Government CAMPUS

Booking Portal

User Guide

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

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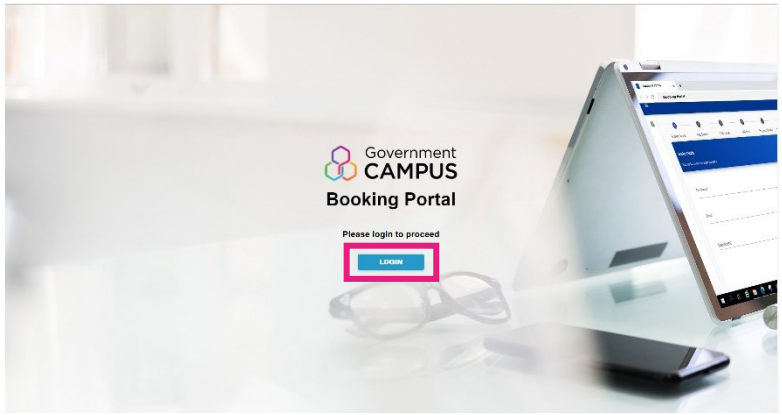
How to create an account

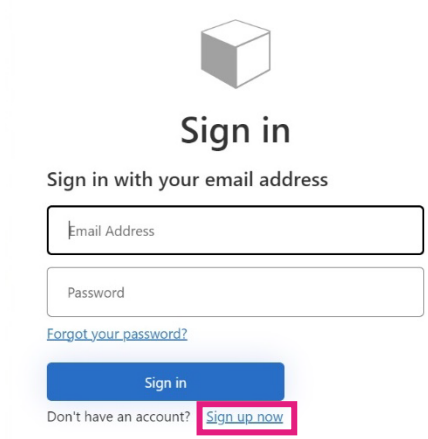
Step 1

To access the platform, go to https://bookings.governmentcampus.co.uk/ and select ‘Login’.



Step 2

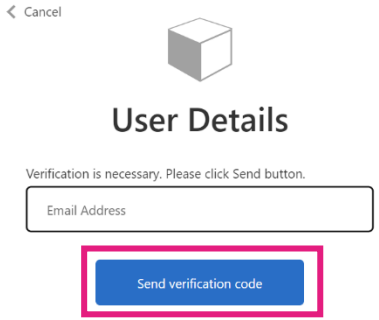
If accessing the site for the first time you will need to create an account, to do this select ‘Sign up now’.



How to create an account

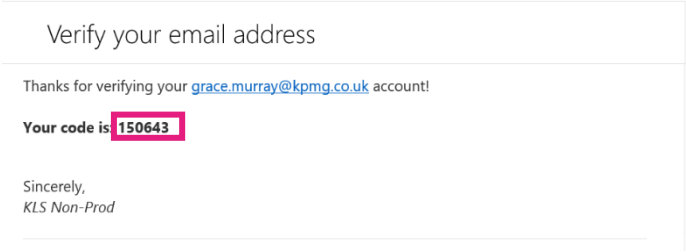
Step 3

Enter your email address and select ‘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



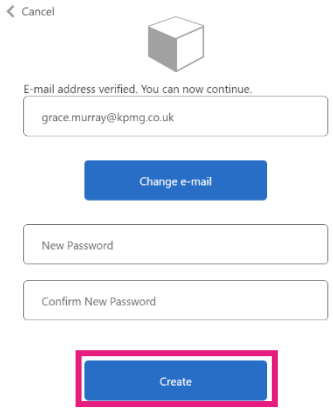
How to create an account

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.**

Step 6

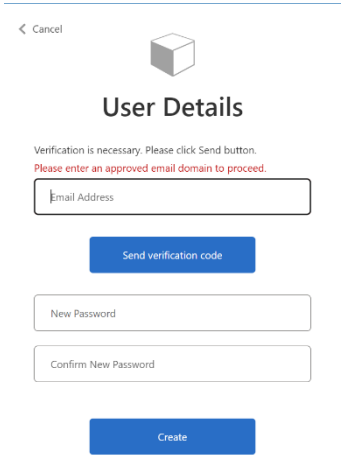
Once your email address is verified, you will be asked to set up your password. Input your new password twice and then select 'Create'.



How to create an account

Step 7

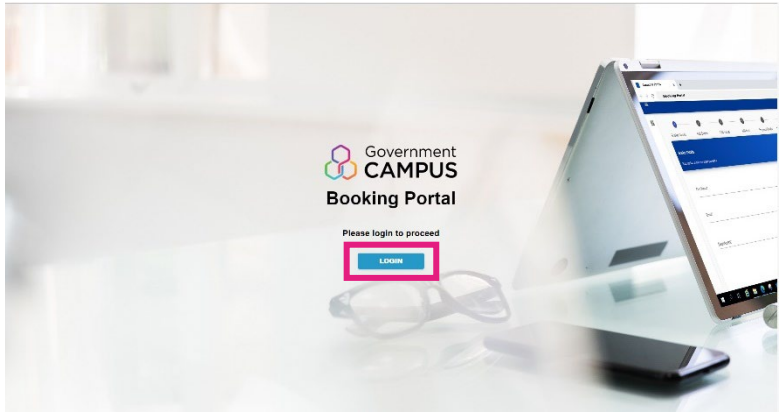
If you see the following message on entering your email domain **'Please enter an approved email domain to proceed'**, please contact the helpdesk for support. You can contact the helpdesk on 020 3640 7985 or by email on support@governmentcampus.co.uk.



How to log in

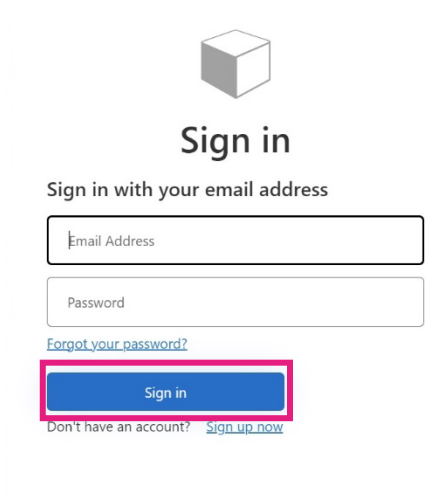
Step 1

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’.



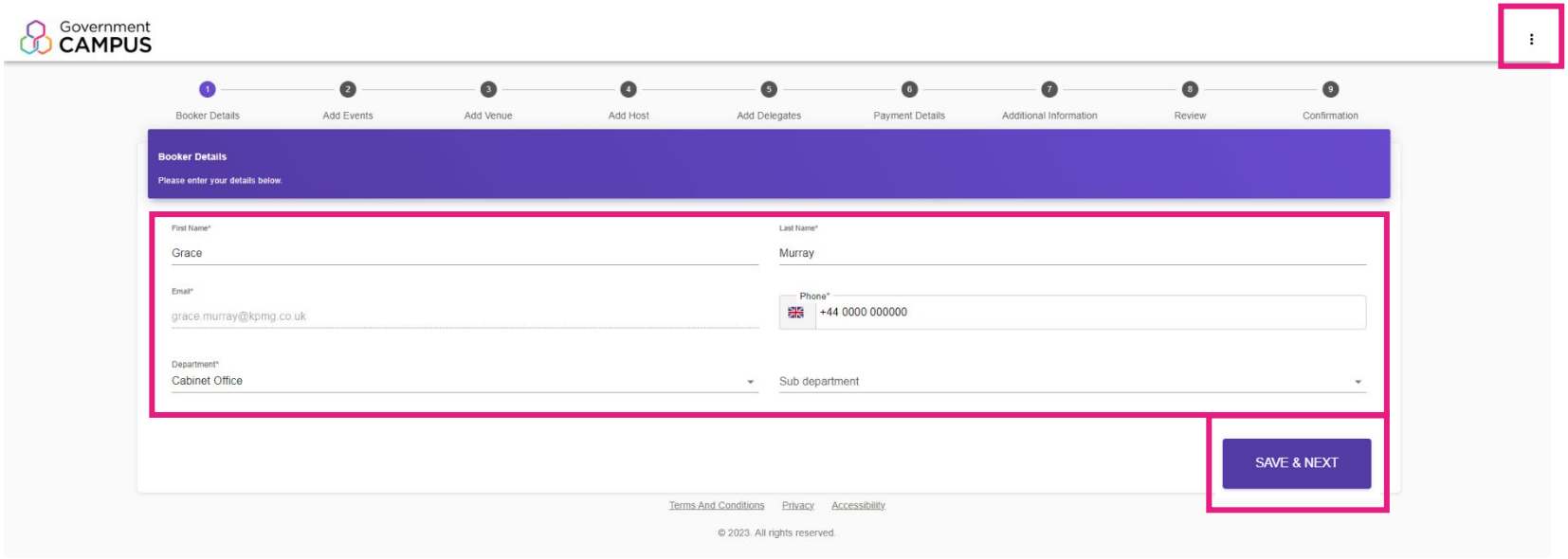
Closed Own Premises – Booker details

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.



