

How to find Course Confirmation Letters on the Schools' Portal

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What are Course Confirmation Letters?

When you book on to a course through Lancashire Professional Development Service (LPDS) as a school which is also signed up to the Schools' Portal, Course Acceptance and Rejection letters are sent to the **My School Folder area** of the **Schools' Portal** on behalf of LPDS.

Course Acceptance and Rejection letters will tell you whether you have been allocated a place on the course or not. Letters will contain information on who in the school has applied for a place on a course, as well as basic information about the course they have booked on to.

Letters will be sent approximately 30 days before the course's start date.

If you wish to cancel a booking, please contact lpds@lancashire.gov.uk as soon as possible. The full course fee will be charged for cancellations within 21 days of the start date of the course.

Confirmation or Rejection Letters will look something like this:



Lancashire
County Council
01257 516100
lpds@lancashire.gov.uk
8 December 2023

SCHOOL
Road

Dear Test

Confirmation of course place

We are pleased to inform you that you have been allocated a place on this course. **If you are not the applicant please inform them as they will not be contacted directly.**

Applicant's name: Test
Activity number: DSL112t
Title: Designated Safeguarding Lead - Refresher
Date(s) and times: Thursday 11 Jan 2024, 9:30 AM - 5:00 PM.
Venue: Broughton High School, Woodplumpton Lane, PR3 5JJ
Fee: £150.00

If you are no longer able to attend please contact us as soon as possible to cancel your place. Please note the full fee will be charged if cancelled within 21 working days of the course start date. Arrangements will be made to charge your establishment with the course fee either by journal transfer or invoice.

If you have any queries please do not hesitate to contact us.

Yours sincerely,
Lancashire Professional Development Service

How access the Schools' Portal

You can log in to the Schools' Portal via this link: <https://schoolsportal.lancsnqfl.ac.uk/>

The Lancashire Professional Development Service's website's homepage also has a link to the Schools' Portal, under the heading [Access the Lancashire Schools Portal](#).

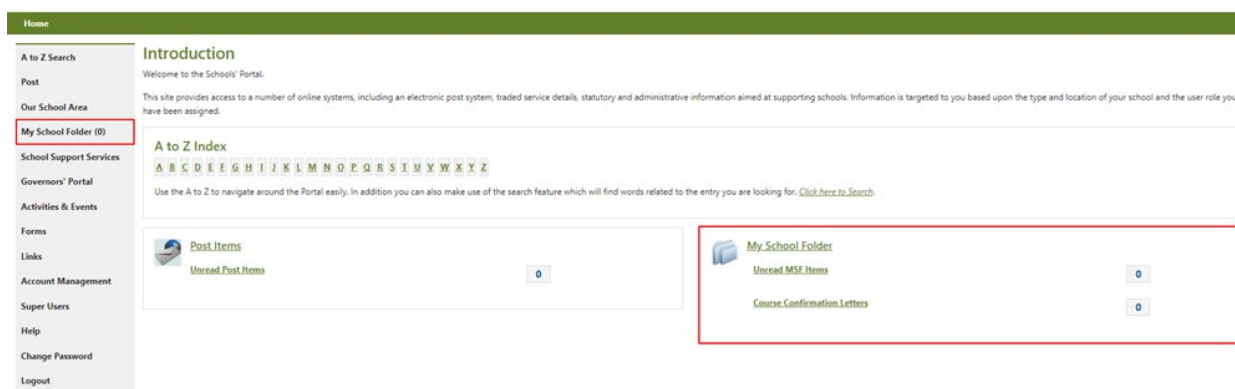
Most Lancashire based schools will have access to the Schools' Portal. If you do not have an account, please ask your school's Headteacher or Bursar to create one for you.

If your school does not have access to the Schools' Portal, your Headteacher or Bursar can enquire regarding gaining access by emailing to schoolsportal@lancashire.gov.uk.

