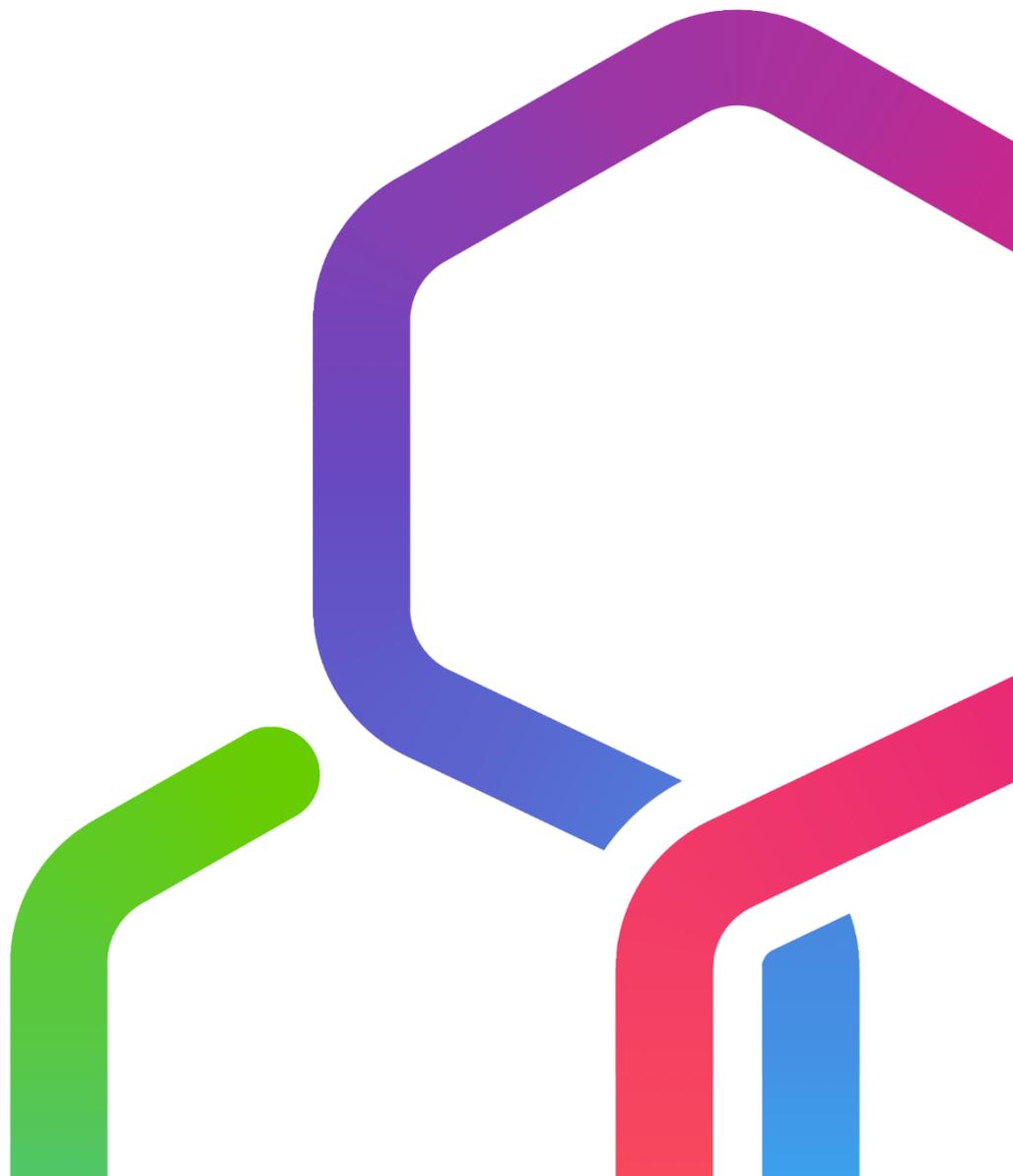




Booking Portal

User Guide

<https://bookings.governmentcampus.co.uk/>



Contents

Account creation &
Log in

Closed Own Premises
user journey

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Venue user journey

Public Booking
user journey

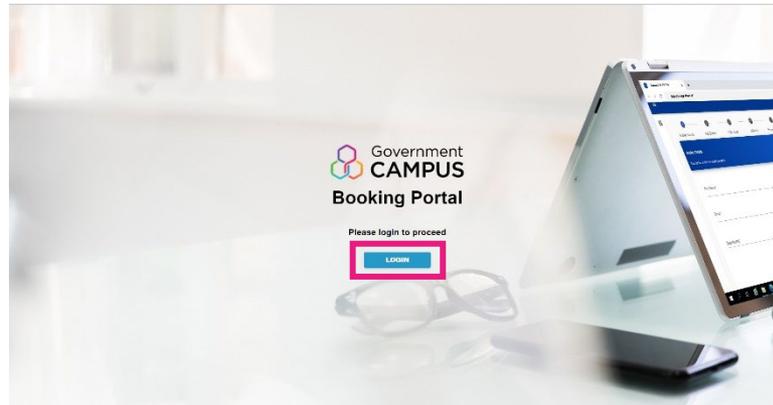
My Bookings

FAQ's

How to create an account

Step 1

To access the platform, go to <https://bookings.governmentcampus.co.uk/> and select 'Login'.



Step 2

If accessing the site for the first time you will need to create an account, to do this select 'Sign up now'.

A screenshot of the 'Sign in' page. It features a cube icon, the heading 'Sign in', and the instruction 'Sign in with your email address'. There are input fields for 'Email Address' and 'Password'. A blue 'Sign in' button is present, and a 'Sign up now' link is highlighted with a red box. A 'Forgot your password?' link is also visible.

Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

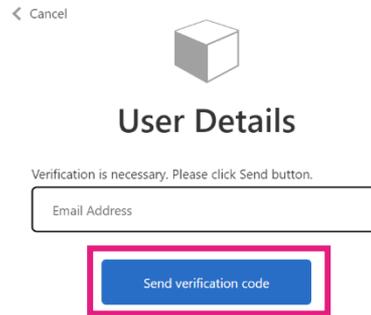
Sign in

Don't have an account? [Sign up now](#)

How to create an account

Step 3

Enter your email address and select 'Send verification code'.



< Cancel



User Details

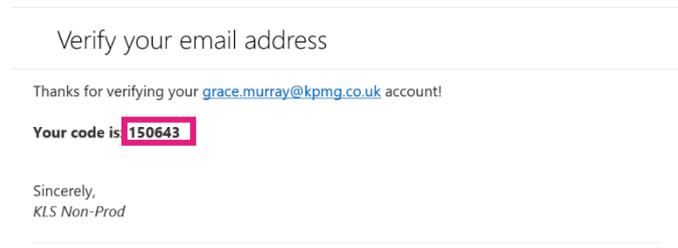
Verification is necessary. Please click Send button.

Email Address

Send verification code

Step 4

The verification code will be sent to you in an email from 'Microsoft on behalf of KPMG Learning Solutions' msonlineservicesteam@microsoftonline.com



Verify your email address

Thanks for verifying your grace.murray@kpmg.co.uk account!

Your code is **150643**

Sincerely,
KLS Non-Prod

How to create an account

Step 5

Insert this code and select 'Verify code'. If you don't receive a verification code within 2 minutes, check your junk email. **If not in junk, you will need to contact your local IT department to request for msonlineservicesteam@microsoftonline.com to be allow listed and then try again.**



< Cancel

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

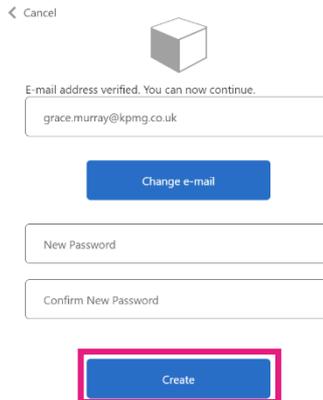
xxx@kpmg.co.uk

Verification code

Verify code Send new code

Step 6

Once your email address is verified, you will be asked to set up your password. Input your new password twice and then select 'Create'.