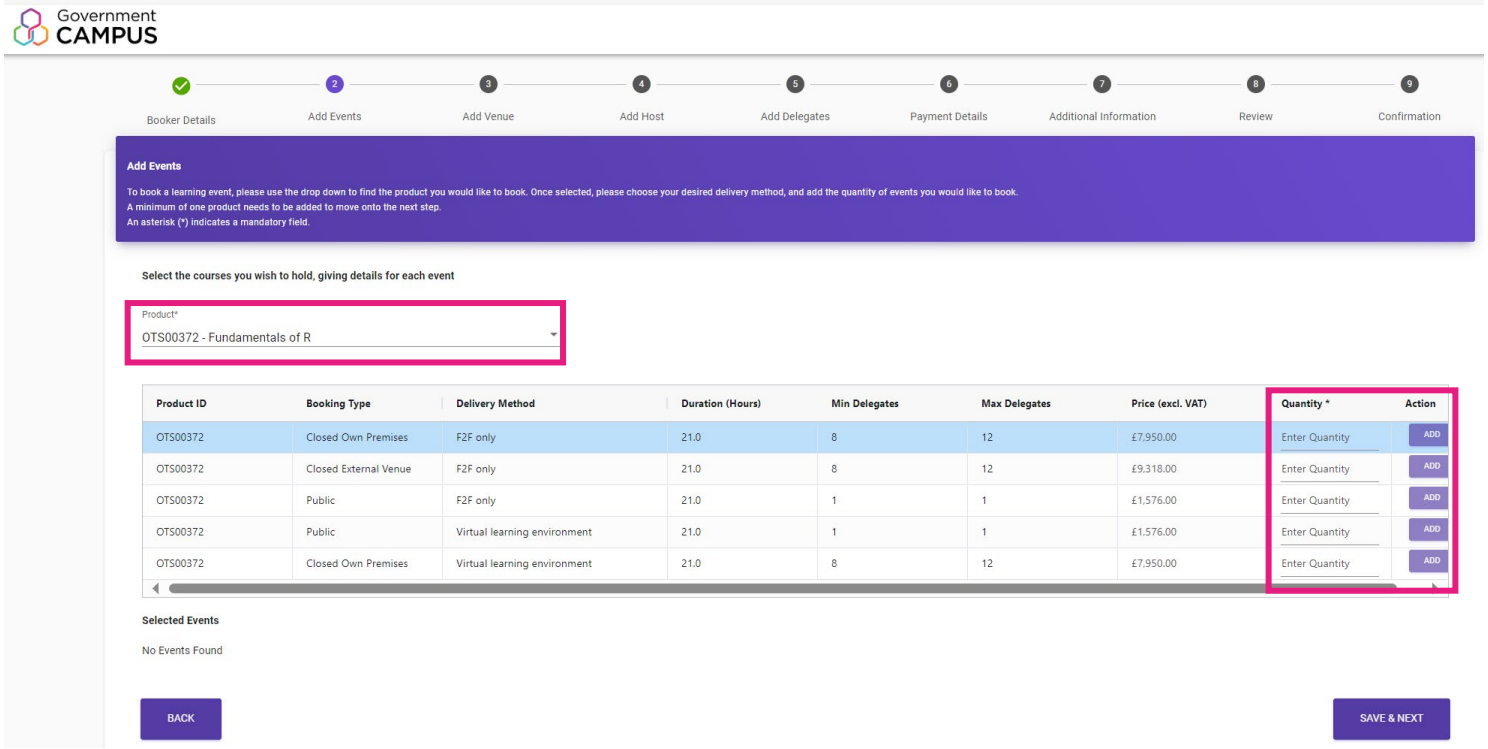
***Note**: You will only land on Booker details the first time you log into the portal, for every subsequent visit you will skip this page and go straight to Add events. If you need to change any of the information on this page select the icon in the top right corner.*

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’.



***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 | 3 Add Venue | 4 Add Host | 5 Add Delegates | 6 Payment Details | 7 Additional Information | 8 Review | 9 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.

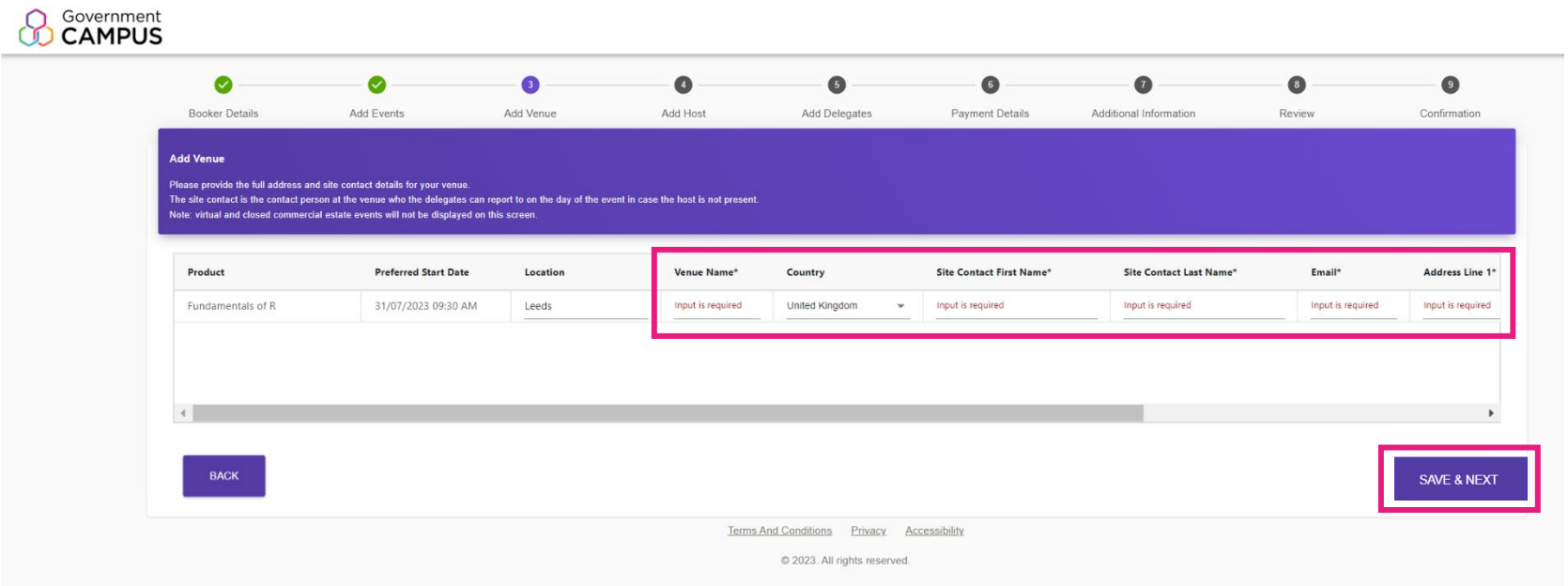
Requests must be submitted at least 6 weeks prior to the first event date.

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 Own

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’.

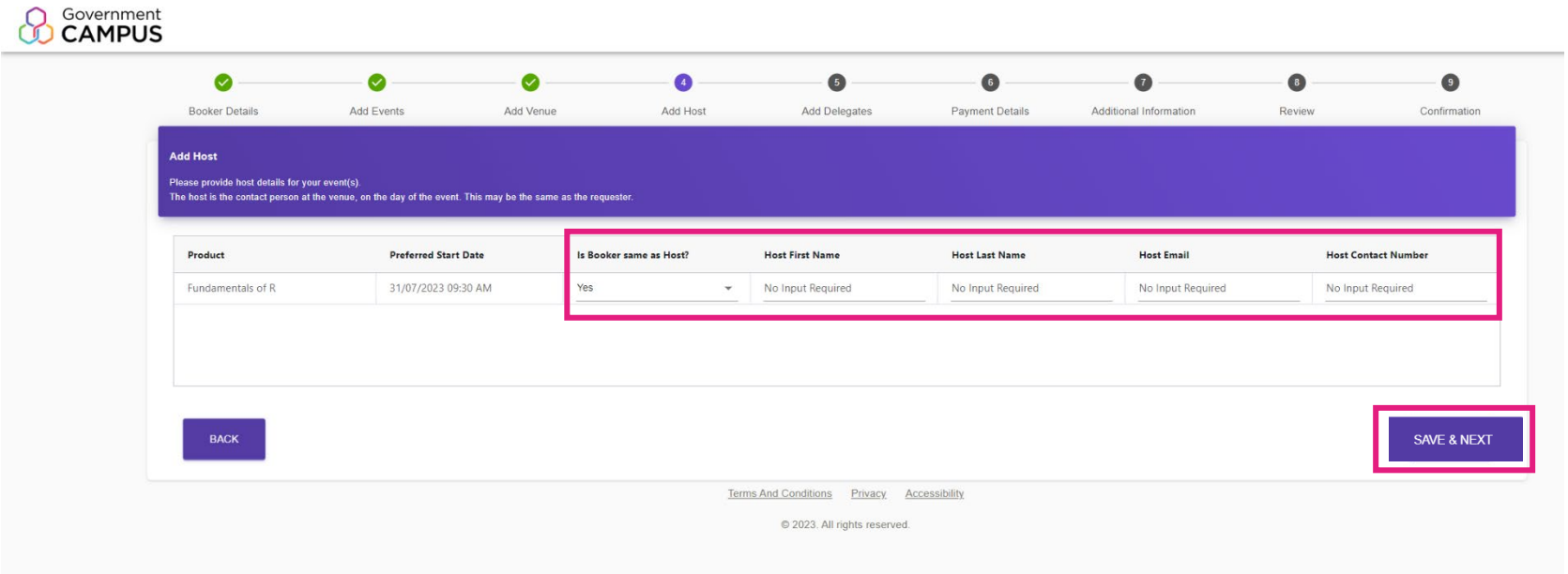


Closed Own Premises – Add Host

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.

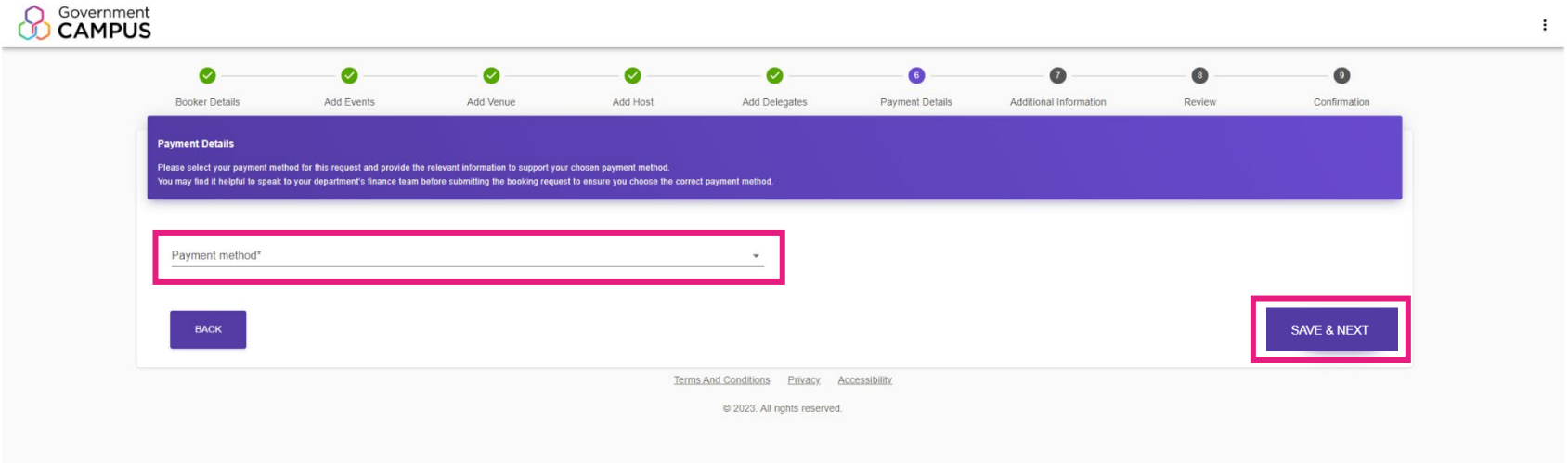


Closed Own Premises – Payment Details

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.