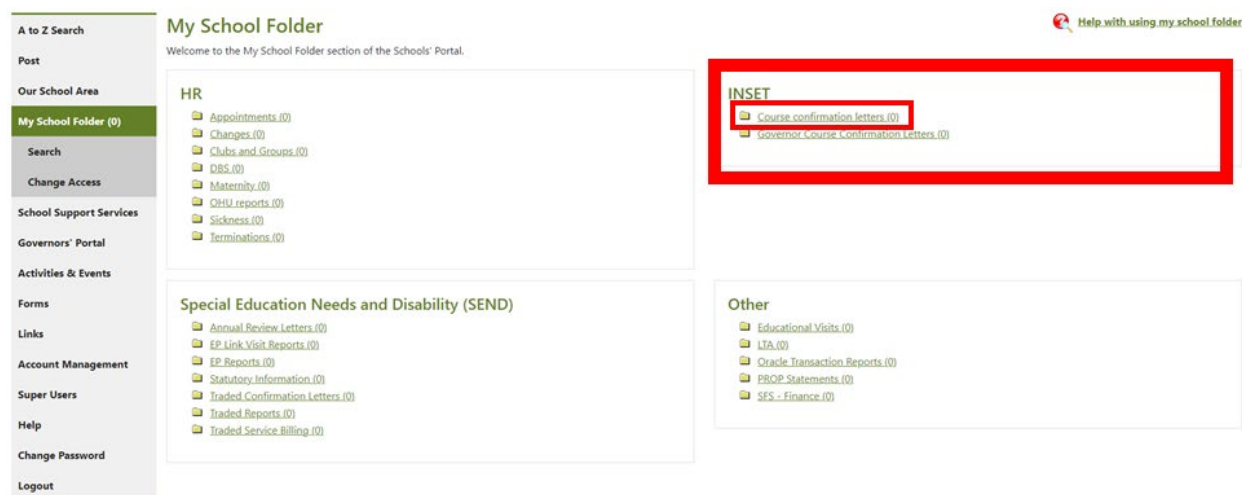
Where to find Course Confirmation Letters on the Schools' Portal

You can use the links on the **My School Folder** panel on the homepage to access **My School Folder**. This panel contains an indicator to show how many unread documents you have waiting for you. Documents are counted in this total if they were received less than 30 days ago.

You can also select **My School Folder** from the menu to the left of the screen on most pages.



Once you select either of the above links, the My School Folder area will open. You will be able to see all of the folders in My School Folder which you have access to. **Course Confirmation Letters** will be found under the option, **Course confirmation letters**, under the heading **INSET**.





Home Back

My School Folder Help with using my school folder

Course confirmation letters

[Back to My School Folder index](#)

The following items of post are course acceptance and rejection letters on behalf of Lancashire School Effectiveness Service and Learning Excellence.

Every item of mail relates to an individual course which will contain a separate letter for each applicant, therefore, any mail item may contain more than one letter and so you need to scroll down to view letters for individual applicants.

Please pass the appropriate letter onto the named applicant from your school.

The individual course attendee will NOT receive a copy of either the acceptance or rejection letter.

If you wish to cancel a booking, please contact the relevant customer support team as soon as possible. The full course fee will be charged for cancellations within 21 days of the start date of the course.

Recent (1) **Archive (5)** User Access

Title	Type	Course Date	Save
Course Start Date 01/11/2024_AAA012d_LE Acceptance Letter(s)	pdf	01/11/2024	Save

Pressing on the **Title** of the file will open the letter in a new tab. The title of the file will tell you the start date for the course, the course ID and whether it is an Acceptance or Rejection letter.

Pressing **Save**, will download a copy file to your device.

The **Archive** tab can be used to view confirmation/rejection letters between 30 days and 12 months old.


If you do not have access to the My School Folder system, the webpage will be blank:

My School Folder

Welcome to the My School Folder section of the Schools' Portal.

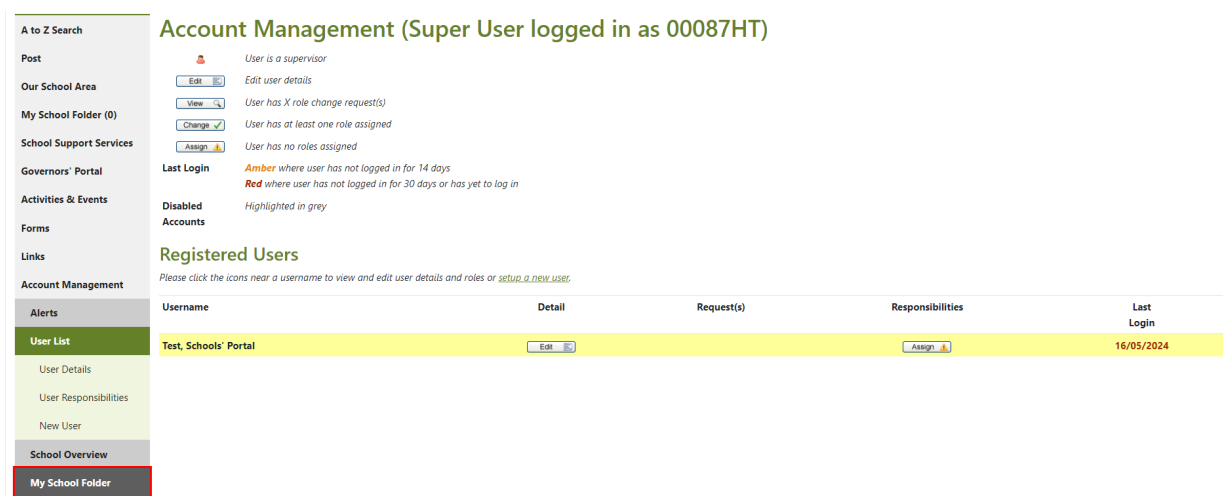
How to gain access to My School Folder on the Schools' Portal

Your school's Schools' Portal Supervisors are able to grant Schools' Portal accounts in their school access to the My School Folder system.