< Cancel

E-mail address verified. You can now continue.

grace.murray@kpmg.co.uk

Change e-mail

New Password

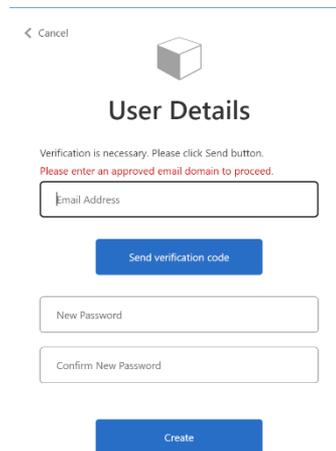
Confirm New Password

Create

How to create an account

Step 7

If you see the following message on entering your email domain '**Please enter an approved email domain to proceed**', please contact the helpdesk for support. You can contact the helpdesk on 020 3640 7985 or by email on support@governmentcampus.co.uk.

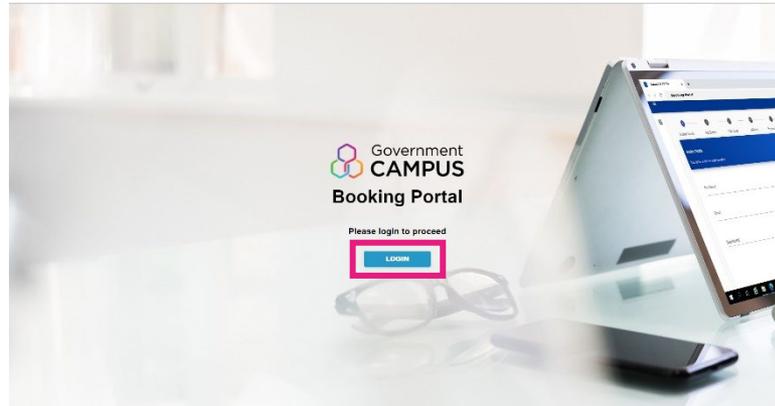


The screenshot shows a mobile application interface for creating a user account. At the top left, there is a back arrow and the text '< Cancel'. In the center, there is a 3D cube icon. Below the icon, the title 'User Details' is displayed. A message states: 'Verification is necessary. Please click Send button. Please enter an approved email domain to proceed.' Below this message is a text input field labeled 'Email Address'. Underneath the input field is a blue button labeled 'Send verification code'. Further down are two more text input fields: 'New Password' and 'Confirm New Password'. At the bottom of the form is a blue button labeled 'Create'.

How to log in

Step 1

To access the platform, go to <https://bookings.governmentcampus.co.uk/> and select 'Login'.



Step 2

Enter your email address and password, then select 'Sign in'.

A screenshot of the 'Sign in' form. It includes a cube icon, the heading 'Sign in', and the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the fields is a blue 'Sign in' button highlighted with a red rectangle. At the bottom, there is a link for 'Forgot your password?' and a link for 'Don't have an account? Sign up now'.

Closed Own Premises – Booker details

A group booking held on Government Estate, or any premises arranged by the client.

Step 1

To start the booking request, enter your details, including Name, Phone Number & Department. Once complete, select 'Save & Next'.

Sub Department and 2nd Sub Department will only become available if those levels exist in your department.

Government CAMPUS

1 Booker Details 2 Add Events 3 Add Venue 4 Add Host 5 Add Delegates 6 Payment Details 7 Additional Information 8 Review 9 Confirmation

Booker Details
Please enter your details below.

First Name*
Grace

Last Name*
Murray

Email*
grace.murray@kpmg.co.uk

Phone*
+44 0000 000000

Department*
Cabinet Office

Sub department

SAVE & NEXT

[Terms And Conditions](#) [Privacy](#) [Accessibility](#)

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Note: You will only land on Booker details the first time you log into the portal, for every subsequent visit you will skip this page and go straight to Add events. If you need to change any of the information on this page select the icon in the top right corner.

Closed Own Premises – Add Events

Step 2

Use the drop down, product ID, or key word search to find the products you would like to book. Once selected, you will see all delivery options available.

Enter the quantity of events required and select 'Add'.

The screenshot shows the 'Add Events' step of a booking process on the Government CAMPUS website. A progress bar at the top indicates the current step (2) and previous steps (1-9). The main content area has a purple header with the title 'Add Events' and instructions: 'To book a learning event, please use the drop down to find the product you would like to book. Once selected, please choose your desired delivery method, and add the quantity of events you would like to book. A minimum of one product needs to be added to move onto the next step. An asterisk (*) indicates a mandatory field.'

Below the instructions, there is a section titled 'Select the courses you wish to hold, giving details for each event'. A search box labeled 'Product*' contains the text 'OTS00372 - Fundamentals of R'.

A table lists available products with columns for Product ID, Booking Type, Delivery Method, Duration (Hours), Min Delegates, Max Delegates, Price (excl. VAT), Quantity *, and Action. The 'Quantity *' and 'Action' columns are highlighted with a pink box. Each row has an 'Enter Quantity' input field and an 'ADD' button.

| Product ID | Booking Type | Delivery Method | Duration (Hours) | Min Delegates | Max Delegates | Price (excl. VAT) | Quantity * | Action |
|------------|-----------------------|------------------------------|------------------|---------------|---------------|-------------------|----------------|--------|
| OTS00372 | Closed Own Premises | F2F only | 21.0 | 8 | 12 | £7,950.00 | Enter Quantity | ADD |
| OTS00372 | Closed External Venue | F2F only | 21.0 | 8 | 12 | £9,318.00 | Enter Quantity | ADD |
| OTS00372 | Public | F2F only | 21.0 | 1 | 1 | £1,576.00 | Enter Quantity | ADD |
| OTS00372 | Public | Virtual learning environment | 21.0 | 1 | 1 | £1,576.00 | Enter Quantity | ADD |
| OTS00372 | Closed Own Premises | Virtual learning environment | 21.0 | 8 | 12 | £7,950.00 | Enter Quantity | ADD |

Below the table, there is a 'Selected Events' section with the text 'No Events Found'. At the bottom, there are 'BACK' and 'SAVE & NEXT' buttons.

Note: For programmes, the programme name will be listed, please refer to [Prospectus Online](#) or learning website for details of the modules.

Closed Own Premises– Add Events

Step 3

Enter your preferred start date and time. If you have selected a F2F event then location is also mandatory, for VLE events no input is required for this field.

Supplier reference is optional, this is the reference code provided to you by the supplier if they have been in direct discussion with you already
Event notes are optional to provide any additional information such as date preferences.

Government
CAMPUS

Booker Details **2** Add Events Add Venue Add Host Add Delegates Payment Details Additional Information Review Confirmation

Add Events

To book a learning event, please use the drop down to find the product you would like to book. Once selected, please choose your desired delivery method, and add the quantity of events you would like to book.
 A minimum of one product needs to be added to move onto the next step.
 An asterisk (*) indicates a mandatory field.

Select the courses you wish to hold, giving details for each event

Product*
 OTS00372 - Fundamentals of R

| Product ID | Booking Type | Delivery Method | Duration (Hours) | Min Delegates | Max Delegates | Price (excl. VAT) | Quantity * | Action |
|------------|-----------------------|------------------------------|------------------|---------------|---------------|-------------------|----------------|--------|
| OTS00372 | Closed Own Premises | F2F only | 21.0 | 8 | 12 | £7,950.00 | 1 | ADD |
| OTS00372 | Closed External Venue | F2F only | 21.0 | 8 | 12 | £9,318.00 | Enter Quantity | ADD |
| OTS00372 | Public | F2F only | 21.0 | 1 | 1 | £1,576.00 | Enter Quantity | ADD |
| OTS00372 | Public | Virtual learning environment | 21.0 | 1 | 1 | £1,576.00 | Enter Quantity | ADD |
| OTS00372 | Closed Own Premises | Virtual learning environment | 21.0 | 8 | 12 | £7,950.00 | Enter Quantity | ADD |

Selected Events
 In event notes, please provide your first, second and third date preferences. We endeavour to schedule for your first preference, but if it's not available, this will enable us to confirm a suitable alternative more quickly. Please also provide any other information that you feel may be helpful.