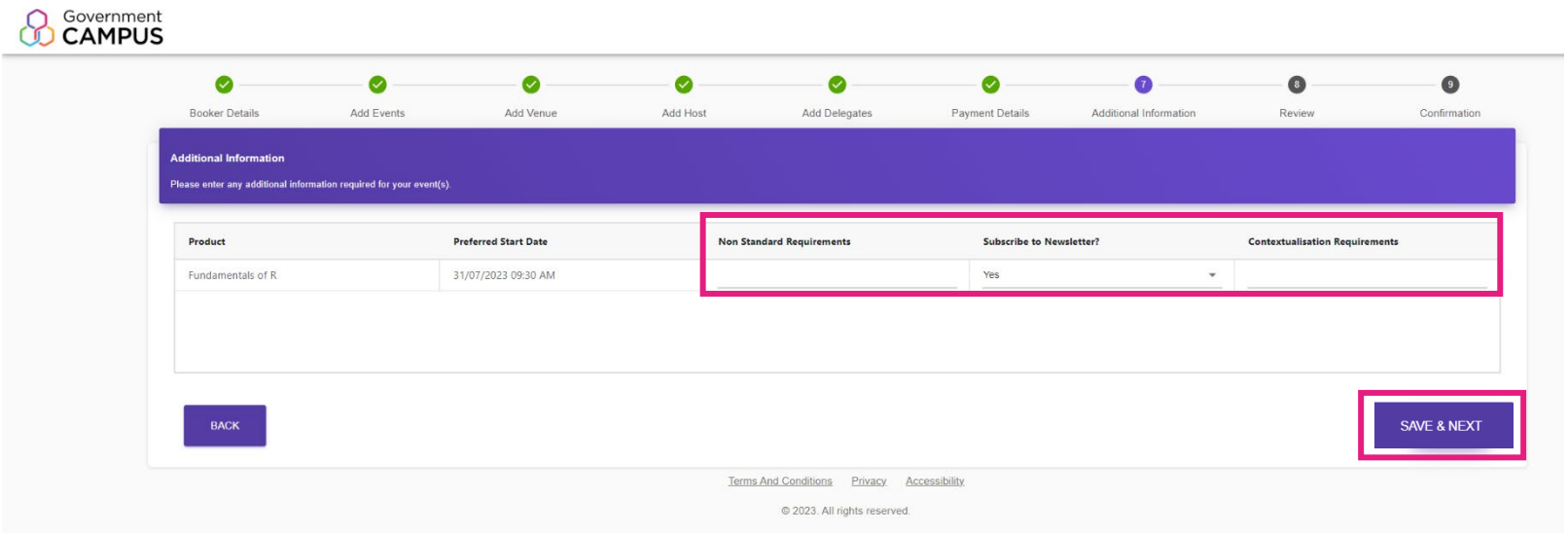
If your selected payment method is PO, you will have the option to upload a copy of your PO PDF file.



Closed Own Premises – Additional Information

Step 7

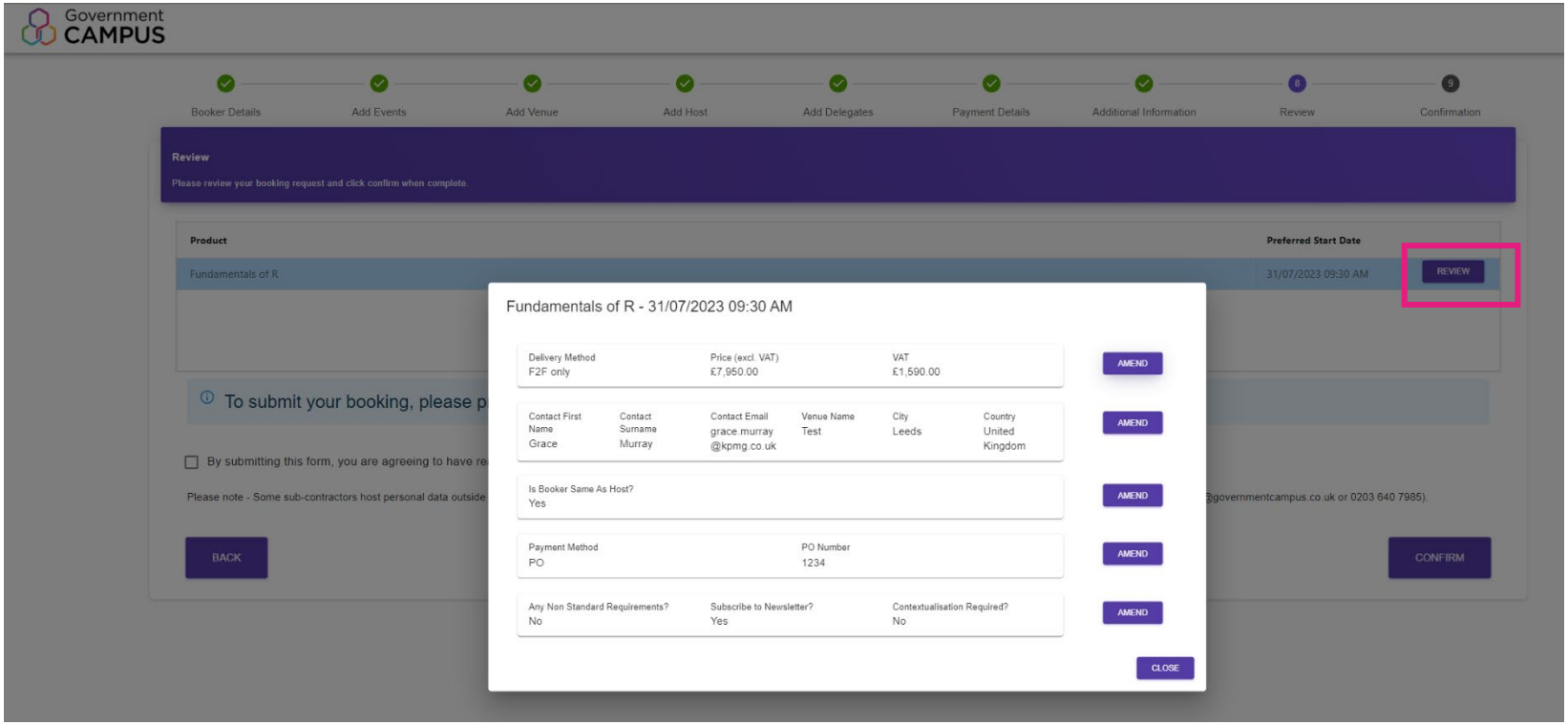
Enter any additional information for your events, then select ‘Save & Next’.



Closed Own Premises – Review

Step 8

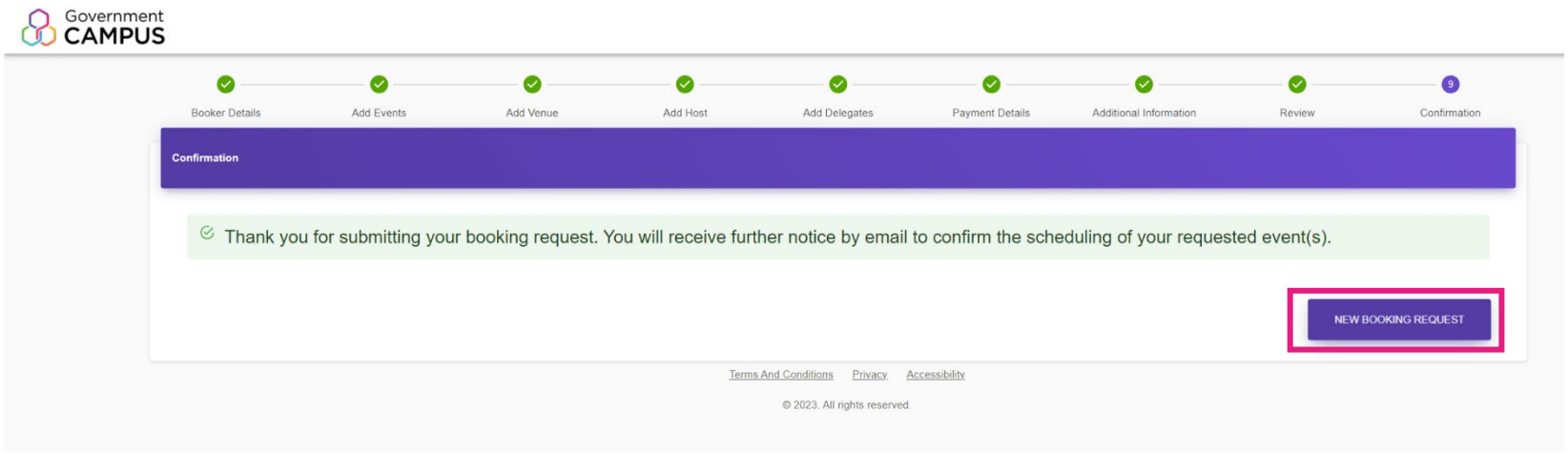
Now select ‘Review’ to review your booking request. To amend any information, select ‘Amend’ and you will be directed to the specific page to make the change.



