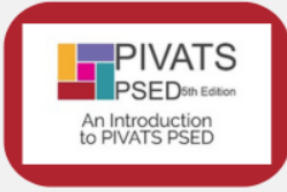


## Ordering & Accessing PIVATS Webinars

### Placing an Order

To order the PIVATS webinars, first of all please visit the PIVATS home page accessible via the link <https://www.lancashire.gov.uk/lpds/pivats/> which will present you with the option below:



[PIVATS Webinars](#)


Access on demand training videos to support the use of PIVATS in your educational setting.

Ordering and Accessing PIVATS Webinars

**Order Now!**

To start your order you should click on the button labelled "Order Now!" circled above.

This will take you to the page below:




An Introduction to PIVATS 5

**An Introduction to PIVATS 5 Webinar**

Ref: PBL919

Subject: PIVATS

£60.00  
Subject to VAT where applicable



An Introduction to PIVATS PSED

**An Introduction to PIVATS PSED Webinar**

Ref: PBL919b

Subject: PIVATS

£60.00  
Subject to VAT where applicable

To select the option you want you should then click on the appropriate hyperlink provided (see example above).

In the example (see below) an order is being placed for the webinar entitled "An Introduction to PIVATS 5":

## An Introduction to PIVATS 5 Webinar


£60.00

Qty

1

Add to cart

Description



**PIVATS Webinars:**

Designed and recorded to be run as staff-meeting/INSET session(s) the following training videos are available to purchase:

- "An Introduction to PIVATS 5"
- "An Introduction to PIVATS PSED"

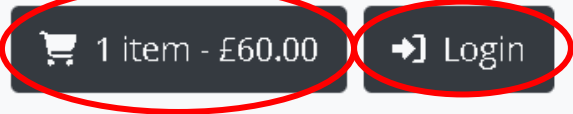
The staff-meeting/INSET session(s) typically have a duration of 1½ hours and 2½ hours, depending on whether the practical activities, which are included as part of the accompanying training pack, supplied with the webinars are used.

The recommendation is that a SENDco, or a member of SLT, leads the webinar and is responsible for pausing and restarting; initiating discussions and facilitating feedback etc. The impact of the webinar will be maximised if delivered in this way.

The training pack provided to support the webinars contain a document of all of the slides of

A number should be placed in the "Qty" (quantity) box, once you have done this you should click on the button labelled "Add to Cart" (circled above).

Once you have done this you will see that your cart will be populated with your order in the top right hand corner of the screen (see example below):



Management ▾ Schools HR Team

You are then in a position to proceed with your order.

To do so you need to login to the LPDS website by clicking on the "Login" button (circled above).

This will present you with the page below, **if you or your school already have a username and password from previous orders you will need to submit them at this point, if you need to reset your password please use the "Forgot password" option (circled below).** If you have not used the site before you will need to register for it. To do so, you will need to click on the link entitled "Register here", see below:

### Login

Username

Password

[Forgot password?](#)

Login

Don't have an account? [Register here](#)

This will take you to the form, see below, when you have entered the necessary information, including your own password, you then need to click on the "Create account" button at the foot of the form to complete the process:

## Register

### Your details

Title  Mr  Mrs  Miss  Ms  Mx  Dr  Prof

First name

Surname

Email address

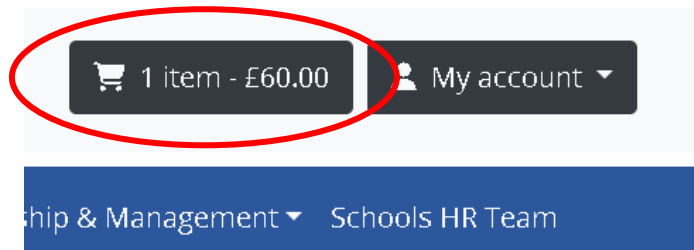
### School/establishment or address details

Account type  Lancashire School/Establishment  
 Non Lancashire School/Establishment  
 Self Funded  
 LTA

LA Number

Following the registration process you are now in a position to login into the system. To do so you need to revisit the page <https://www.lancashire.gov.uk/lpds/> adding your username and password before proceeding.


Once you have logged in you should then click on the button which contains the item(s) in your cart, see example circled below:



This will provide you with the details of the order you have placed, see below:

If you have been provided with a code to obtain a discount you should supply this in the box entitled

## Shopping Cart

Description	Price	Qty	Total
 <b>Publication:</b> An Introduction to PIVATS 5 Webinar	£60.00	1 <input type="checkbox"/> Remove	£60.00

[Update basket](#)

Promotional codes

 [Apply code](#)

Cart Total

<b>Total</b>	£60.00
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[Proceed to checkout](#)

"Promotional code" (circled above) and then click on the button labelled "Apply code".