Requests must be submitted at least 6 weeks prior to the first event date.

| Product | Product ID | Preferred Start Date | Start Time | Location | Supplier Reference Number | Event Notes | Price (excl. VAT) | Delivery Method | Booking Ty |
|-------------------|------------|----------------------------|------------|----------------------------|---------------------------|-------------|-------------------|-----------------|------------|
| Fundamentals of R | OTS00372 | Field cannot be left blank | 9:30 AM | Field cannot be left blank | | | £7,950.00 | F2F only | Closed Ovr |

Closed Own Premises – Add Venue

Step 4

If you have arranged a venue, enter: Venue name, Address Line 1, City, Post Code, Site contact name & Email, then select 'Save & Next'.

Government CAMPUS

Booker Details Add Events Add Venue Add Host Add Delegates Payment Details Additional Information Review Confirmation

Add Venue

Please provide the full address and site contact details for your venue.
The site contact is the contact person at the venue who the delegates can report to on the day of the event in case the host is not present.
Note: virtual and closed commercial estate events will not be displayed on this screen.

| Product | Preferred Start Date | Location | Venue Name* | Country | Site Contact First Name* | Site Contact Last Name* | Email* | Address Line 1* |
|-------------------|----------------------|----------|-------------------|----------------|--------------------------|-------------------------|-------------------|-------------------|
| Fundamentals of R | 31/07/2023 09:30 AM | Leeds | Input is required | United Kingdom | Input is required | Input is required | Input is required | Input is required |

BACK SAVE & NEXT

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Closed Own Premises – Add Host

Host is the contact person on the day of the event. This may be the same as the requestor.

Step 5

Select whether the booker is the same as the host. If you choose 'Yes', then no further input is required, if you select 'No' then you will be required to populate Host name, email and contact number.

Government CAMPUS

Booker Details Add Events Add Venue Add Host Add Delegates Payment Details Additional Information Review Confirmation

Add Host

Please provide host details for your event(s).
The host is the contact person at the venue, on the day of the event. This may be the same as the requestor.

| Product | Preferred Start Date | Is Booker same as Host? | Host First Name | Host Last Name | Host Email | Host Contact Number |
|-------------------|----------------------|-------------------------|-------------------|-------------------|-------------------|---------------------|
| Fundamentals of R | 31/07/2023 09:30 AM | Yes | No Input Required | No Input Required | No Input Required | No Input Required |

BACK SAVE & NEXT

[Terms And Conditions](#) [Privacy](#) [Accessibility](#)

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Closed Own Premises – Payment Details

Step 6

Next select the payment method relevant to your department and provide the relevant information to support your chosen method, this can be either PO, GPC or FAP.

If your selected payment method is PO, you will have the option to upload a copy of your PO PDF file.

The screenshot shows the 'Government CAMPUS' logo in the top left corner. A progress bar at the top indicates the current step is 'Payment Details' (step 6), with previous steps (Booker Details, Add Events, Add Venue, Add Host, Add Delegates) marked as complete with green checkmarks, and subsequent steps (Additional Information, Review, Confirmation) marked as pending with grey circles. The main content area is a purple box titled 'Payment Details' containing the text: 'Please select your payment method for this request and provide the relevant information to support your chosen payment method. You may find it helpful to speak to your department's finance team before submitting the booking request to ensure you choose the correct payment method.' Below this text is a dropdown menu labeled 'Payment method*' with a downward arrow, highlighted with a pink border. At the bottom left of the form is a 'BACK' button, and at the bottom right is a 'SAVE & NEXT' button, also highlighted with a pink border. At the very bottom of the page, there are links for 'Terms And Conditions', 'Privacy', and 'Accessibility', followed by the copyright notice '© 2023. All rights reserved.'

Closed Own Premises – Additional Information

Step 7

Enter any additional information for your events, then select 'Save & Next'.

The screenshot shows the 'Additional Information' step of a booking process on the Government CAMPUS platform. A progress bar at the top indicates that steps 1 through 6 are completed, step 7 is the current step, and steps 8 and 9 are yet to be completed. The main content area is titled 'Additional Information' and includes a sub-header 'Please enter any additional information required for your event(s)'. Below this is a table with the following data:

| Product | Preferred Start Date | Non Standard Requirements | Subscribe to Newsletter? | Contextualisation Requirements |
|-------------------|----------------------|---------------------------|--------------------------|--------------------------------|
| Fundamentals of R | 31/07/2023 09:30 AM | | Yes | |

At the bottom left of the form is a 'BACK' button, and at the bottom right is a 'SAVE & NEXT' button. The 'SAVE & NEXT' button is highlighted with a red border. At the bottom of the page, there are links for 'Terms And Conditions', 'Privacy', and 'Accessibility', and a copyright notice: '© 2023. All rights reserved.'

Closed Own Premises – Review

Step 8

Now select 'Review' to review your booking request. To amend any information, select 'Amend' and you will be directed to the specific page to make the change.

The screenshot shows the 'Government CAMPUS' interface. At the top, a progress bar indicates the current step is 'Review' (step 8), with previous steps like 'Booker Details', 'Add Events', 'Add Venue', 'Add Host', 'Add Delegates', 'Payment Details', and 'Additional Information' marked as complete. The main content area is titled 'Review' and includes a 'Product' section for 'Fundamentals of R' with a 'Preferred Start Date' of '31/07/2023 09:30 AM'. A 'REVIEW' button is highlighted with a pink box. A modal window is open, displaying details for 'Fundamentals of R - 31/07/2023 09:30 AM' with 'AMEND' buttons for each field:

| Delivery Method | | Price (excl. VAT) | VAT | | |
|-----------------|--|-------------------|-----------|--|--|
| F2F only | | £7,950.00 | £1,590.00 | | |

| Contact First Name | Contact Surname | Contact Email | Venue Name | City | Country |
|--------------------|-----------------|-------------------------|------------|-------|----------------|
| Grace | Murray | grace.murray@kpmg.co.uk | Test | Leeds | United Kingdom |

Is Booker Same As Host?
Yes

| Payment Method | PO Number |
|----------------|-----------|
| PO | 1234 |

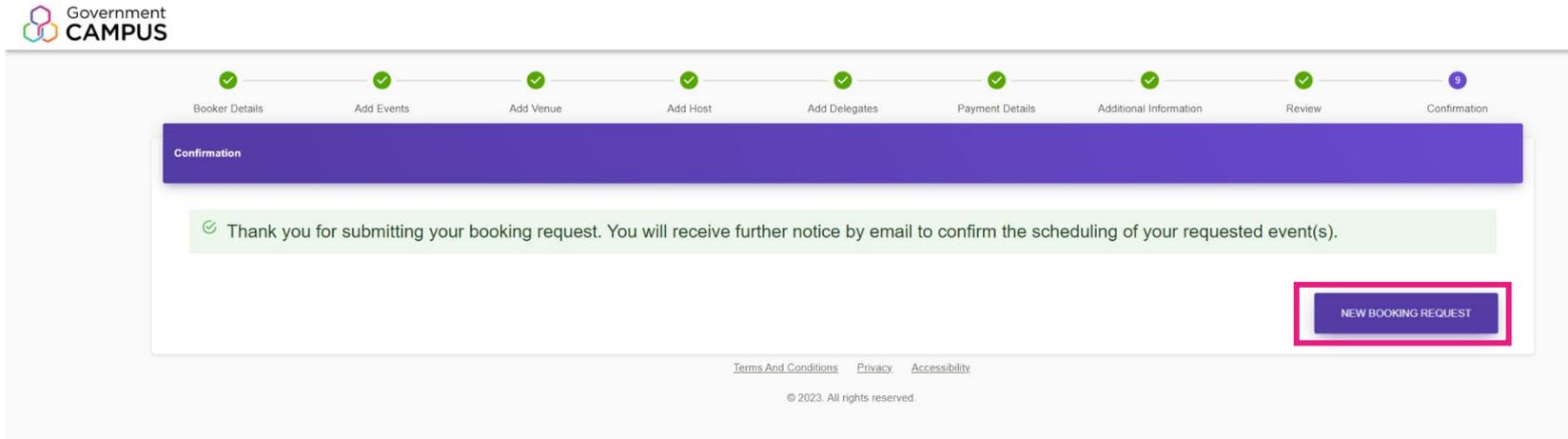
| Any Non Standard Requirements? | Subscribe to Newsletter? | Contextualisation Required? |
|--------------------------------|--------------------------|-----------------------------|
| No | Yes | No |

Buttons: AMEND, AMEND, AMEND, AMEND, AMEND, CLOSE

Closed Own Premises – Submission

Step 9

Your booking request has been submitted. To start a new booking request, select 'New Booking Request'.