Closed Own Premises – Submission

Step 9

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



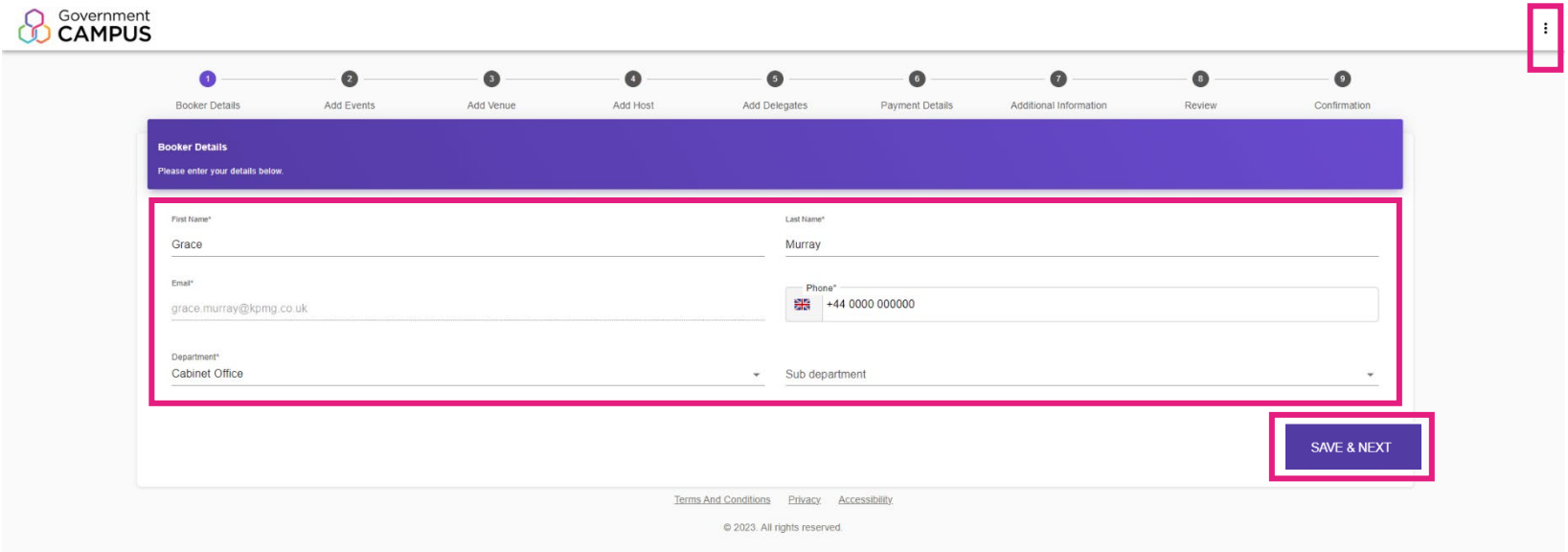
Closed External Venue – Booker details

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.



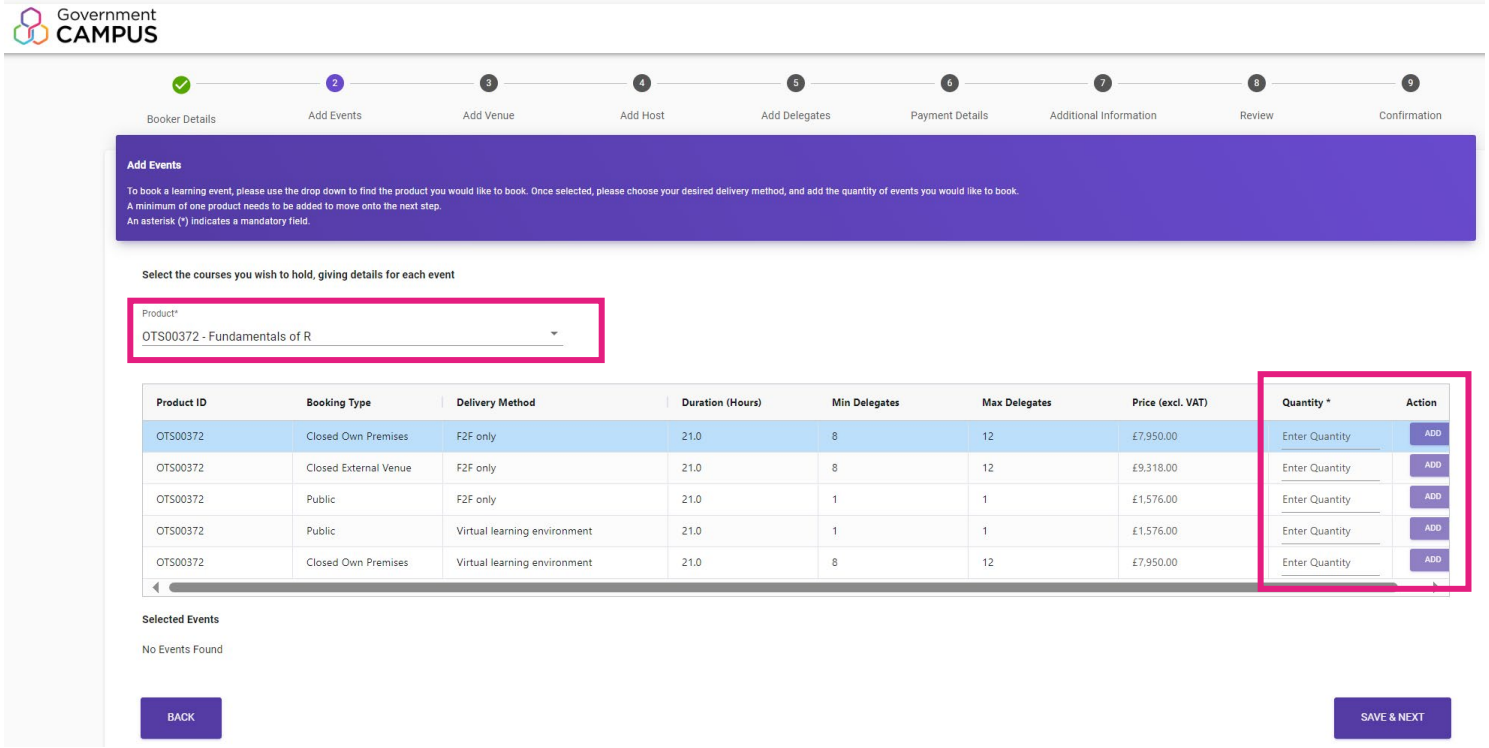
***Note**: You will only land on Booker details the first time you log into the portal, for every subsequent visit you will skip this page and go straight to Add events. If you need to change any of the information on this page select the icon in the top right corner.*

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’.



***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 | 3 Add Venue | 4 Add Host | 5 Add Delegates | 6 Payment Details | 7 Additional Information | 8 Review | 9 Confirmation

Add Events

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An asterisk (*) indicates a mandatory field.

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Product*
OTS00372 - Fundamentals of R

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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.

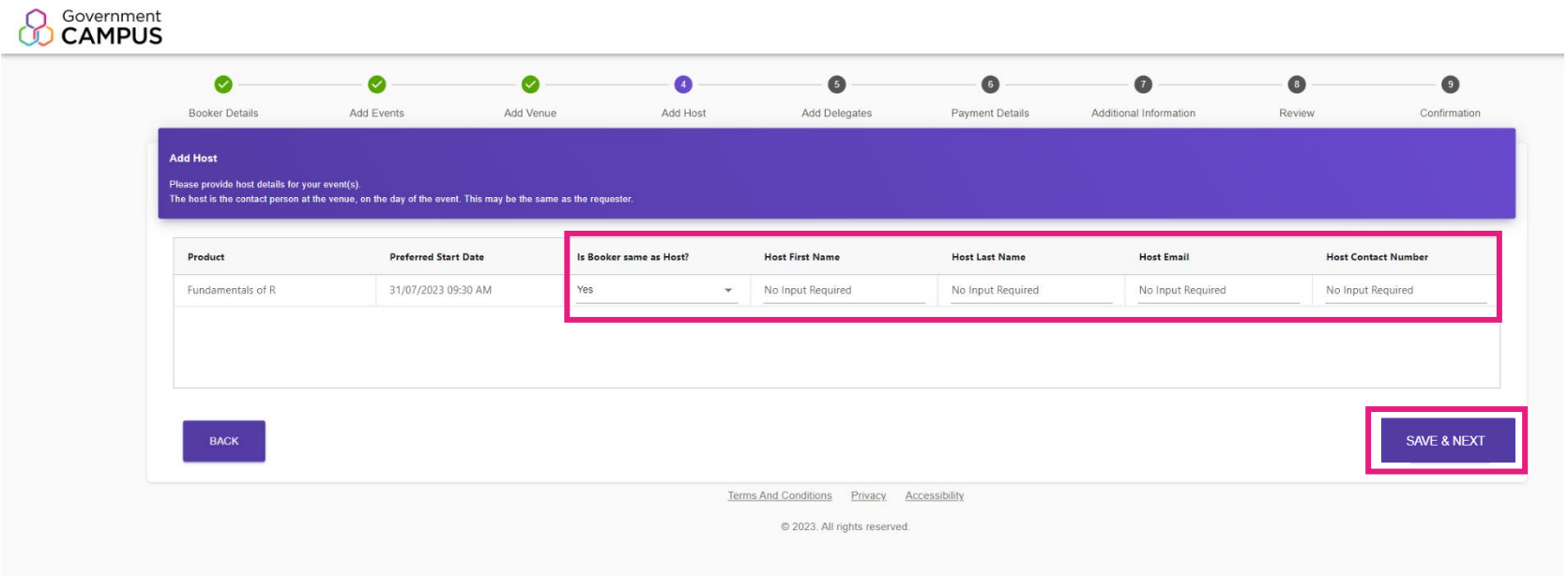
Product	Product ID	Preferred Start Date	Start Time	Location	Supplier Reference Number	Event Notes	Price (excl. VAT)	Delivery Method	Booking Ty
Fundamentals of R	OTS00372	Field cannot be left blank	9:30 AM	Field cannot be left blank			£7,950.00	F2F only	Closed Own

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.

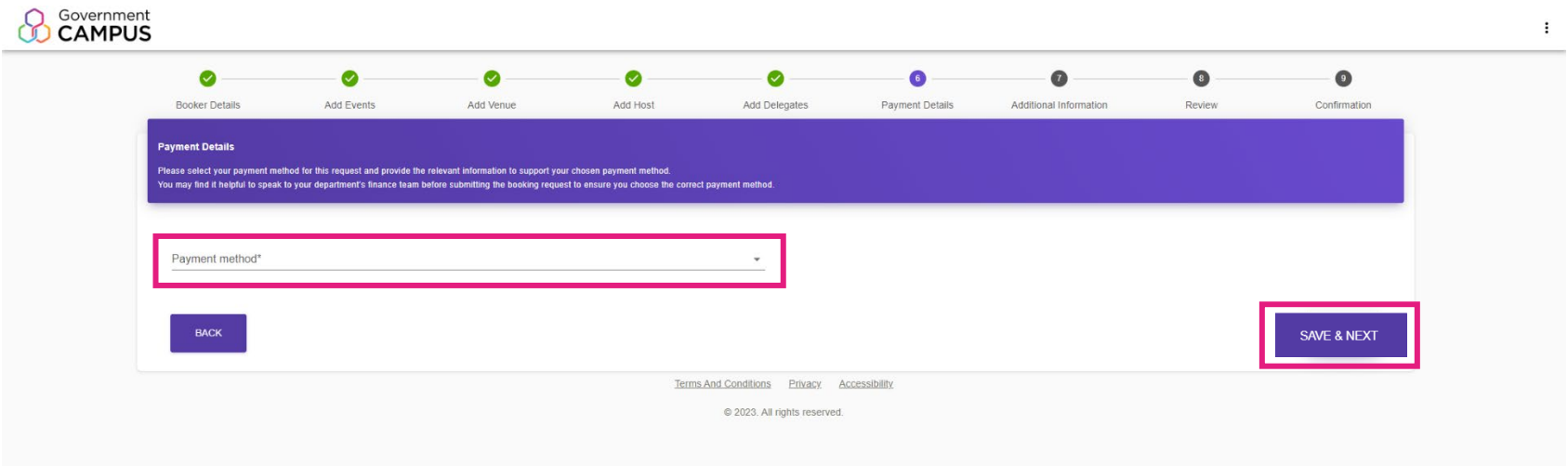


Closed External Venue – Payment Details

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.

