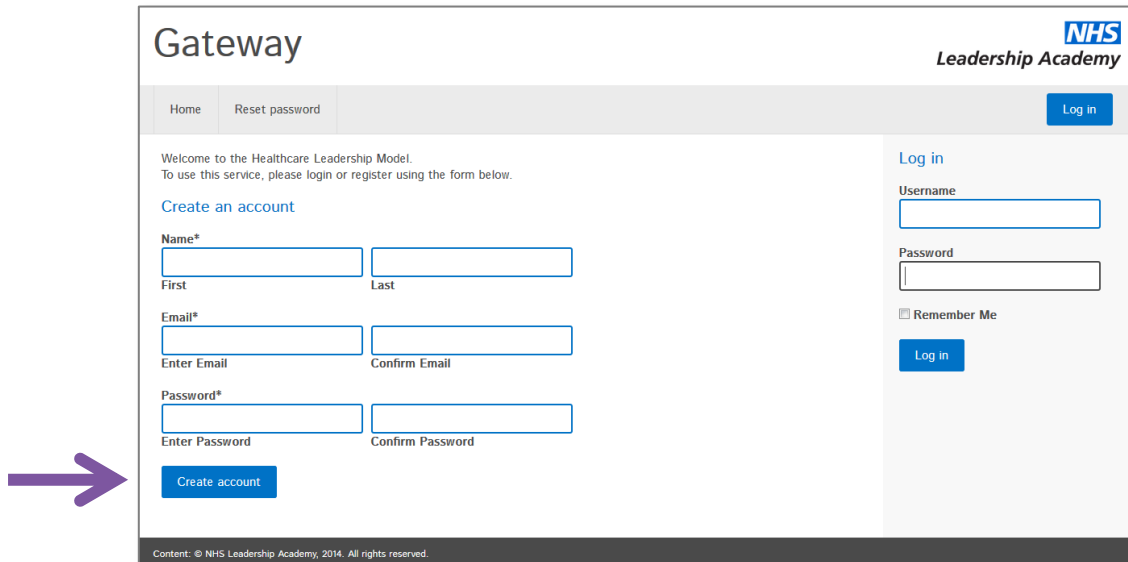


How to register on the NHS Leadership Academy's Healthcare Leadership Model Gateway

1. To access either the Healthcare Leadership Model self assessment tool or 360 degree feedback tool you will need an account with the NHS Leadership Academy's Gateway system. To sign up, either click 'Register now' on the 'Supporting tools and resources' page or go directly to:

<https://www.leadershipacademy.nhs.uk/gateway/healthcare-leadership-model/>

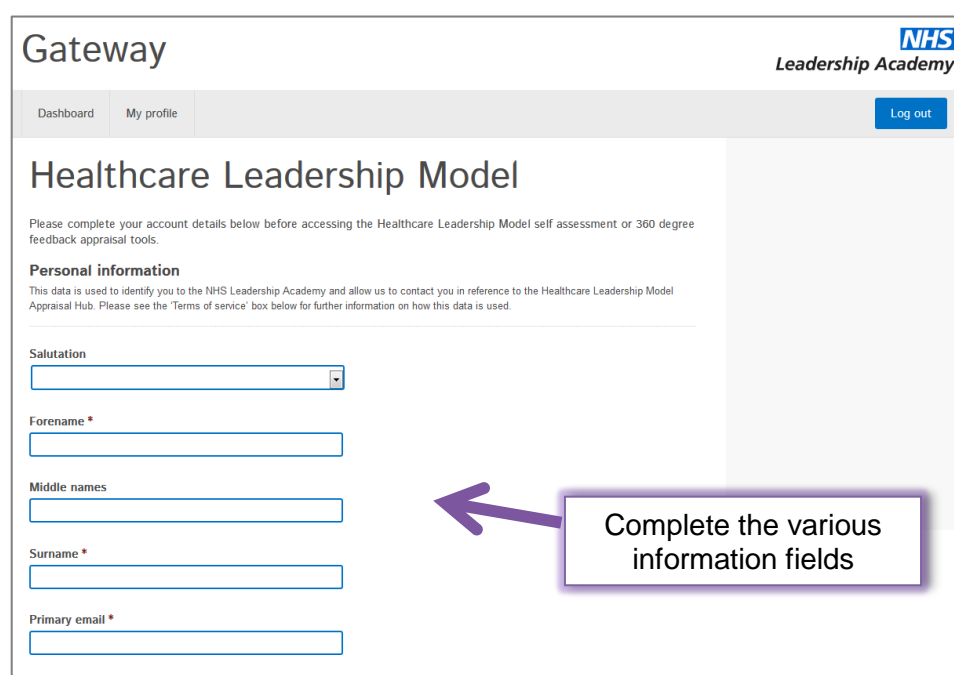
2. Under 'Create an account' enter your name, email, and a password of your choosing and click '**Create account**'