The screenshot displays the 'Government CAMPUS' booking confirmation interface. At the top left is the logo. A progress bar shows nine steps: Booker Details, Add Events, Add Venue, Add Host, Add Delegates, Payment Details, Additional Information, Review, and Confirmation. The 'Confirmation' step is highlighted with a purple bar and a '9' in a circle. Below the progress bar, a green message box contains the text: 'Thank you for submitting your booking request. You will receive further notice by email to confirm the scheduling of your requested event(s)'. A blue button labeled 'NEW BOOKING REQUEST' is highlighted with a red border in the bottom right corner. At the bottom of the page, there are links for 'Terms And Conditions', 'Privacy', and 'Accessibility', followed by the copyright notice '© 2023. All rights reserved.'

Closed External Venue – Booker details

A group booking held on Commercial Estate, arranged by KPMG.

Step 1

To start the booking request, enter your details, including Name, Phone Number & Department. Once complete, select 'Save & Next'.

Sub Department and 2nd Sub Department will only become available if those levels exist in your department.

The screenshot shows the 'Booker Details' form in the Government CAMPUS system. The form is part of a multi-step process, with 'Booker Details' being the first step. The form fields are as follows:

- First Name***: Grace
- Last Name***: Murray
- Email***: grace.murray@kpmg.co.uk
- Phone***: +44 0000 000000 (with a UK flag icon)
- Department***: Cabinet Office (dropdown menu)
- Sub department**: (dropdown menu)

A 'SAVE & NEXT' button is located at the bottom right of the form. A red box highlights the top right corner of the page, containing a vertical ellipsis menu icon. The footer of the page includes links for 'Terms And Conditions', 'Privacy', and 'Accessibility', and a copyright notice: '© 2023. All rights reserved.'

Note: You will only land on Booker details the first time you log into the portal, for every subsequent visit you will skip this page and go straight to Add events. If you need to change any of the information on this page select the icon in the top right corner.

Closed External Venue – Add Events

Step 2

Use the drop down, product ID, or key word search to find the products you would like to book. Once selected, you will see all delivery options available.

Enter the quantity of events required and select 'Add'.

Government CAMPUS

Booker Details Add Events Add Venue Add Host Add Delegates Payment Details Additional Information Review Confirmation

Add Events

To book a learning event, please use the drop down to find the product you would like to book. Once selected, please choose your desired delivery method, and add the quantity of events you would like to book. A minimum of one product needs to be added to move onto the next step. An asterisk (*) indicates a mandatory field.

Select the courses you wish to hold, giving details for each event

Product*
OTS00372 - Fundamentals of R

| Product ID | Booking Type | Delivery Method | Duration (Hours) | Min Delegates | Max Delegates | Price (excl. VAT) | Quantity * | Action |
|------------|-----------------------|------------------------------|------------------|---------------|---------------|-------------------|----------------|--------|
| OTS00372 | Closed Own Premises | F2F only | 21.0 | 8 | 12 | £7,950.00 | Enter Quantity | ADD |
| OTS00372 | Closed External Venue | F2F only | 21.0 | 8 | 12 | £9,318.00 | Enter Quantity | ADD |
| OTS00372 | Public | F2F only | 21.0 | 1 | 1 | £1,576.00 | Enter Quantity | ADD |
| OTS00372 | Public | Virtual learning environment | 21.0 | 1 | 1 | £1,576.00 | Enter Quantity | ADD |
| OTS00372 | Closed Own Premises | Virtual learning environment | 21.0 | 8 | 12 | £7,950.00 | Enter Quantity | ADD |

Selected Events
No Events Found

BACK SAVE & NEXT

Note: For programmes, the programme name will be listed, please refer to [Prospectus Online](#) or learning website for details of the modules.

Closed External Venue – Add Events

Step 3

Enter your preferred start date and time. If you have selected a F2F event location is also mandatory, for VLE events no input is required for this field.

Supplier reference is optional, this is the reference code provided to you by the supplier if they have been in direct discussion with you already

Event notes are optional to provide any additional information such as date preferences.

Government
CAMPUS

Booker Details **2** Add Events Add Venue Add Host Add Delegates Payment Details Additional Information Review Confirmation

Add Events

To book a learning event, please use the drop down to find the product you would like to book. Once selected, please choose your desired delivery method, and add the quantity of events you would like to book. A minimum of one product needs to be added to move onto the next step. An asterisk (*) indicates a mandatory field.

Select the courses you wish to hold, giving details for each event

Product*
OTS00372 - Fundamentals of R

| Product ID | Booking Type | Delivery Method | Duration (Hours) | Min Delegates | Max Delegates | Price (excl. VAT) | Quantity * | Action |
|------------|-----------------------|------------------------------|------------------|---------------|---------------|-------------------|----------------|--------|
| OTS00372 | Closed Own Premises | F2F only | 21.0 | 8 | 12 | £7,950.00 | 1 | ADD |
| OTS00372 | Closed External Venue | F2F only | 21.0 | 8 | 12 | £9,318.00 | Enter Quantity | ADD |
| OTS00372 | Public | F2F only | 21.0 | 1 | 1 | £1,576.00 | Enter Quantity | ADD |
| OTS00372 | Public | Virtual learning environment | 21.0 | 1 | 1 | £1,576.00 | Enter Quantity | ADD |
| OTS00372 | Closed Own Premises | Virtual learning environment | 21.0 | 8 | 12 | £7,950.00 | Enter Quantity | ADD |

Selected Events

In event notes, please provide your first, second and third date preferences. We endeavour to schedule for your first preference, but if it's not available, this will enable us to confirm a suitable alternative more quickly. Please also provide any other information that you feel may be helpful.

Requests must be submitted at least 6 weeks prior to the first event date.

| Product | Product ID | Preferred Start Date | Start Time | Location | Supplier Reference Number | Event Notes | Price (excl. VAT) | Delivery Method | Booking Ty |
|-------------------|------------|----------------------------|------------|----------------------------|---------------------------|-------------|-------------------|-----------------|------------|
| Fundamentals of R | OTS00372 | Field cannot be left blank | 9:30 AM | Field cannot be left blank | | | £7,950.00 | F2F only | Closed Ovr |

Closed External Venue – Add Host

A Host is the contact person on the day of the event. This may be the same as the requestor.

Step 4

Select whether the booker is the same as the host. If you choose 'Yes', then no further input is required, if you select 'No' then you will be required to populate Host name, email and contact number.