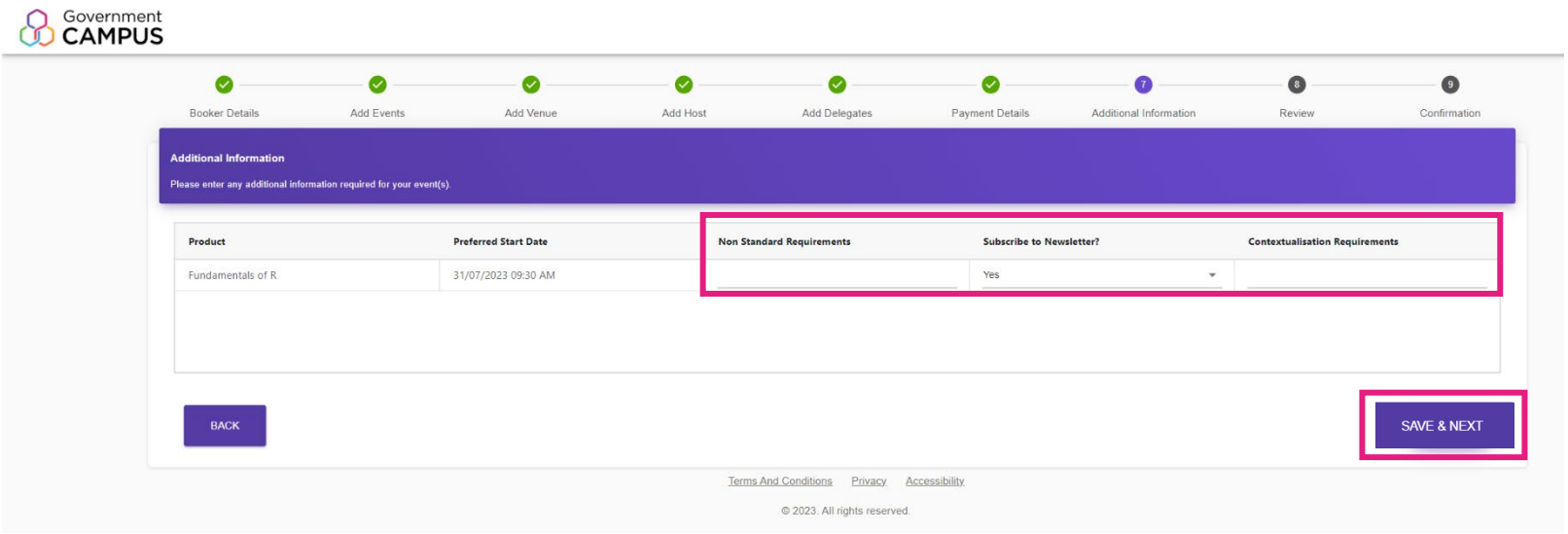
If your selected payment method is PO, you will have the option to upload a copy of your PO PDF file.



Closed External Venue – Additional Information

Step 6

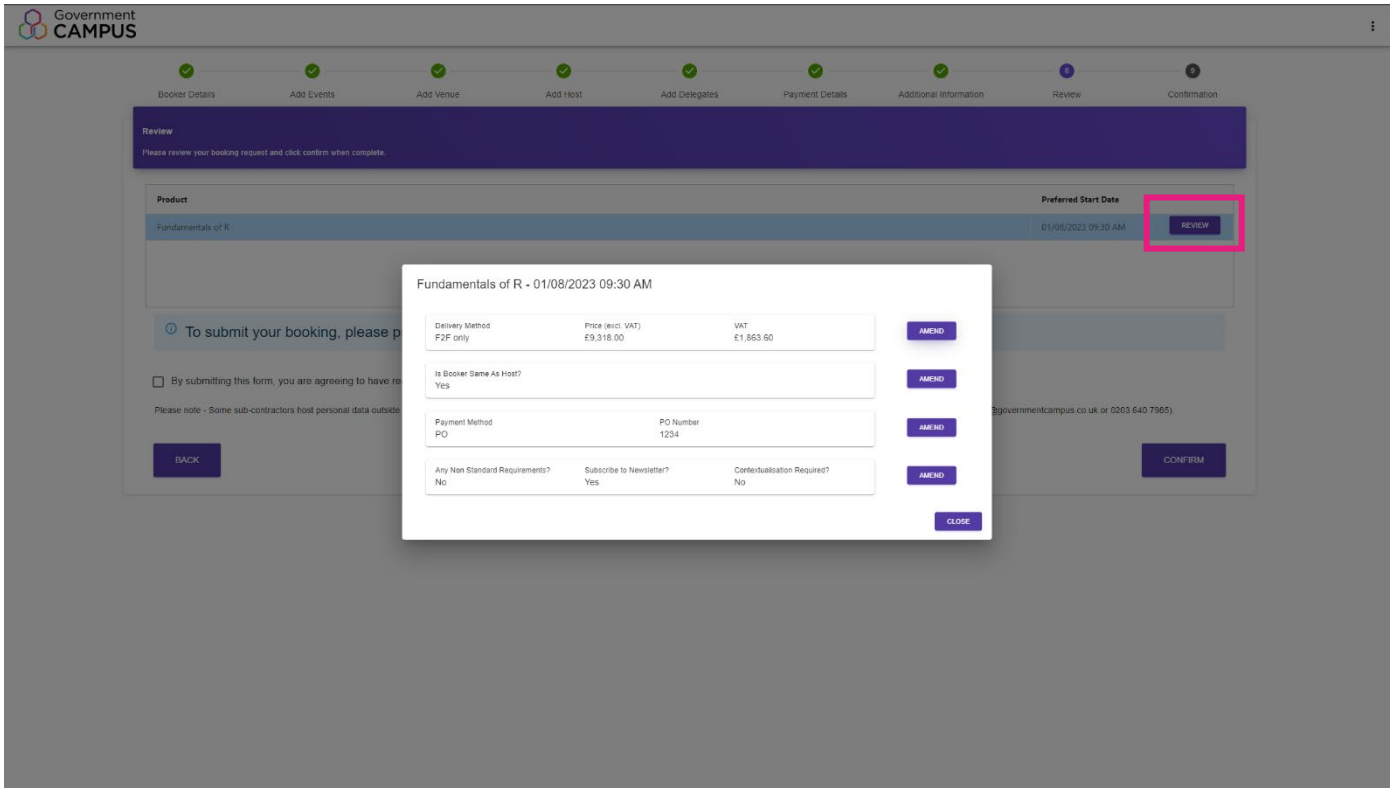
Enter any additional information for your events, then select ‘Save & Next’.



Closed External Venue – Review

Step 7

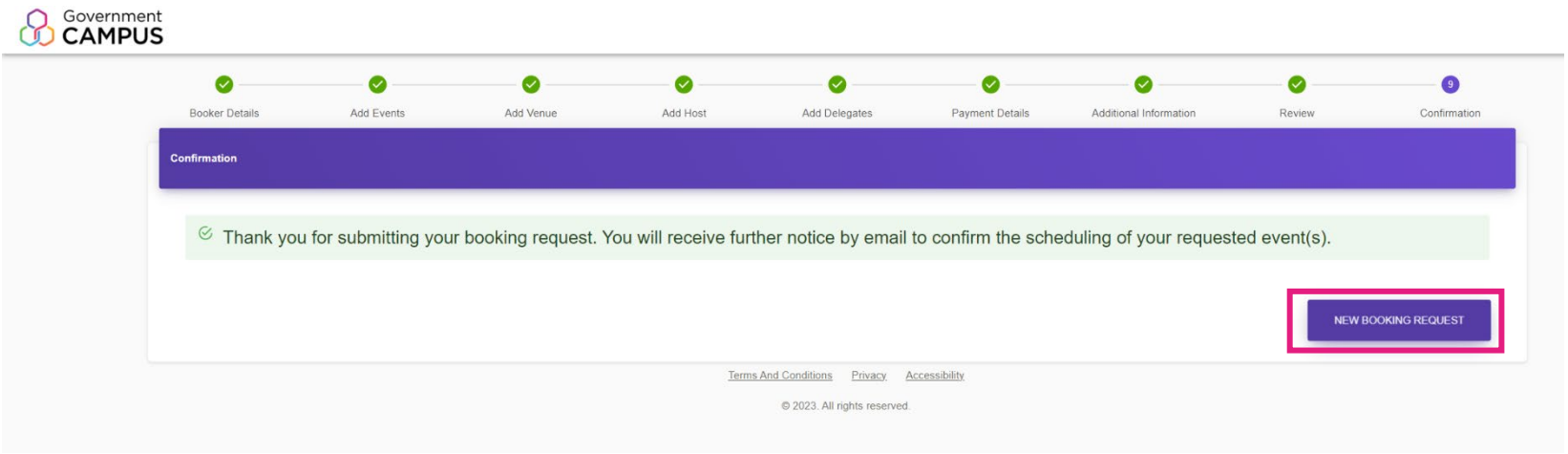
Now select ‘Review’ to review your booking request. To amend any information, select ‘Amend’ and you will be directed to the specific page to make the change.