Each school can have up to two (2) Schools' Portal Supervisors. Schools' Portal accounts with Supervisor status are denoted on the User List by this  icon and are typically your Headteacher and Bursar.

Granting Access to My School Folder as a Supervisor

You must be logged in to a Supervisor account to grant users access to folders within My School Folders. On the Schools' Portal, under **Account Management**, select the option for **My School Folder**.





Account Management (Super User logged in as 00087HT)

User is a supervisor
 Edit user details
 User has X role change request(s)
 User has at least one role assigned
 User has no roles assigned

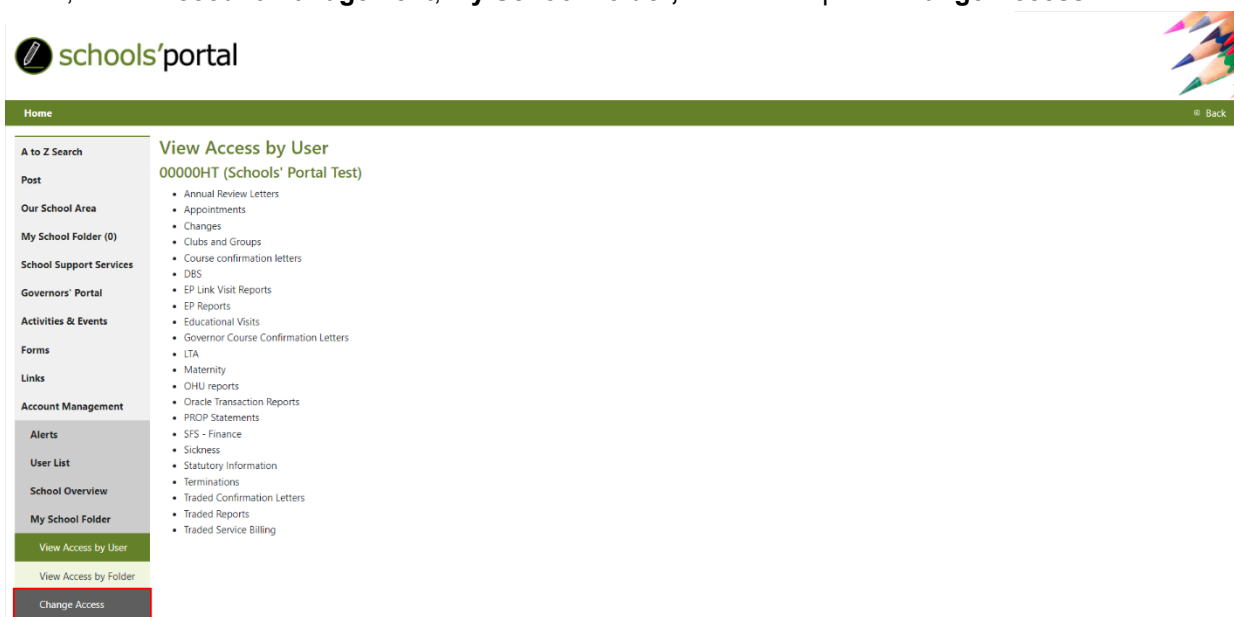
Last Login
 Amber where user has not logged in for 14 days
 Red where user has not logged in for 30 days or has yet to log in

Disabled Accounts
 Highlighted in grey

Registered Users
 Please click the icons near a username to view and edit user details and roles or [setup a new user](#).

Username	Detail	Request(s)	Responsibilities	Last Login
Test, Schools' Portal				16/05/2024