Government CAMPUS

Booker Details Add Events Add Venue Add Host Add Delegates Payment Details Additional Information Review Confirmation

Add Host

Please provide host details for your event(s).
The host is the contact person at the venue, on the day of the event. This may be the same as the requestor.

| Product | Preferred Start Date | Is Booker same as Host? | Host First Name | Host Last Name | Host Email | Host Contact Number |
|-------------------|----------------------|-------------------------|-------------------|-------------------|-------------------|---------------------|
| Fundamentals of R | 31/07/2023 09:30 AM | Yes | No Input Required | No Input Required | No Input Required | No Input Required |

BACK SAVE & NEXT

[Terms And Conditions](#) [Privacy](#) [Accessibility](#)

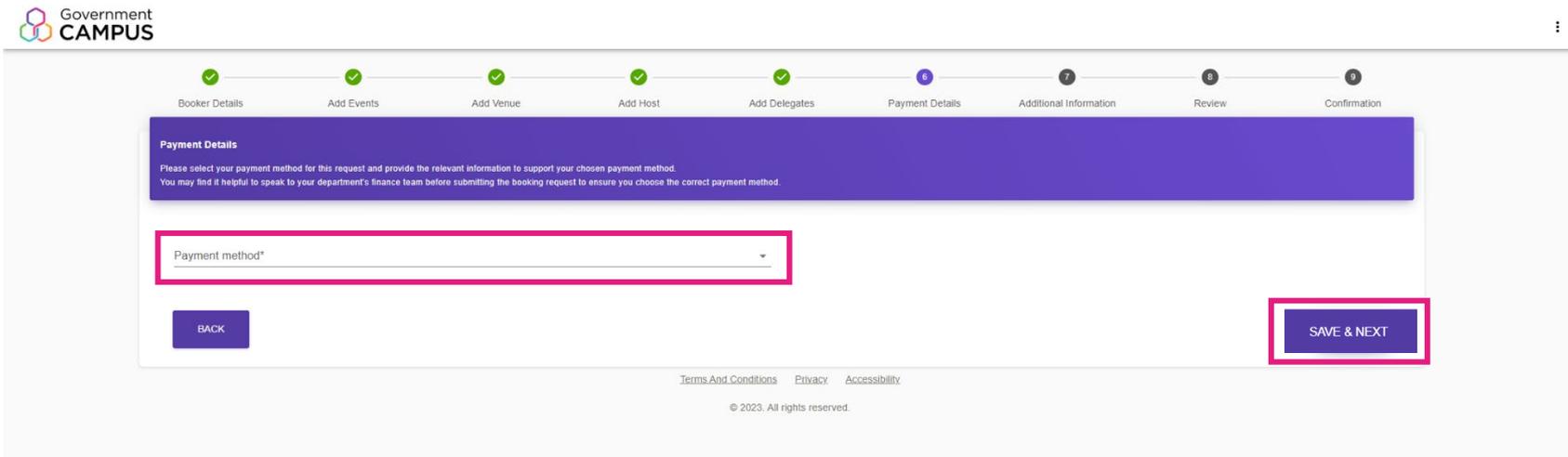
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Closed External Venue – Payment Details

Step 5

Next select the payment method relevant to your department and provide the relevant information to support your chosen method, this can be either PO, GPC or FAP.

If your selected payment method is PO, you will have the option to upload a copy of your PO PDF file.



The screenshot displays the Government CAMPUS booking interface. At the top left is the logo for Government CAMPUS. A progress bar at the top shows eight steps: Booker Details, Add Events, Add Venue, Add Host, Add Delegates, Payment Details (highlighted with a blue circle), Additional Information, Review, and Confirmation. Below the progress bar is a purple header for the 'Payment Details' section. The main content area contains a dropdown menu labeled 'Payment method*' with a downward arrow. Below the dropdown are two buttons: 'BACK' on the left and 'SAVE & NEXT' on the right. At the bottom of the page, there are links for 'Terms And Conditions', 'Privacy', and 'Accessibility', followed by a copyright notice: '© 2023. All rights reserved.'

Closed External Venue – Additional Information

Step 6

Enter any additional information for your events, then select 'Save & Next'.

The screenshot shows the 'Additional Information' step (7) of a 9-step process. The steps are: 1. Booker Details, 2. Add Events, 3. Add Venue, 4. Add Host, 5. Add Delegates, 6. Payment Details, 7. Additional Information, 8. Review, and 9. Confirmation. Steps 1-6 are marked with green checkmarks, and step 7 is highlighted with a purple circle. The 'Additional Information' section has a purple header and a text prompt: 'Please enter any additional information required for your event(s)'. Below this is a table with the following data:

| Product | Preferred Start Date | Non Standard Requirements | Subscribe to Newsletter? | Contextualisation Requirements |
|-------------------|----------------------|---------------------------|--------------------------|--------------------------------|
| Fundamentals of R | 31/07/2023 09:30 AM | | Yes | |

At the bottom left is a 'BACK' button, and at the bottom right is a 'SAVE & NEXT' button. Both buttons are highlighted with red boxes. At the bottom of the page, there are links for 'Terms And Conditions', 'Privacy', and 'Accessibility', and a copyright notice: '© 2023. All rights reserved.'

Closed External Venue – Review

Step 7

Now select 'Review' to review your booking request. To amend any information, select 'Amend' and you will be directed to the specific page to make the change.

Government CAMPUS

Booker Details Add Events Add Venue Add Host Add Delegates Payment Details Additional Information **Review** Confirmation

Review
Please review your booking request and click confirm when complete.

Product Fundamentals of R Preferred Start Date 01/08/2023 09:30 AM **REVIEW**

To submit your booking, please p

By submitting this form, you are agreeing to have re

Please note - Some sub-contractors host personal data outside

BACK **CONFIRM**

Fundamentals of R - 01/08/2023 09:30 AM

| | | | |
|--------------------------------|--------------------------|-------------------------------|--------------|
| Delivery Method | Price (excl. VAT) | VAT | AMEND |
| F2F only | £9,318.00 | £1,863.60 | |
| Is Booker Same As Host? | | | AMEND |
| Yes | | | |
| Payment Method | PO Number | | AMEND |
| PO | 1234 | | |
| Any Non Standard Requirements? | Subscribe to Newsletter? | Confidentialisation Required? | AMEND |
| No | Yes | No | |

CLOSE

Closed External Venue – Submission

Step 8

Your booking request has been submitted. To start a new booking request, select 'New Booking Request'.

The screenshot shows the 'Government CAMPUS' logo at the top left. A progress bar at the top contains nine steps: 'Booker Details', 'Add Events', 'Add Venue', 'Add Host', 'Add Delegates', 'Payment Details', 'Additional Information', 'Review', and 'Confirmation'. The first eight steps are marked with green checkmarks, while 'Confirmation' is marked with a blue circle containing the number '9'. Below the progress bar is a dark blue header with the word 'Confirmation'. A light green message box contains a checkmark icon and the text: 'Thank you for submitting your booking request. You will receive further notice by email to confirm the scheduling of your requested event(s)'. A blue button labeled 'NEW BOOKING REQUEST' is highlighted with a red rectangular border. At the bottom, there are links for 'Terms And Conditions', 'Privacy', and 'Accessibility', followed by the copyright notice '© 2023. All rights reserved.'

Public – Booker details

A Public booking is for individual learning requests. As this is a 'public' course it may be attended by learners from outside of the civil service.

Step 1

To start the booking request, enter your details, including Name, Phone Number & Department. Once complete, select 'Save & Next'.

Sub Department and 2nd Sub Department will only become available if those levels exist in your department.

Government CAMPUS

1 Booker Details 2 Add Events 3 Add Venue 4 Add Host 5 Add Delegates 6 Payment Details 7 Additional Information 8 Review 9 Confirmation

Booker Details
Please enter your details below.