Closed External Venue – Submission

Step 8

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



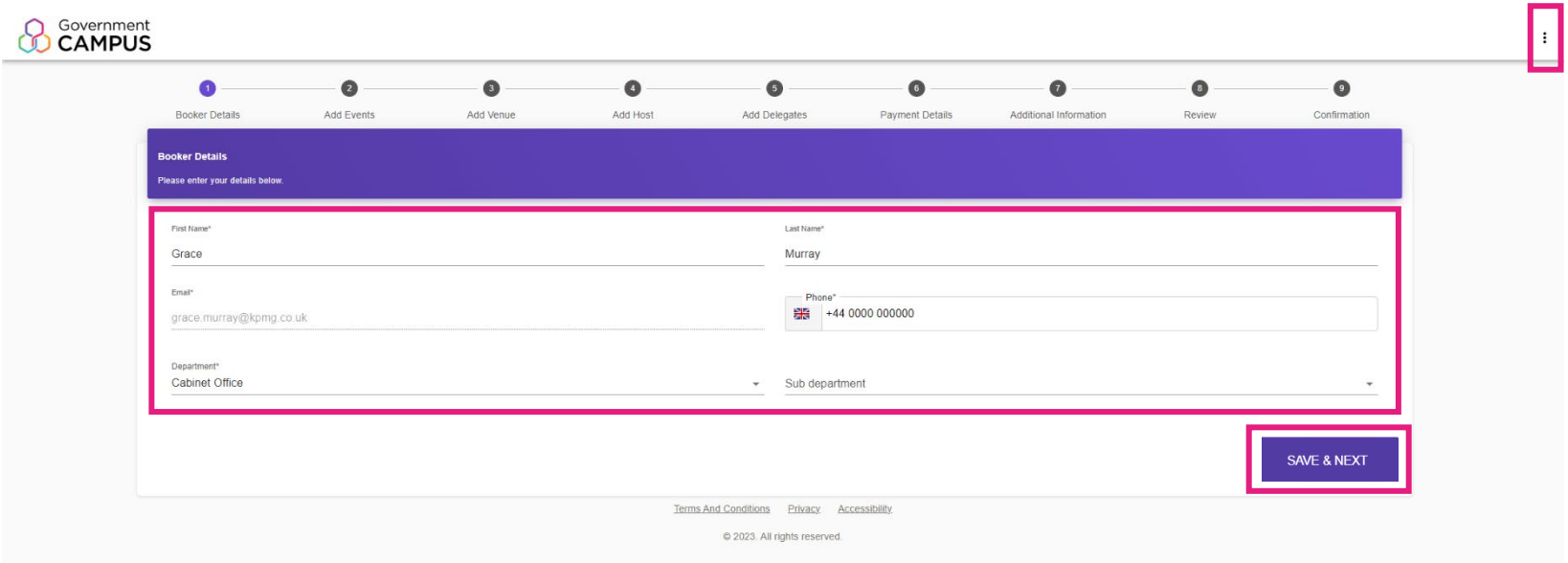
Public – Booker details

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.

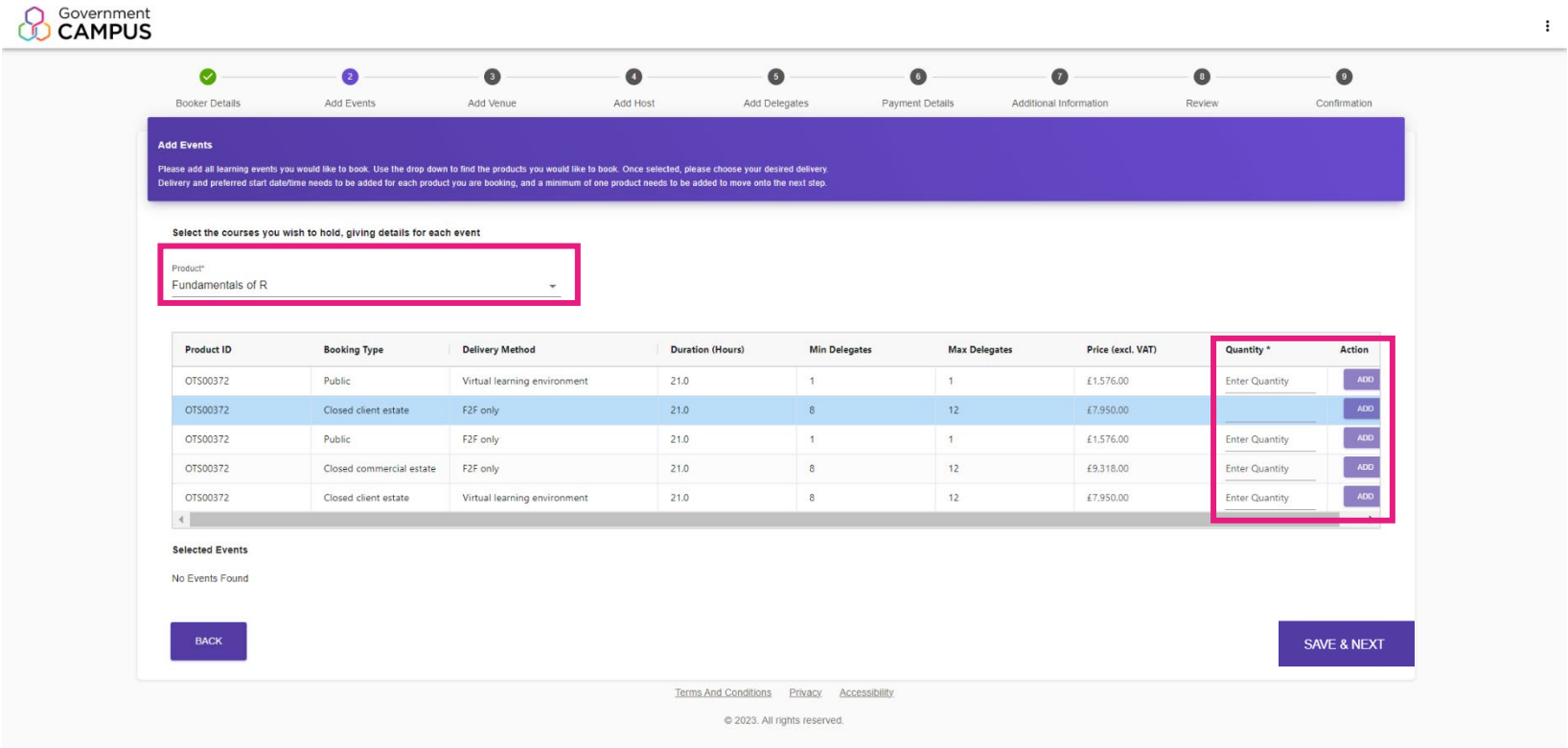


***Note**: You will only land on Booker details the first time you log into the portal, for every subsequent visit you will skip this page and go straight to Add events. If you need to change any of the information on this page select the icon in the top right corner.*

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’.



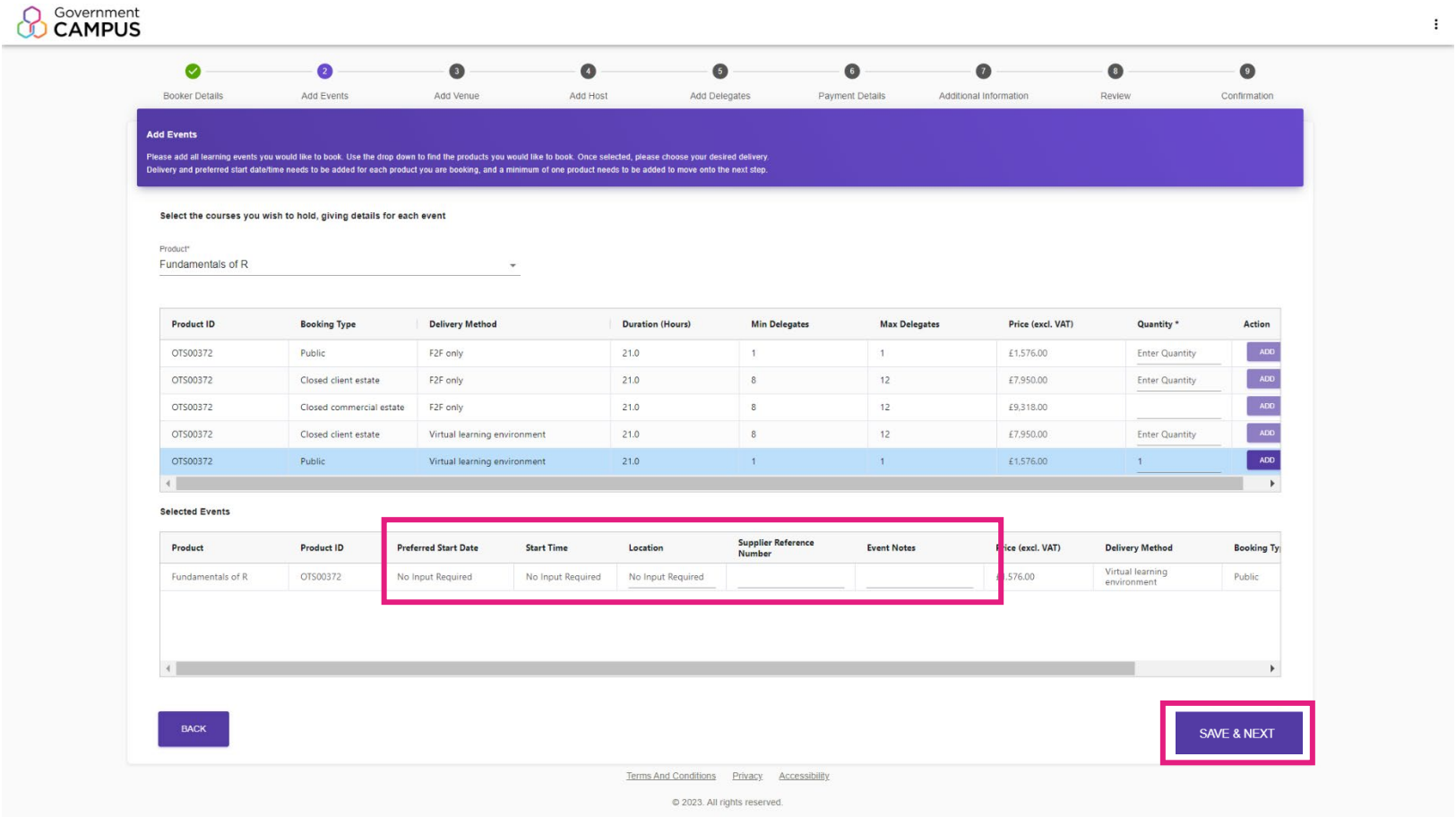
Note: you are only required to add 1 in the quantity for Public bookings as the number of delegates are added on the following page.