The screenshot shows the 'Gateway' page for the NHS Leadership Academy. It features a navigation bar with 'Home' and 'Reset password' links, and a 'Log in' button. The main content area is divided into two sections: 'Create an account' on the left and 'Log in' on the right. The 'Create an account' section includes fields for Name (First and Last), Email (Enter Email and Confirm Email), and Password (Enter Password and Confirm Password), along with a 'Create account' button. The 'Log in' section includes fields for Username and Password, a 'Remember Me' checkbox, and a 'Log in' button. A purple arrow points to the 'Create account' button.

3. An email will be sent to the email address you entered, confirming your log in details. A second email will be sent confirming the next steps in the registration process. A link is provided which will **return you to the Gateway** (<https://www.leadershipacademy.nhs.uk/gateway/healthcare-leadership-model/>) so you can **log in** to complete your registration.

4. Once you have logged in, **complete the various information fields**. These will include personal information as well as demographic information. The 'Terms of service' box includes further information on why this information is collected, and how it is used, stored, and processed.



The screenshot shows the 'Gateway' page for the NHS Leadership Academy, specifically the 'Personal information' section. The page has a navigation bar with 'Dashboard' and 'My profile' links, and a 'Log out' button. The main content area is titled 'Healthcare Leadership Model' and includes a message: 'Please complete your account details below before accessing the Healthcare Leadership Model self assessment or 360 degree feedback appraisal tools.' Below this is a section for 'Personal information' with a note: 'This data is used to identify you to the NHS Leadership Academy and allow us to contact you in reference to the Healthcare Leadership Model Appraisal Hub. Please see the "Terms of service" box below for further information on how this data is used.' The form includes fields for Salutation (a dropdown menu), Forename, Middle names, Surname, and Primary email. A purple arrow points to the form fields with the text 'Complete the various information fields'.

5. Tick to accept, and then click 'Save and continue to Healthcare Leadership Model Appraisal Hub'

The screenshot shows a registration form with the following elements:

- A dropdown menu for "Do you have any learning difficulties we need to be aware of? *".
- A text area for "Do you have any special learning needs that we need to take into account?".
- A "Terms of Service *" section with a scrollable area containing consent and privacy information.
- A checkbox labeled "I agree to the Terms of Service".
- A blue button labeled "Save and continue to Healthcare Leadership Model Appraisal Hub".

A callout box with a purple border and shadow contains the text: "Tick to accept, and then click 'Save and continue to Healthcare Leadership Model Appraisal Hub'". Two purple arrows point from this box to the checkbox and the blue button.

Please note: You will only need to enter this information once. The Gateway system will remember your details should you like to access any of the NHS Leadership Academy's other offerings, such as one of our [development programmes](#).

6. You will be then be taken directly to the Healthcare Leadership Model Appraisal Hub log in screen. You will also receive an email confirming that you have completed the registration process, which will contain a link for you to follow to reach the Appraisal Hub at a later time.

Please **enter the same user name and password** you used for the Gateway, and click 'Log in'. You'll then be able to get started right away with the Healthcare Leadership Model self assessment tool and/or 360 degree feedback tool.

The screenshot shows the login screen for the Healthcare Leadership Model Appraisal Hub. It features the NHS Leadership Academy logo in the top right corner. The main heading is "Welcome to the Healthcare Leadership Model Questionnaire". Below this, there are input fields for "User name" (with a placeholder "[10 digit number]") and "Password" (with masked dots). A "Remember: Your user name is a 10-digit number" note is placed between the fields. A purple "Log in" button is at the bottom left. At the bottom, there are links for "Need an account? click here", "To change or reset your password, click here", and contact information for JCA.

A callout box with a purple border and shadow contains the text: "Use the same user name (number) and password as for the Gateway". A purple arrow points from this box to the password input field.

****Facilitators should note** they will not receive access to the Facilitator options in the Appraisal Hub until they have passed their assessment (online, and observed if required), and their details have been confirmed with the Help Desk. Facilitators will receive further information once they have passed their online assessment on next steps to receive access to their additional functionality. **

If you have any questions or issues with the Gateway system, please contact:

support@leadershipacademy.nhs.uk