First Name*
Grace

Last Name*
Murray

Email*
grace.murray@kpmg.co.uk

Phone*
+44 0000 000000

Department*
Cabinet Office

Sub department

SAVE & NEXT

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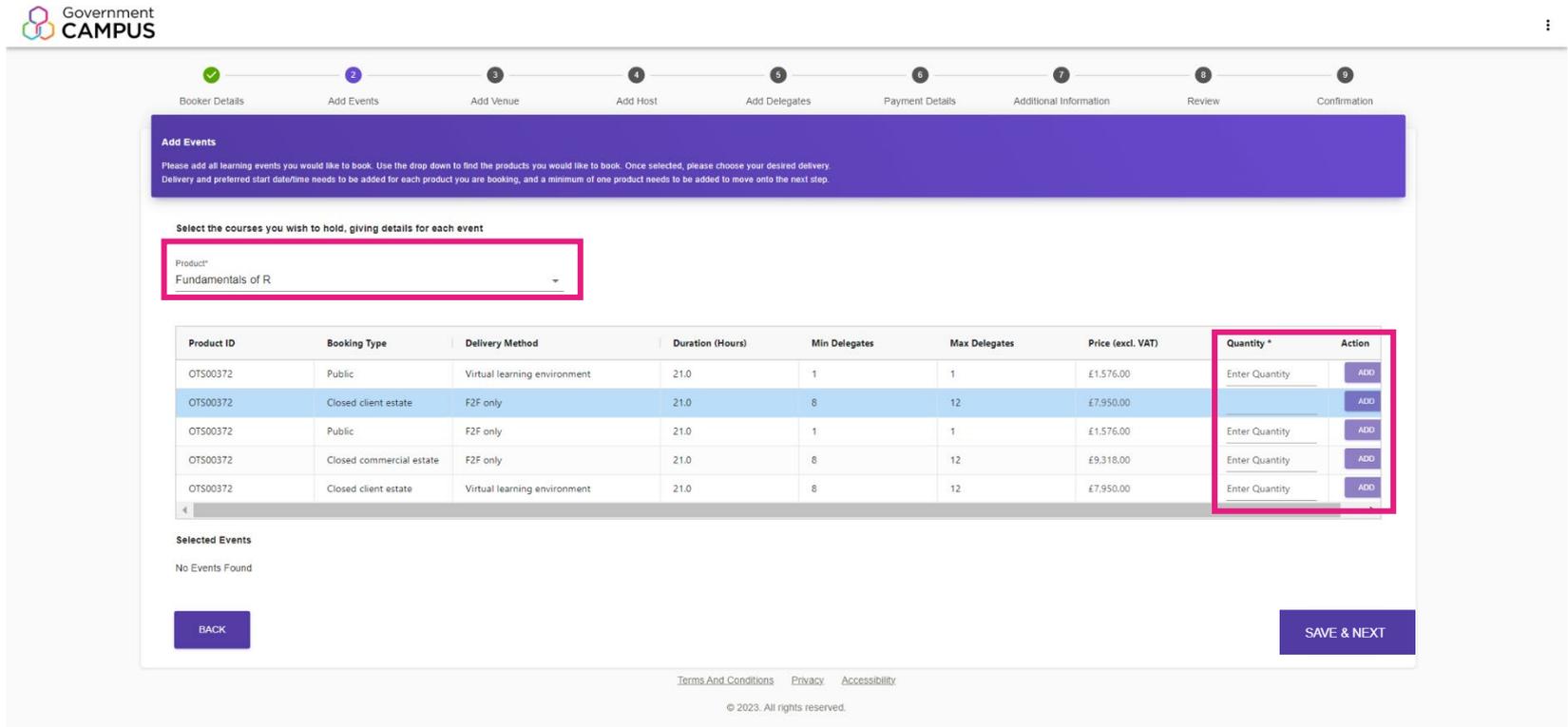
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Note: You will only land on Booker details the first time you log into the portal, for every subsequent visit you will skip this page and go straight to Add events. If you need to change any of the information on this page select the icon in the top right corner.

Public – Add Events

Step 2

Use the drop down, product ID, or key word search to find the products you would like to book. Once selected, you will see all delivery options available. Enter 1 in the quantity field and then select 'Add'.



Add Events

Please add all learning events you would like to book. Use the drop down to find the products you would like to book. Once selected, please choose your desired delivery. Delivery and preferred start datetime needs to be added for each product you are booking, and a minimum of one product needs to be added to move onto the next step.

Select the courses you wish to hold, giving details for each event

Product*
Fundamentals of R

| Product ID | Booking Type | Delivery Method | Duration (Hours) | Min Delegates | Max Delegates | Price (excl. VAT) | Quantity * | Action |
|------------|--------------------------|------------------------------|------------------|---------------|---------------|-------------------|----------------|--------|
| OTS00372 | Public | Virtual learning environment | 21.0 | 1 | 1 | £1,576.00 | Enter Quantity | ADD |
| OTS00372 | Closed client estate | F2F only | 21.0 | 8 | 12 | £7,950.00 | Enter Quantity | ADD |
| OTS00372 | Public | F2F only | 21.0 | 1 | 1 | £1,576.00 | Enter Quantity | ADD |
| OTS00372 | Closed commercial estate | F2F only | 21.0 | 8 | 12 | £9,318.00 | Enter Quantity | ADD |
| OTS00372 | Closed client estate | Virtual learning environment | 21.0 | 8 | 12 | £7,950.00 | Enter Quantity | ADD |

Selected Events

No Events Found

BACK SAVE & NEXT

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Note: you are only required to add 1 in the quantity for Public bookings as the number of delegates are added on the following page.

Public – Add Events

Step 3

Preferred start date, time and location are not required fields for public events where no [date has been selected](#).

Supplier reference is optional, this is the reference code provided to you by the supplier if they have been in direct discussion with you already
Event notes are optional to provide any additional information such as date preferences.

The screenshot shows the 'Add Events' step of the booking process. At the top, a progress bar indicates the current step (2) and previous steps (1-9). Below the progress bar, a purple header contains the 'Add Events' title and instructions: 'Please add all learning events you would like to book. Use the drop down to find the products you would like to book. Once selected, please choose your desired delivery. Delivery and preferred start date/time needs to be added for each product you are booking, and a minimum of one product needs to be added to move onto the next step.'

Below the instructions, a dropdown menu shows 'Fundamentals of R' selected. A table lists available products with columns for Product ID, Booking Type, Delivery Method, Duration (Hours), Min Delegates, Max Delegates, Price (excl. VAT), Quantity, and Action. The last row is highlighted in blue.

Below the product table, a 'Selected Events' table shows the details for the selected product. A pink box highlights the 'Preferred Start Date', 'Start Time', and 'Location' columns, which contain the text 'No Input Required'. Another pink box highlights the 'SAVE & NEXT' button at the bottom right.

| Product ID | Booking Type | Delivery Method | Duration (Hours) | Min Delegates | Max Delegates | Price (excl. VAT) | Quantity * | Action |
|------------|--------------------------|------------------------------|------------------|---------------|---------------|-------------------|----------------|--------|
| OTS00372 | Public | F2F only | 21.0 | 1 | 1 | £1,576.00 | Enter Quantity | ADD |
| OTS00372 | Closed client estate | F2F only | 21.0 | 8 | 12 | £7,950.00 | Enter Quantity | ADD |
| OTS00372 | Closed commercial estate | F2F only | 21.0 | 8 | 12 | £9,318.00 | | ADD |
| OTS00372 | Closed client estate | Virtual learning environment | 21.0 | 8 | 12 | £7,950.00 | Enter Quantity | ADD |
| OTS00372 | Public | Virtual learning environment | 21.0 | 1 | 1 | £1,576.00 | 1 | ADD |

| Product | Product ID | Preferred Start Date | Start Time | Location | Supplier Reference Number | Event Notes | Price (excl. VAT) | Delivery Method | Booking Type |
|-------------------|------------|----------------------|-------------------|-------------------|---------------------------|-------------|-------------------|------------------------------|--------------|
| Fundamentals of R | OTS00372 | No Input Required | No Input Required | No Input Required | | | £1,576.00 | Virtual learning environment | Public |

Public – Add Events

Step 2.1

For specific Health & Safety products you will have the option to select 'View dates'.

Government CAMPUS

Booker Details **Add Events** Add Venue Add Host Add Delegates Payment Details Additional Information Review Confirmation

Add Events

To book a learning event, please use the drop down to find the product you would like to book. Once selected, please choose your desired delivery method, and add the quantity of events you would like to book. For public events, you can add delegates at a later stage so you are only required to enter a quantity of 1. A minimum of one product needs to be added to move onto the next step. An asterisk (*) indicates a mandatory field.

Select the courses you wish to hold, giving details for each event

Product*
OTS00334 - Emergency first aid at work

| Booking Type | Delivery Method | Duration (Hours) | Min Delegates | Max Delegates | Price (excl. VAT) | Quantity * | Action |
|---------------------|-----------------|------------------|---------------|---------------|-------------------|----------------|----------------|
| Public | F2F only | 7.0 | 1 | 1 | £88.00 | Enter Quantity | ADD VIEW DATES |
| Closed Own Premises | F2F only | 7.0 | 4 | 15 | £540.00 | Enter Quantity | ADD |

1 to 2 of 2 Page 1 of 1

Selected Events
No Events Found

BACK SAVE & NEXT

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Public – Add Events

Step 2.2

The pop up will display a range of dates and locations available for the selected event. You can use the filter to narrow down your search. If a date is suitable select 'Add'. Otherwise, you can go back to [proceed with no date](#).