Public – Add Events

Step 3

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

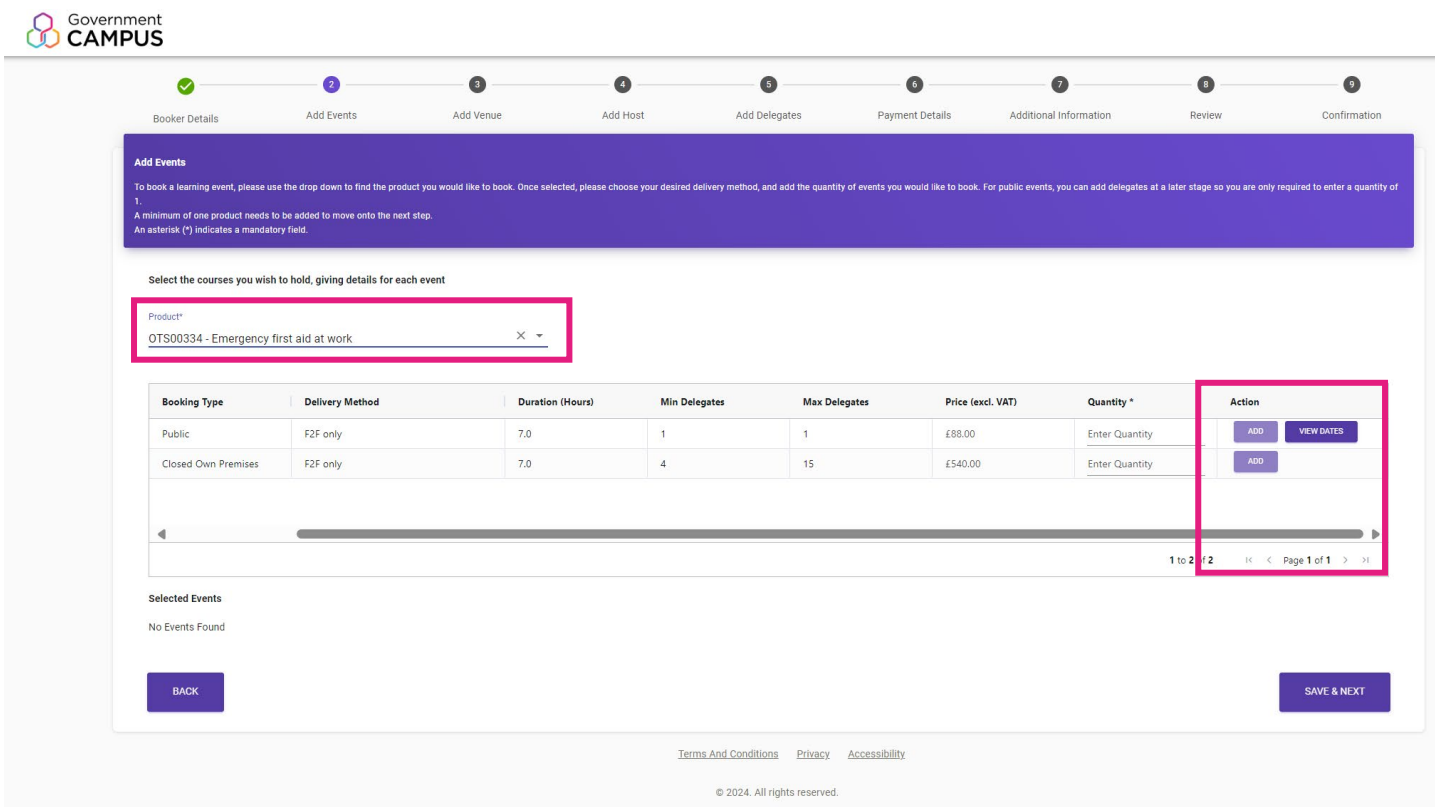
Supplier reference is optional, this is the reference code provided to you by the supplier if they have been in direct discussion with you already
Event notes are optional to provide any additional information such as date preferences.



Public – Add Events

Step 2.1

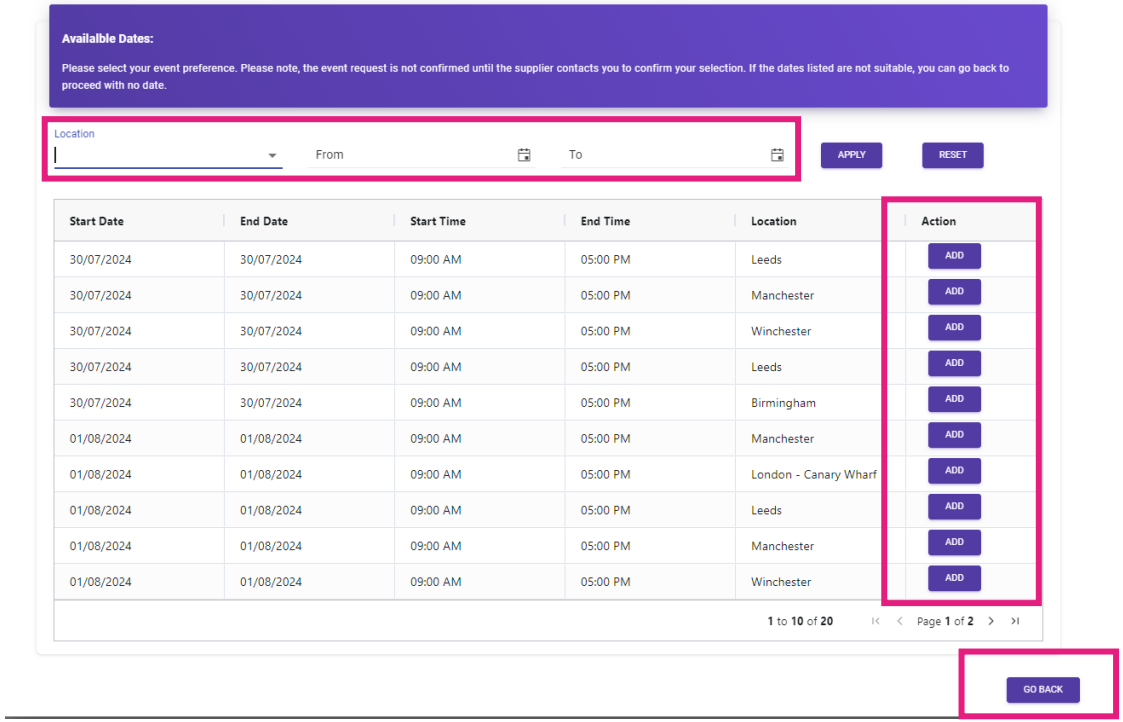
For specific Health & Safety products you will have the option to select ‘View dates’.



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.

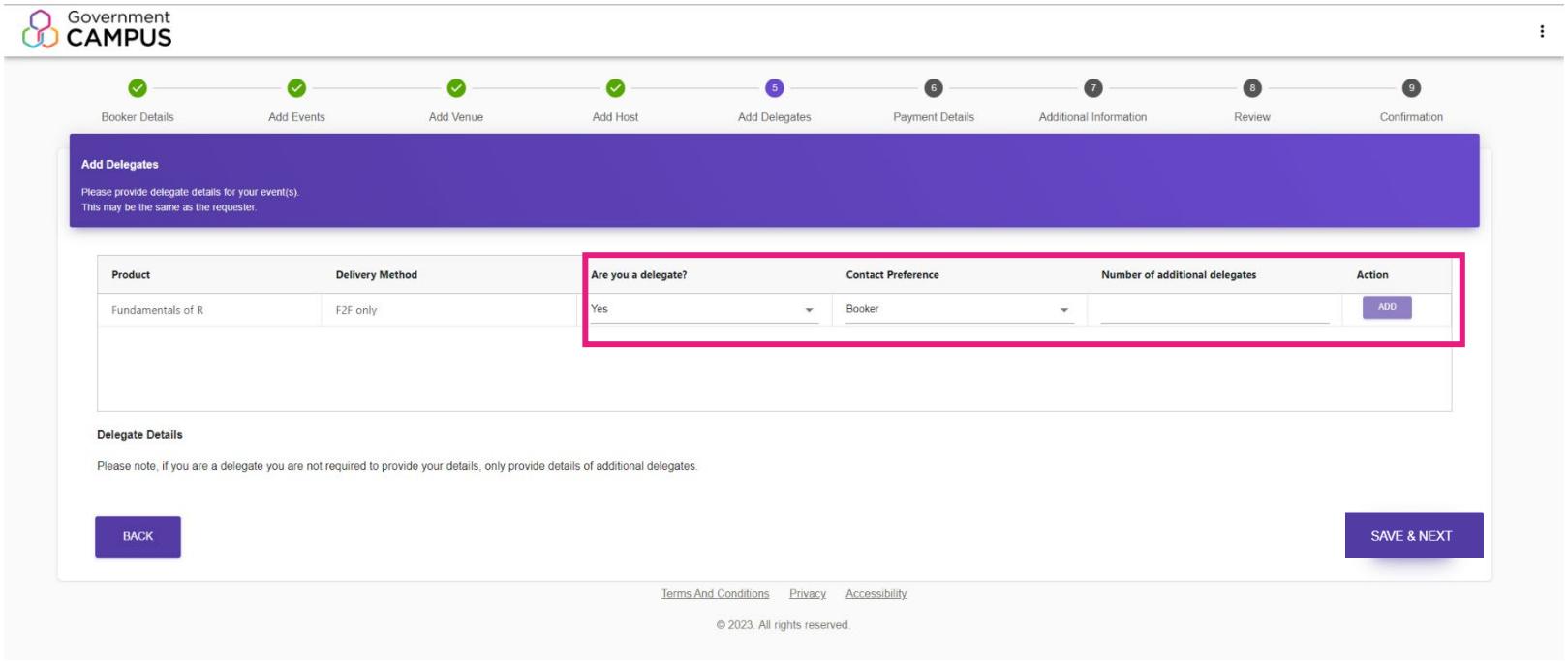


Note: you are only required to add 1 in the quantity for Public bookings as the number of delegates are added on the following page.

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’.

