

## Access to Talent 2022 – University of Leicester

### How to complete a booking: Step-by-step guide

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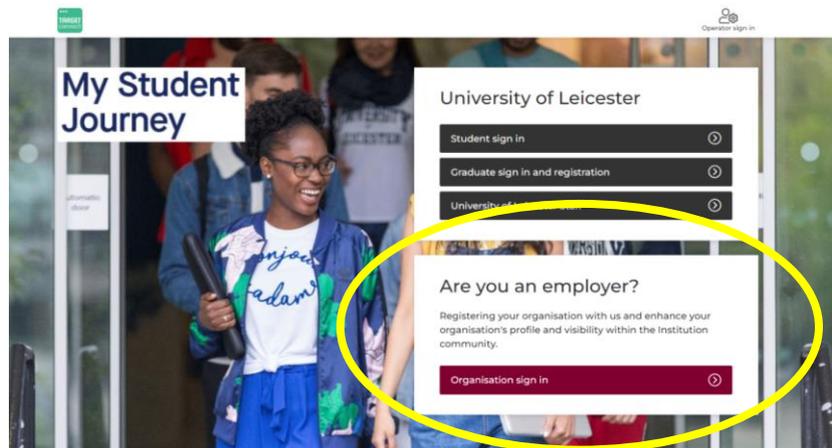
#### STEP 1. Login if you already have an account

If you already have an employer account with us, please [click here](#) to login and be directed straight to the event page. Your username will be the email address you registered with and then your password. You can navigate to the forgotten password link if you cannot remember your password. *Please double check your junk mailbox if completing the forgotten password link.*

Our system allows you to list opportunities and book on to careers and employability activities at the University of Leicester.

#### STEP 2. Create an account

If you do not have an employer account with us, please visit <https://mycareers.le.ac.uk> to register. Please click on **Organisation sign in** as shown below. Once you have registered, your request will need to be reviewed and approved within 24-48 hours.

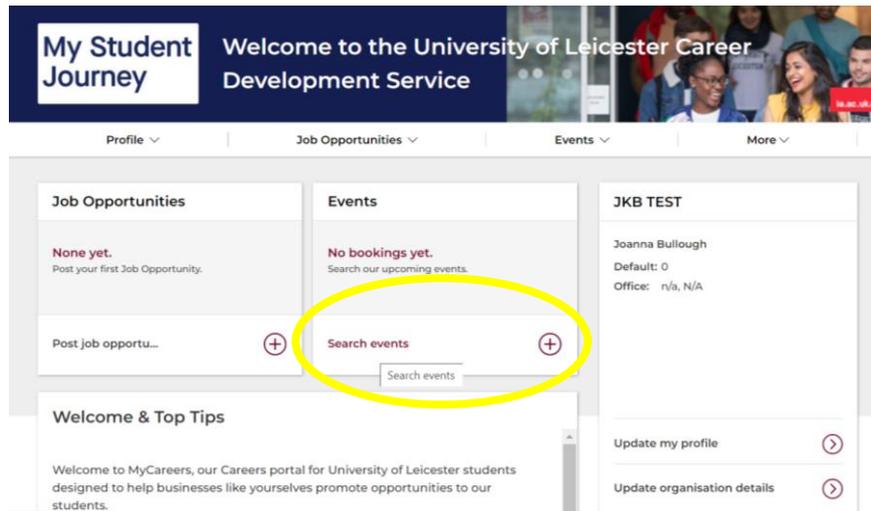


#### STEP 3. Make your booking

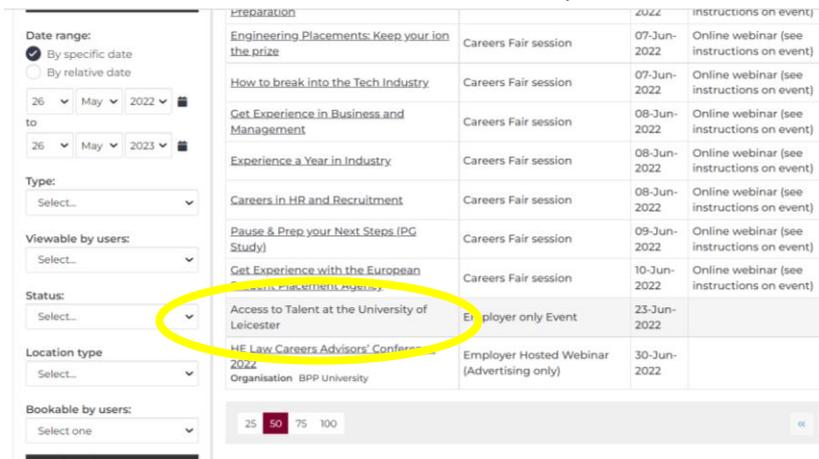
Once signed in, you can search for the event through the below link. Alternatively, see images below on how to find the Access to Talent event and navigate through the booking.

