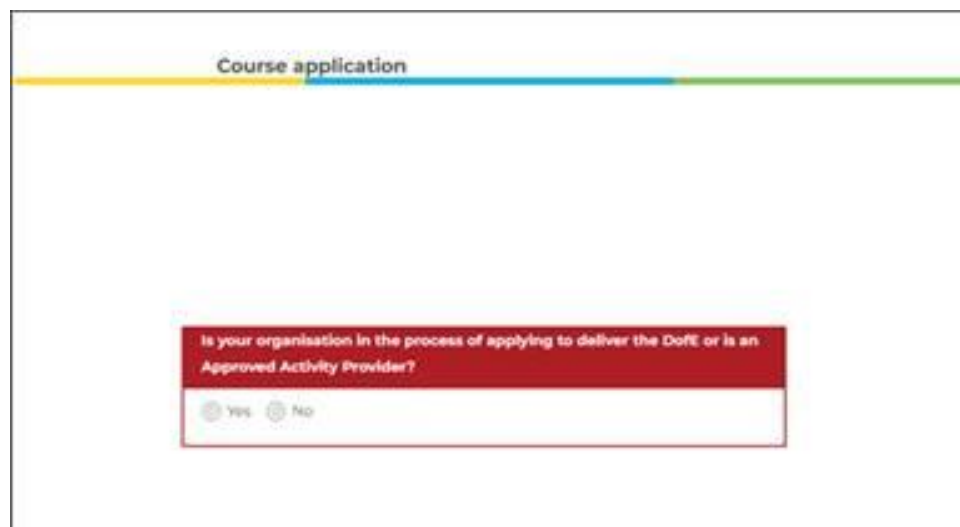
## Setting up an eDofE account via our Training Platform

4. It will then ask if you are a member of an organisation that delivers DofE. Click "No" to move to the next screen – I appreciate this is the screen that isn't intuitive, This has been fed this back to DofE Training to request a wording change.



The screenshot shows a web form titled "Course application". At the top, there is a horizontal bar with yellow, blue, and green segments. Below this, a red-bordered box contains the question: "Are you part of an organisation who delivers the DofE programme?". Underneath the question are two radio buttons: "Yes" and "No".

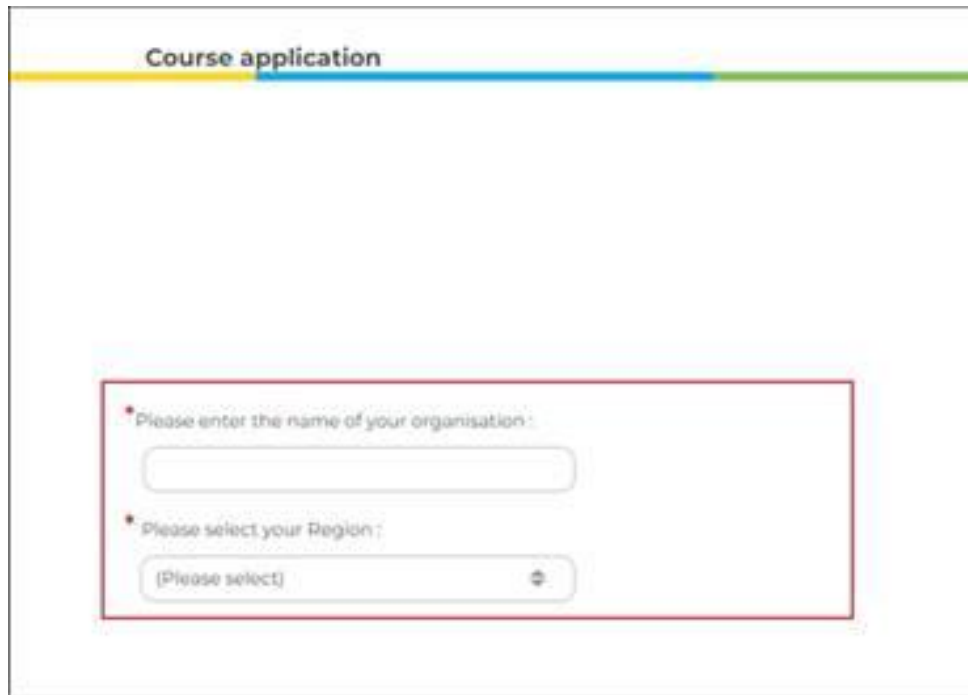
5. You will then see the following – it will ask if you are a member of an Approved Activity Provider (AAP) – Click "Yes"



The screenshot shows a web form titled "Course application". At the top, there is a horizontal bar with yellow, blue, and green segments. Below this, a red-bordered box contains the question: "Is your organisation in the process of applying to deliver the DofE or is an Approved Activity Provider?". Underneath the question are two radio buttons: "Yes" and "No".

## Setting up an eDofE account via our Training Platform

6. They will then need to enter your AAP name – **Adventures Offshore** – and Region – England – to continue registration. This will then prompt you to set up your own account.



The screenshot shows a web form titled "Course application" with a yellow, blue, and green header bar. Below the header, there is a light blue box containing two required fields, each marked with a red asterisk:

- The first field is a text input with the label "Please enter the name of your organisation:". The input field is currently empty.
- The second field is a dropdown menu with the label "Please select your Region:". The dropdown menu is currently set to "(Please select)" and has a small downward arrow icon on the right side.

Please let me know how you get on and I will investigate further if things continue to not work correctly.