Available Dates:

Please select your event preference. Please note, the event request is not confirmed until the supplier contacts you to confirm your selection. If the dates listed are not suitable, you can go back to proceed with no date.

Location From To

| Start Date | End Date | Start Time | End Time | Location | Action |
|------------|------------|------------|----------|-----------------------|------------------------------------|
| 30/07/2024 | 30/07/2024 | 09:00 AM | 05:00 PM | Leeds | <input type="button" value="ADD"/> |
| 30/07/2024 | 30/07/2024 | 09:00 AM | 05:00 PM | Manchester | <input type="button" value="ADD"/> |
| 30/07/2024 | 30/07/2024 | 09:00 AM | 05:00 PM | Winchester | <input type="button" value="ADD"/> |
| 30/07/2024 | 30/07/2024 | 09:00 AM | 05:00 PM | Leeds | <input type="button" value="ADD"/> |
| 30/07/2024 | 30/07/2024 | 09:00 AM | 05:00 PM | Birmingham | <input type="button" value="ADD"/> |
| 01/08/2024 | 01/08/2024 | 09:00 AM | 05:00 PM | Manchester | <input type="button" value="ADD"/> |
| 01/08/2024 | 01/08/2024 | 09:00 AM | 05:00 PM | London - Canary Wharf | <input type="button" value="ADD"/> |
| 01/08/2024 | 01/08/2024 | 09:00 AM | 05:00 PM | Leeds | <input type="button" value="ADD"/> |
| 01/08/2024 | 01/08/2024 | 09:00 AM | 05:00 PM | Manchester | <input type="button" value="ADD"/> |
| 01/08/2024 | 01/08/2024 | 09:00 AM | 05:00 PM | Winchester | <input type="button" value="ADD"/> |

1 to 10 of 20 Page 1 of 2

Note: you are only required to add 1 in the quantity for Public bookings as the number of delegates are added on the following page.

Public – Add Delegates

Step 4

Select whether you are a delegate and your contact preferences. If you are booking on behalf of others, enter the number of delegates and select 'Add'.

The screenshot shows the 'Add Delegates' step in a booking process. At the top, a progress bar indicates the current step (5) and previous steps (1-4) are completed. The main content area is titled 'Add Delegates' and includes instructions: 'Please provide delegate details for your event(s). This may be the same as the requester.' Below this is a table with columns: Product, Delivery Method, Are you a delegate?, Contact Preference, Number of additional delegates, and Action. The first row shows 'Fundamentals of R' and 'F2F only'. The 'Are you a delegate?' dropdown is set to 'Yes', and the 'Contact Preference' dropdown is set to 'Booker'. The 'Number of additional delegates' field is empty. An 'ADD' button is next to the row. Below the table is a 'Delegate Details' section with instructions: 'Please note, if you are a delegate you are not required to provide your details, only provide details of additional delegates.' At the bottom, there are 'BACK' and 'SAVE & NEXT' buttons. Footer links include 'Terms And Conditions', 'Privacy', and 'Accessibility', with a copyright notice '© 2023. All rights reserved.'

| Product | Delivery Method | Are you a delegate? | Contact Preference | Number of additional delegates | Action |
|-------------------|-----------------|---------------------|--------------------|--------------------------------|--------|
| Fundamentals of R | F2F only | Yes | Booker | | ADD |

Public – Add Delegates

Step 5

Enter the name, email and department of the delegates.

Note: if you are a delegate, you are not required to provide your details, only provide details of additional delegates.



Progress bar: 1 Booker Details, 2 Add Events, 3 Add Venue, 4 Add Host, 5 Add Delegates, 6 Payment Details, 7 Additional Information, 8 Review, 9 Confirmation

Add Delegates

Please provide delegate details for your event(s).
This may be the same as the requestor.

| Product | Delivery Method | Are you a delegate? | Contact Preference | Number of additional delegates | Action |
|-------------------|-----------------|---------------------|--------------------|--------------------------------|--------|
| Fundamentals of R | F2F only | Yes | Booker | 2 | ADD |

Delegate Details

Please note, if you are a delegate you are not required to provide your details, only provide details of additional delegates.

| Product | Delivery Method | First Name | Last Name | Email | Department | Action |
|-------------------|-----------------|----------------------|----------------------|----------------------|----------------------|--------|
| Fundamentals of R | F2F only | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | DELETE |
| Fundamentals of R | F2F only | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | DELETE |

BACK SAVE & NEXT

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Public – Payment Details

Step 6

Next select the payment method relevant to your department and provide the relevant information to support your chosen method, this can be either PO, GPC or FAP.

If your selected payment method is PO, you will have the option to upload a copy of your PO PDF file.

A screenshot of the 'Payment Details' form in the Government CAMPUS system. At the top, a progress bar shows eight steps: 'Booker Details', 'Add Events', 'Add Venue', 'Add Host', 'Add Delegates', 'Payment Details', 'Additional Information', 'Review', and 'Confirmation'. The first five steps are marked with green checkmarks, while 'Payment Details' is marked with a blue circle containing the number '6'. Below the progress bar, the 'Payment Details' section has a purple header with the text: 'Please select your payment method for this request and provide the relevant information to support your chosen payment method. You may find it helpful to speak to your department's finance team before submitting the booking request to ensure you choose the correct payment method.' A dropdown menu labeled 'Payment method*' is highlighted with a pink border. Below the dropdown are two buttons: 'BACK' on the left and 'SAVE & NEXT' on the right, with the latter also highlighted by a pink border. At the bottom of the form, there are links for 'Terms And Conditions', 'Privacy', and 'Accessibility', and a copyright notice: '© 2023. All rights reserved.'

Public – Review

Step 7

Now select 'Review' to review your booking request. To amend any information, select 'Amend' and you will be directed to the specific page to make the change.

Government CAMPUS

Booker Details Add Events Add Venue Add Host Add Delegates Payment Details Additional Information **Review** Confirmation

Review
Please review your booking request and click confirm when complete.

Product Preferred Start Date
Test Data - Practitioner Programme - Making decisions and communicating effectively Module 2 - VLE No Input Required **REVIEW**

To submit your booking, please p

By submitting this form, you are agreeing to have re

Please note - Some sub-contractors host personal data outside

BACK CONFIRM

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Test Data - Practitioner Programme - Making decisions and communicating effectively Module 2 - VLE

| | | | |
|---|------------------------------|----------------|-------|
| Delivery Method Blended, including VLE | Price (excl. VAT) £846.91 | VAT £169.38 | AMEND |
| Payment Method PO | PO Number 12345 | | AMEND |
| Is the Booker a Delegate? Yes | Number of delegates 2 | | AMEND |

CLOSE

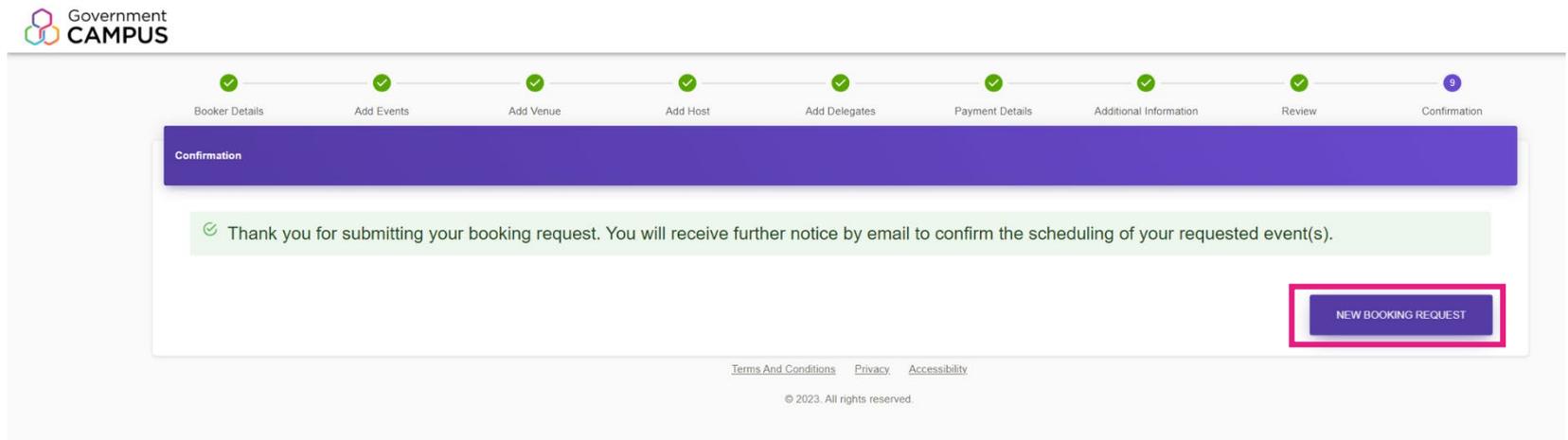
Public – Submission

Step 8

Your booking request has been submitted. To start a new booking request, select 'New Booking Request'.