<https://mycareers.le.ac.uk/leap/event.html?id=7231&service=Careers%20Service>

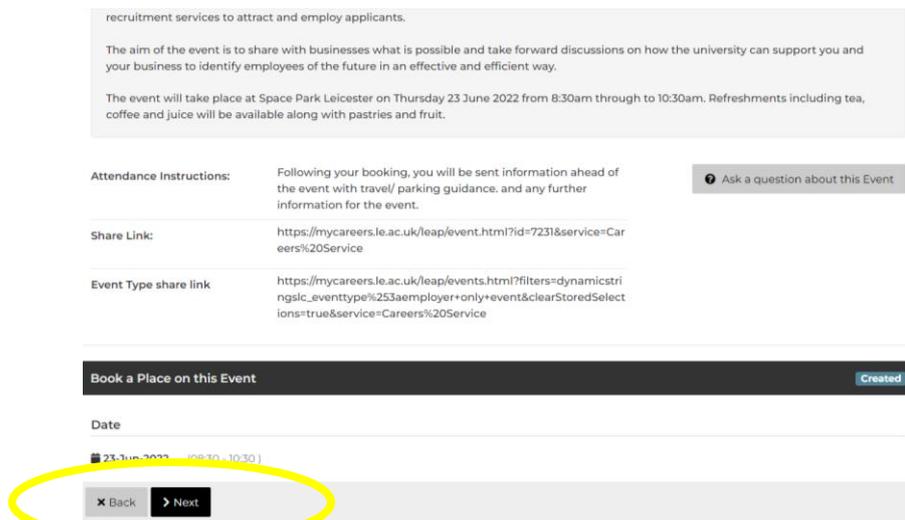
i. Firstly, in the homepage click on **Search Events**.



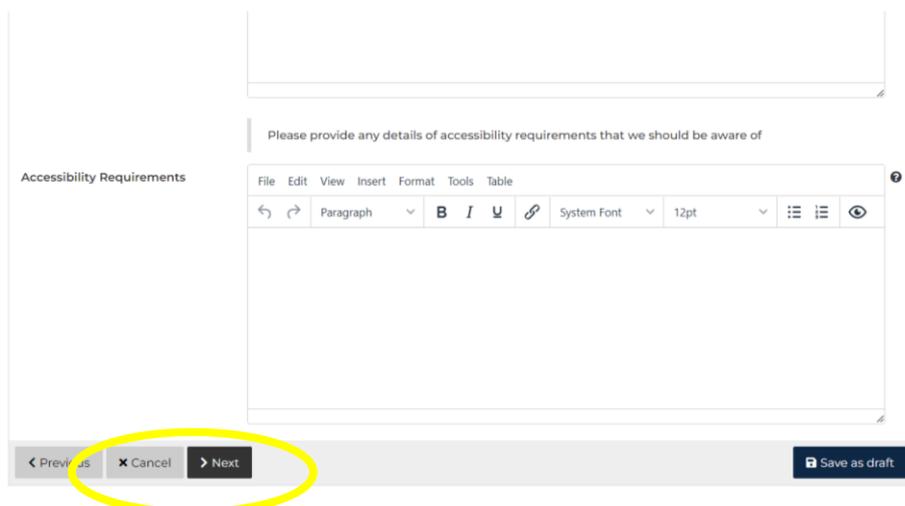
ii. Scroll down to the **Access to Talent** event, University of Leicester and click to start your booking.



iii. Please take a read of the information and then scroll down to start the booking request process by clicking **next** at the bottom of the page.

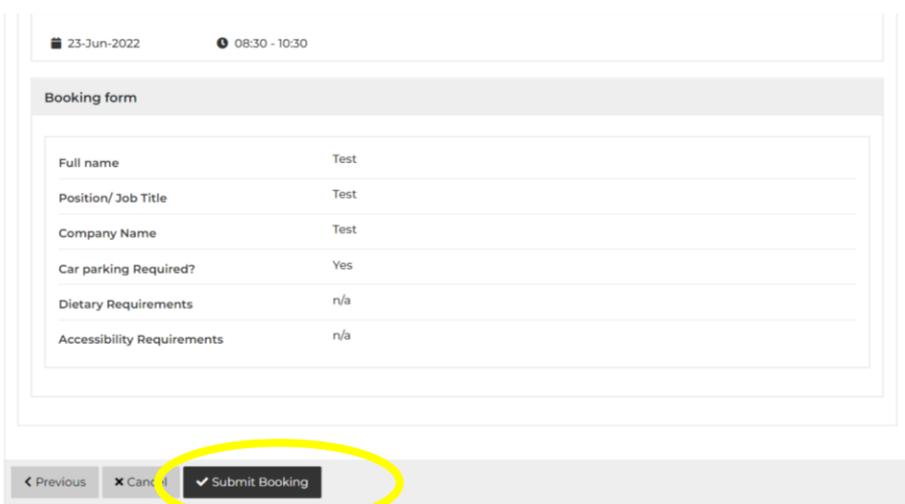


You will land on our Booking Page - **Please complete all sections marked with an \***. Once completed, please scroll down and click **Next** to finalise your booking. By clicking Save as Draft, this does not submit your booking and we will not receive your booking request.



The screenshot shows a form with a section titled "Accessibility Requirements". Above this section is a text area with the prompt "Please provide any details of accessibility requirements that we should be aware of". Below the text area is a rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and various formatting options. At the bottom of the form, there are four buttons: "Previous", "Cancel", "Next", and "Save as draft". The "Next" button is circled in yellow.

You will be taken to our Booking Summary page. Please review and check all information is correct. To submit your booking request, please click **Submit Booking** at the bottom of the page. Your booking request is now complete and a team member will be in touch in due course with further information.



The screenshot shows a "Booking form" summary page. At the top, it displays the date "23-Jun-2022" and the time "08:30 - 10:30". Below this is a table with the following data:

Full name	Test
Position/ Job Title	Test
Company Name	Test
Car parking Required?	Yes
Dietary Requirements	n/a
Accessibility Requirements	n/a

At the bottom of the page, there are three buttons: "Previous", "Cancel", and "Submit Booking". The "Submit Booking" button is circled in yellow.

## QUESTIONS AND QUERIES

If anything changes after the booking has been made, please do not hesitate to contact us and we can support in editing this information.

You can contact us at [tom.ledgard@leicester.ac.uk](mailto:tom.ledgard@leicester.ac.uk)

**Thank you for your interest in joining us for the the Access to Talent event at the University of Leicester.**

**We look forward to seeing you there.**