

**BLT Online
User Guides
Managing Your Account in
BLT Online**

Managing Your Account in BLT Online

1. When you are logged in you will have access to 'My BLT Online' within the top menu tabs. This is where you can manage your account and track event bookings that you have made.



The screenshot shows the Buckinghamshire Learning Trust website interface. At the top left is the logo. To the right is a shopping cart icon labeled 'Your Basket (Empty)'. Below the logo is a navigation bar with tabs: Home, BLT Online, My BLT Online (highlighted), Search Events, Admin, Event Admin, FAQ, General Enquiry, and Log Out. On the far right of the navigation bar, it says 'Welcome Mark Bignell'. A dropdown menu for 'My BLT Online' is open, showing options: BLT, About Us, User Guides, and Traded Services e-Store. The main content area features a welcome message: 'Welcome to Buckinghamshire Learning Trust Traded Services and CPD'. Below this are three featured sections: 'CPD/Training/Events' (with a photo of diverse students), 'Governor Services' (with a photo of a group of people), and 'Traded Services e-Store' (with a photo of people in a meeting).

2. Within 'My BLT Online' you can:

- Change your username and password by clicking 'Change username & password';
- Change your personal contact and establishment details within 'Change contact details';
- Update your event email alert preferences within 'Update email alerts'. This is where you can select which types of event you would like to receive email alerts for. Event alerts are sent weekly and will include any new courses that match your interests;
- Track booking statuses for bookings you have made within 'Events due to attend and booking status';
- Cancel bookings you have made within 'Cancel a booking';
- Track your events attended within 'Events attended';
- View events you have saved in 'Saved events'. These are events that you have saved as courses of interest but are yet to book;
- Save details of other events not booked using BLT Online in 'Other events'. This will allow you to compile a full personal training record.



My BLT Online

My BLT Online - My Account



Change username & password



Change contact details



Update your email alerts



My invoices

My BLT Online - Events



Events due to attend and booking status



Cancel a booking



Events attended



Saved events

Other BLT Events



View other events



Add event

In addition, those with access to the CPD Leader function will also be able to:

- View all events booked for colleagues and track the booking status of their bookings in 'Events I have booked for colleagues';
- View and track events all colleagues are due to attend in 'Events colleagues are due to attend';
- View events all colleagues have attended in 'Events attended by colleagues';
- View and download colleague and event attendance history reports within 'Colleague report';
- Authorise booking requests within 'Unauthorised booking requests'. This will appear in red if there are any outstanding requests requiring authorisation.



My BLT Online

My BLT Online - My Account



Change username & password



Change contact details



Update your email alerts

My BLT Online - Events



Events due to attend and booking status



Cancel a booking



Events attended



Saved events

CPD Leader Tools



Events I have booked for colleagues



Events colleagues are due to attend



Events attended by colleagues



My Staff List



Event reports



Colleague report



Unauthorised booking requests



My establishment invoices

Other BLT Events



View other events



Add event



Other events attended by colleagues

- To change your username and/or password click 'Change username & password' in 'My BLT Online'.
- To change your contact details click on the 'Change contact details' link. This will take you to the change contact details page. Amend your details and click 'Submit' to save the new information.
- To update your email alert preferences click on the 'Update your email alerts' link. This will take you to the update profile page where you can select which types of event you would like to receive event alerts emails for.
- To view the events you are due to attend click the 'Events due to attend and booking status' link.
- To cancel a booking click the 'Cancel a booking' link.
- A history of your BLT events attended can be viewed by clicking the 'Events attended' link.
- Events that you have flagged as being of interest and saved for future reference can be accessed by clicking the "Saved events" link.
- You have the opportunity to create a full personal training log, including events outside of BLT Online by using the 'Other BLT Events' feature. To add an event to this log click 'Add event'.