You should then click on the button, also circled above, labelled "Proceed to checkout".

The page below will ask you to confirm your "Billing" and "Delivery" addresses. You will also be requested to advise which "Payment method" you wish to use, see options below before pressing the "Checkout" button (circled below):

Payment method

Invoice  Credit/Debit Card

[Checkout](#)

If the option "Invoice" is selected above and the "Checkout" button pressed. You are then presented with the page below:

## Thank you for your order

Thank you for placing your order.

Your order reference is **14-13043-35569**

Description	Price	Qty	Total
<b>Publication:</b> An Introduction to PIVATS 5 Webinar	£60.00	1	£60.00

If you choose to pay by debit/credit card the screen below will appear once you are content with the details you should the click on the button labelled "Proceed with payment" at the foot of the form (circled below):

On the next page whilst the payment is being processed please do not close the window, click refresh or click the Back button on your browser.

Description	Payment for LPDS Resources
Order number	14-12932-58048-KI28JO073V
Order amount (£)	135.00
First name *	Philip
Surname *	Gittins
Email address	
House name	PIVATS Team
House number	
House number ext.	
Street *	County Hall
Town/City *	Preston
County	Lancashire
Country *	United Kingdom
Postcode *	PR1 0LD
Tel number	01772 531475

Proceed with payment

You should then complete the details in the form that appears, see example below, before clicking on the button labelled "Make Payment" (*please note this will activate once card details are entered*).



### Order summary

Reference: 14-12932-58048-KI28JO073V  
Description: Payment for LPDS Resources  
Amount (GBP): £135.00


### Payment details

\*Indicates a required field

**Card number \*** ✘   
Enter a valid card number


**Cardholder's name \***

**Expiry date \***  /

**Security code \***   Last 3 digits on the back of card

**Billing address** ✔  
PIVATS Team , County Hall , Preston , PR10LD, United Kingdom

**Cardholder validation \***  
Please complete the reCAPTCHA before continuing

I'm not a robot  reCAPTCHA  
Privacy - Terms

When you submit your transaction for processing by Worldpay you confirm your acceptance of [Worldpay's privacy policy](#)

Irrespective of the payment option you have chosen when your order has been placed you will then receive an e-mail in the mailbox associated to the user account, that will look like the one below:

Lancashire Professional Development Service - Online Publication Order



do\_not\_reply@lancashire.gov.uk  
To: Gittins, Philip



Thank you for your order.

The materials are available on the link below, this link is live for up to 72 days after purchase. Please download the materials to a computer in school as soon as possible.

<https://lancashire.gov.uk/lpds/downloads/?id=E92AD63AF608389B1FFA6473B1B660D5>

Should a publication require a password you can find this within the folders attached. Electronic publications are not sent hard copy.

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Your Order Number is 14-12930

An invoice will follow in the post shortly, unless you are a Lancashire Journal school then the fee will be taken from your budget accordingly.

When you have clicked on the hyperlink, see example circled above, you will be presented with the page below:

Home / Downloads

## Downloads

File	File type	File size	
PIVATS Webinar Automated Message following LPDS Order March 2025.pdf	Acrobat <acronym title="Portable Document Format">PDF</acronym>	241495	<a href="#">Download</a>

To view the instructions, which detail how you will be able to access the webinar(s), please click on the button labelled "Download" (circled above). This will allow you to view the directions by clicking on the "Open File" link that will appear in the top right hand corner of the screen, see below:

Downloads

PIVATS Webinar Automated Message following LPDS Or...  
[Open file](#)

The instructions you will be presented with outline what information is required to provide you with access to the webinars and the associated documents which will enable you to facilitate group work activities, in the specified areas of the videos.

**PLEASE NOTE: THESE INSTRUCTIONS WILL ADVISE THAT YOU NEED TO PROVIDE A GMAIL ADDRESS TO WHICH THE NECESSARY WEBINAR LINKS WILL BE SENT. IF YOU DO NOT HAVE A GMAIL ADDRESS THE INSTRUCTIONS, ACCESSIBLE VIA THE LINK BELOW, WILL OUTLINE HOW ONE CAN EASILY BE CREATED:**

[how-to-create-a-gmail-account-to-access-youtube-1.pdf](#)