When the booking request and payment have been validated, the Bookings team will contact the relevant supplier. The supplier will then contact you to confirm a suitable date for the learning to take place (or, if the booking relates to a digital product, to arrange access). If you have any preferred dates for the course, please make sure that you provide these details in the event notes.

The supplier will also make arrangements for the distribution of joining instructions and any supporting learning materials.



The screenshot shows the Government CAMPUS booking process confirmation screen. At the top left is the Government CAMPUS logo. Below it is a progress bar with nine steps: Booker Details, Add Events, Add Venue, Add Host, Add Delegates, Payment Details, Additional Information, Review, and Confirmation. The Confirmation step is highlighted with a purple bar and a green checkmark. Below the progress bar is a confirmation message: "Thank you for submitting your booking request. You will receive further notice by email to confirm the scheduling of your requested event(s)." A button labeled "NEW BOOKING REQUEST" is highlighted with a red border. At the bottom of the screen are links for Terms And Conditions, Privacy, and Accessibility, and a copyright notice: © 2023. All rights reserved.

My Bookings

Step 1

The 'My Bookings' area shows your draft bookings and submitted request. To access this area, select the icon to the left of the screen to expand the menu, then select 'My Bookings'.

Government CAMPUS

My Bookings
New Booking Request

Booker Details Add Events Add Venue Add Host Add Delegates Payment Details Additional Information Review Confirmation

Add Events

Please add all learning events you would like to book. Use the drop down to find the products you would like to book. Once selected, please choose your desired delivery. Delivery and preferred start date/time needs to be added for each product you are booking, and a minimum of one product needs to be added to move onto the next step. An asterisk (*) denotes a required field.

Select the courses you wish to hold, giving details for each event

Product*

No Products Found

Selected Events

No Events Found

BACK SAVE & NEXT

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Draft Bookings

Step 2

In the Draft Bookings table you will see a list of all your requests in draft. To continue with a draft request, select 'Edit', this will open at the Add events page for any previously selected products, then continue as normal.

The screenshot shows the 'My Bookings' page in the Government CAMPUS system. The page has a purple header with the 'My Bookings' title. Below the header is a table titled 'Draft Bookings' with the following columns: Booking ID, Created Date, Status, and Action. The table contains seven rows of draft bookings, each with an 'EDIT' button in the Action column. A pink rectangular box highlights the 'EDIT' buttons for all seven rows. The left sidebar shows navigation options: 'My Bookings' (selected) and 'New Booking Request'. The Government CAMPUS logo is visible in the top left corner.

| Booking ID | Created Date | Status | Action |
|------------|--------------|--------|--------|
| 120590 | 02/10/2023 | Draft | EDIT |
| 120583 | 29/09/2023 | Draft | EDIT |
| 120580 | 29/09/2023 | Draft | EDIT |
| 120573 | 29/09/2023 | Draft | EDIT |
| 120566 | 29/09/2023 | Draft | EDIT |
| 120533 | 29/09/2023 | Draft | EDIT |
| 120531 | 29/09/2023 | Draft | EDIT |

Draft Bookings

Step 3

In the Requested Bookings table you will see a list of all submitted requests. To view a summary of the submitted request, select 'View', this will open a pop up box with brief summary of requested events.

Requested Bookings

| Booking ID | Created Date | Status | Requested Date | Action |
|------------|--------------|-----------|----------------|----------------------|
| 120582 | 29/09/2023 | Submitted | 29/09/2023 | VIEW |
| 120550 | 29/09/2023 | Submitted | 29/09/2023 | VIEW |
| 120549 | 29/09/2023 | Submitted | 29/09/2023 | VIEW |
| 120504 | 28/09/2023 | Submitted | 28/09/2023 | VIEW |
| 120495 | 27/09/2023 | Submitted | 28/09/2023 | VIEW |
| 120498 | 28/09/2023 | Submitted | 28/09/2023 | VIEW |
| 120302 | 16/08/2023 | Submitted | 16/08/2023 | VIEW |
| 120301 | 16/08/2023 | Submitted | 16/08/2023 | VIEW |

FAQ's

How can I access the online form?

You can access the form directly by visiting <https://bookings.governmentcampus.co.uk/>

What can I book via the online form?

All closed & public topics will be available to book via the portal. For Open topics please, use the booking forms (on the [Learning website](#)).

I've submitted a request but need to amend this, how can I make a change?

To amend your request please contact bookings@governmentcampus.co.uk so that our team can update your booking .

My department is incorrect or missing in the drop down, how can I change this?

Any changes to the department hierarchy need to go via lpginbox@cabinetoffice.gov.uk

How can I search for a topic?

The Booking portal has a key word search, start by typing the product you are looking for and you should see all products containing this word.

Do I need any software to use the online form?

No, the online booking form will work on major web browsers

Will I still be able to use the existing Excel booking request forms?

Yes, the online portal is an alternative version of the form and can be used if you have issues with the portal. Both captures the same information.

FAQ's

Will I need to submit my request twice?

No - once you have submitted your request using the portal, you will receive a confirmation email. You do not need to complete and submit the Excel version for the same booking request.

Are there any differences in SLAs between submitting a request using the online portal vs submitting a downloaded version of the current booking tool?

The SLAs remain the same, no matter which method is used.

What if I have a problem when I use the online booking form?

Please contact the Helpdesk on 020 3640 7985 or by email support@governmentcampus.co.uk with any issues. They will support the booker, and where appropriate, direct them to use the existing forms to submit the booking request. Our project team will be reviewing feedback and issue notes as part of the continuous improvement. The Helpdesk are open from 8:30am to 5:30pm, Monday to Friday (excluding bank holidays).

Why am I not always asked to provide Venue details?

The 'Add venue' page is conditional on selecting a product with the Booking Type 'Closed Client Estate'. For Closed Commercial or Public topics this information is not required.

Why am I not always asked to provide Host details?

The 'Add host' page is conditional on selecting a product with the Booking Type 'Closed Client Estate' or 'Closed Commercial Estate'. For Public topics, this information is not required.

Why am I not always asked to provide delegate details?

The 'Add delegates' page is conditional on selecting a product with the Booking Type 'Public'. For 'Closed Client Estate' or 'Closed Commercial Estate' bookings please email us the delegates as per standard process.

FAQ's

What is a host?

A host is the contact person on the day of the event. This may be the same as the requestor.

What is a Supplier reference?

This is optional field; it is the reference code provided to you by the supplier if they have been in direct discussion with you already.

I've not received a verification code to sign up?

If you don't receive a verification code within 2 minutes, check your junk email. **If not in junk, you will need to contact your local IT department to request for msonlineservicesteam@microsoftonline.com to be allow listed and then try again.**

I see an error message when trying to register?

If you see the following message on entering your email domain '**Please enter an approved email domain to proceed**', please contact the helpdesk for support. You can contact the helpdesk on 020 3640 7985 or by email on support@governmentcampus.co.uk.

I'm trying to create an account, but it says I already exist, what should I do?

If you already have access to the KPMG LEAP Platform, please use these credentials.

When do I need to submit a Reasonable Adjustment Request?

As soon as you're aware that you or a delegate would like to request a reasonable adjustment or other special provision, please email support@governmentcampus.co.uk or call the Helpdesk on 0203 640 7985. We are happy to help and the earlier we know the more we are able to do.