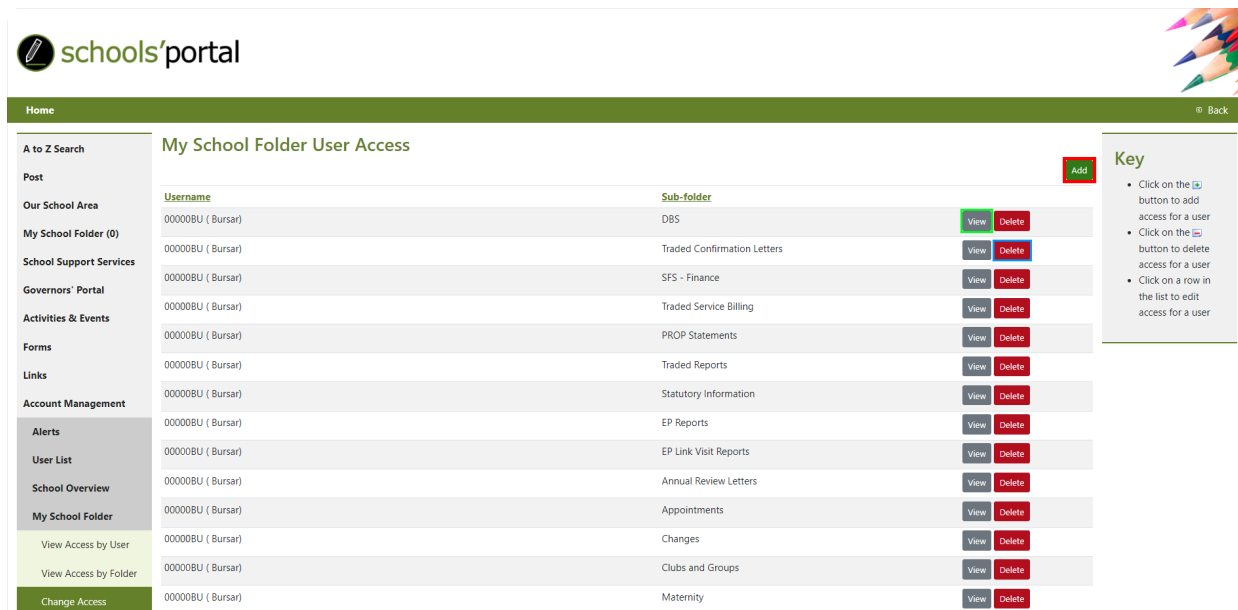
Then, under **Account Management, My School Folder**, select the option **Change Access**.



View Access by User
 00000HT (Schools' Portal Test)

- Annual Review Letters
- Appointments
- Changes
- Clubs and Groups
- Course confirmation letters
- DBS
- EP Link Visit Reports
- EP Reports
- Educational Visits
- Governor Course Confirmation Letters
- LTA
- Maternity
- OHU reports
- Oracle Transaction Reports
- PROP Statements
- SFS - Finance
- Sickness
- Statutory Information
- Terminations
- Traded Confirmation Letters
- Traded Reports
- Traded Service Billing

This will bring up a list of accounts in your school, and the folders they have access to.



Username	Sub-folder	View	Delete
00000BU (Bursar)	DBS	View	Delete
00000BU (Bursar)	Traded Confirmation Letters	View	Delete
00000BU (Bursar)	SFS - Finance	View	Delete
00000BU (Bursar)	Traded Service Billing	View	Delete
00000BU (Bursar)	PROP Statements	View	Delete
00000BU (Bursar)	Traded Reports	View	Delete
00000BU (Bursar)	Statutory Information	View	Delete
00000BU (Bursar)	EP Reports	View	Delete
00000BU (Bursar)	EP Link Visit Reports	View	Delete
00000BU (Bursar)	Annual Review Letters	View	Delete
00000BU (Bursar)	Appointments	View	Delete
00000BU (Bursar)	Changes	View	Delete
00000BU (Bursar)	Clubs and Groups	View	Delete
00000BU (Bursar)	Maternity	View	Delete

Add allows you to add access to a Subfolder to a Username. Pressing it should take you to a new page with two drop-down boxes: Username and Sub-folder.

Find the username of the person you want to be able to find Course Confirmation letters in the Username drop-down box, then under the Sub-Folder option, find **Course confirmation letters**. **Save**.

If no options appear in the Sub-folder drop-down menu, ensure you have first selected a Username. If a Username has been selected but Course confirmation letters does not appear as an option under Sub-folder, the user may already have access to the folder.

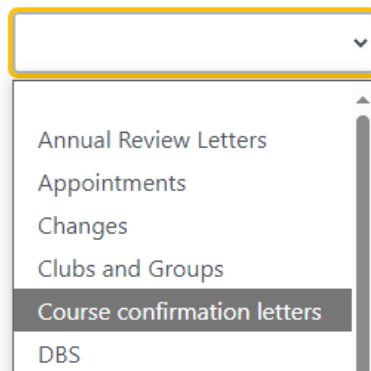
My School Folder User Access

✓ **Username (Enabled users only) ***

00000GOVTU (Testing (Governor) User) ▾

⚠ **Sub-folder ***

Back to list Save



Delete allows you to delete a record, removing the Sub-folder access from the user.