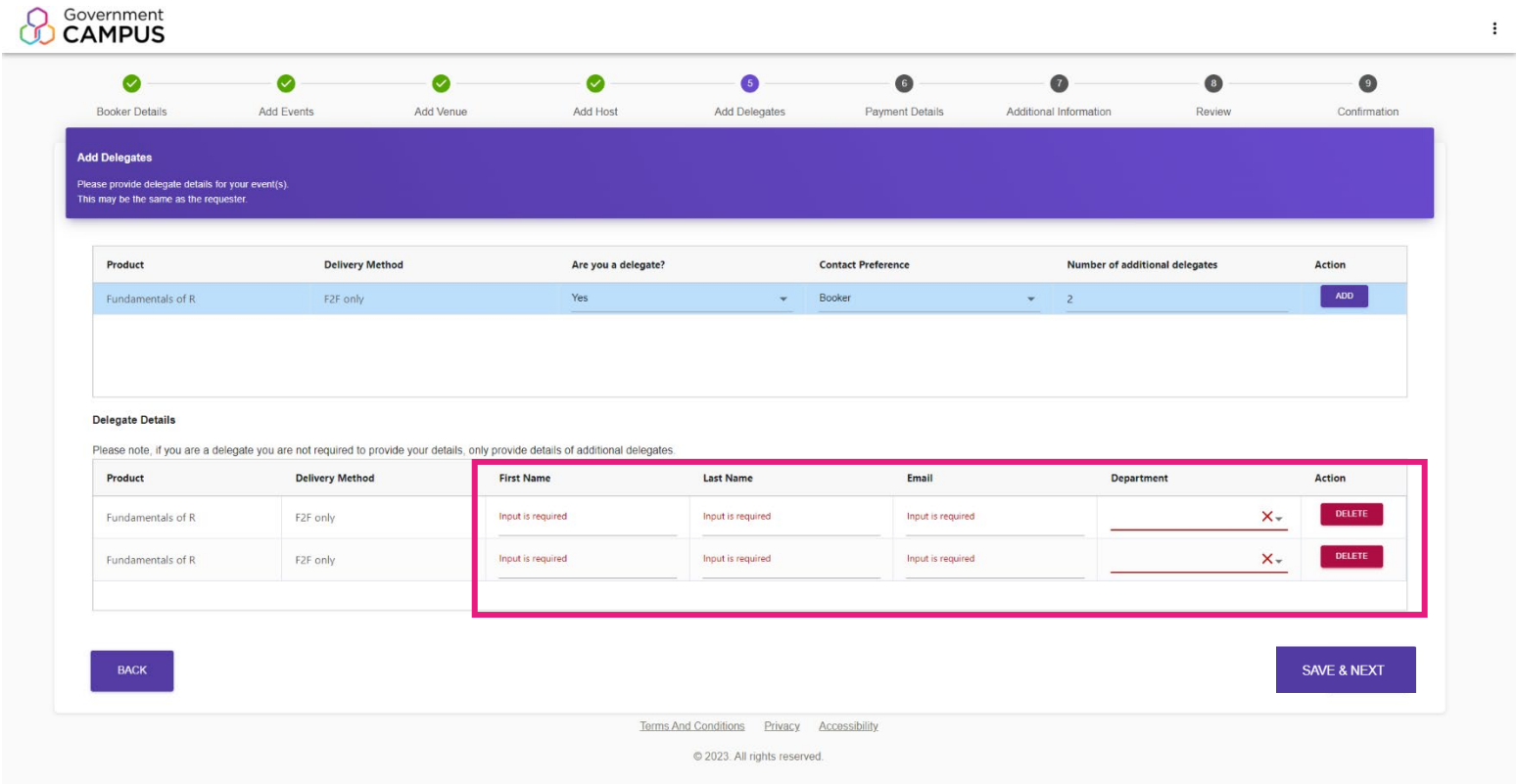


Public – Add Delegates

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.

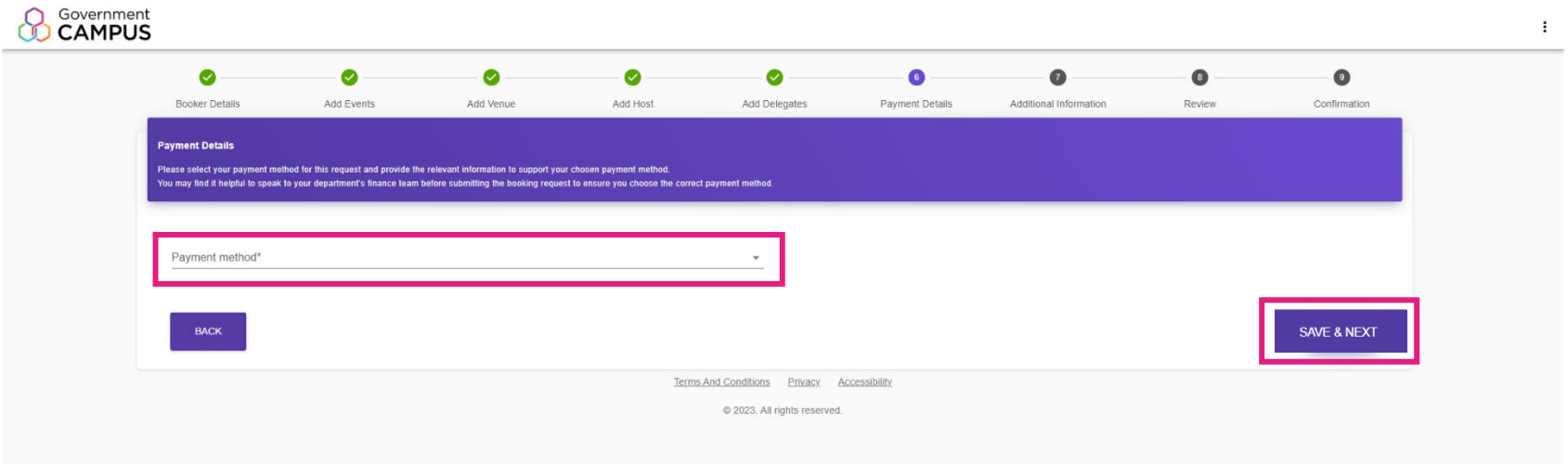


Public – Payment Details

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.

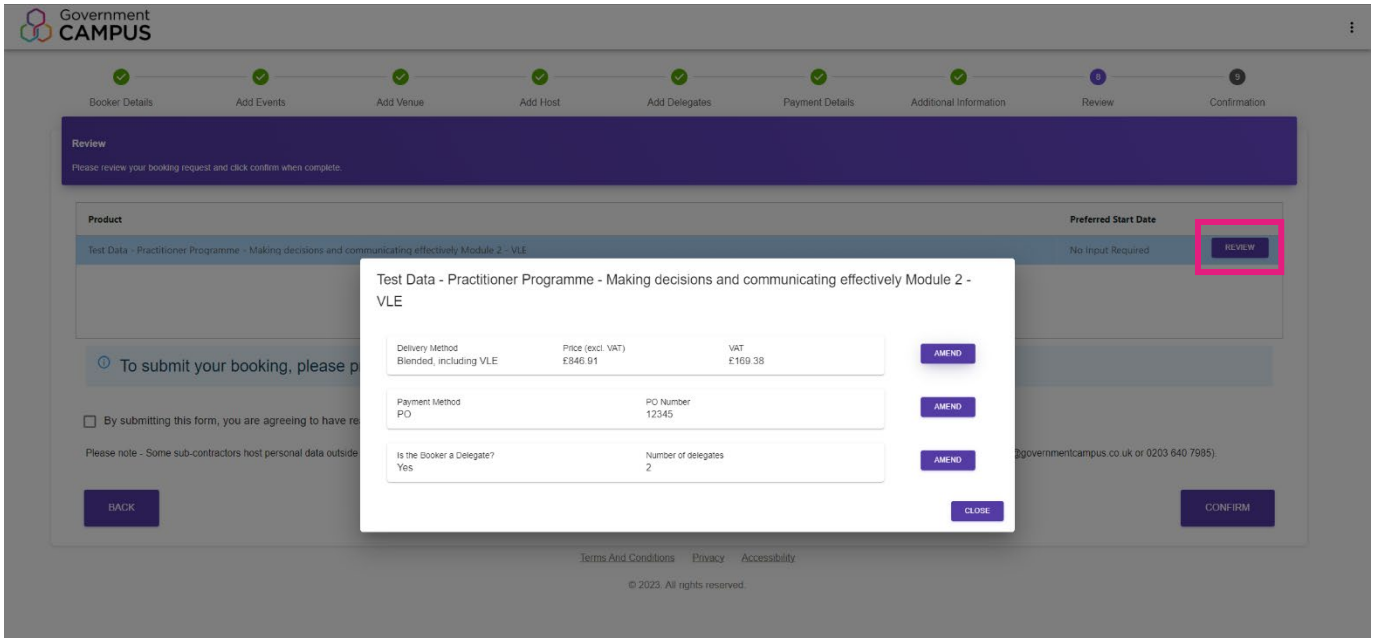
If your selected payment method is PO, you will have the option to upload a copy of your PO PDF file.



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.



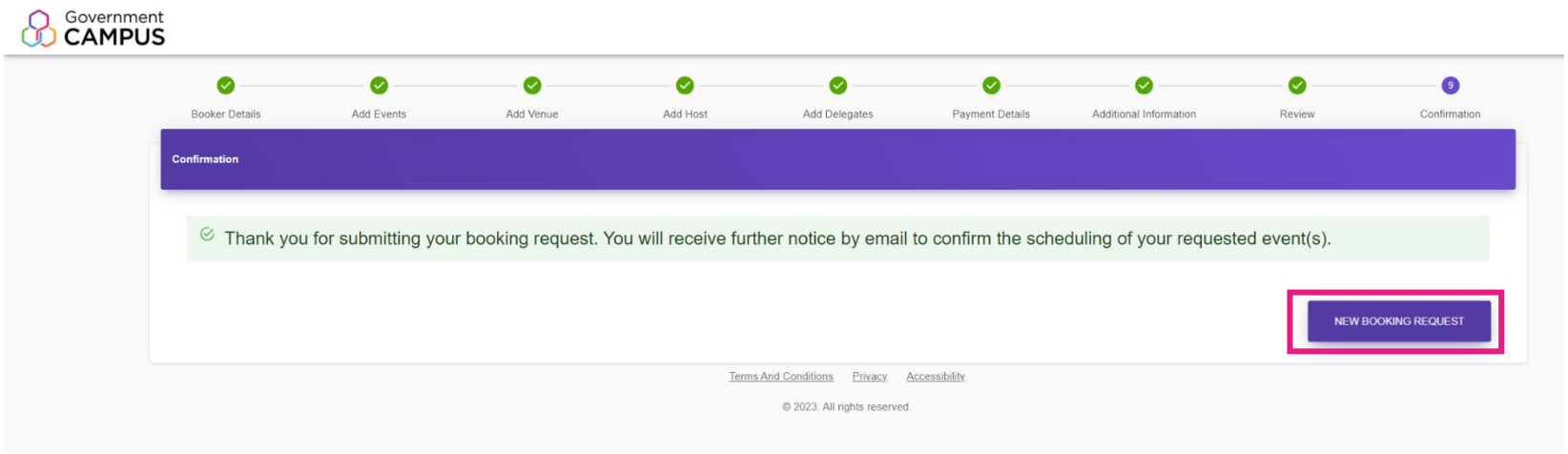
Public – Submission

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.

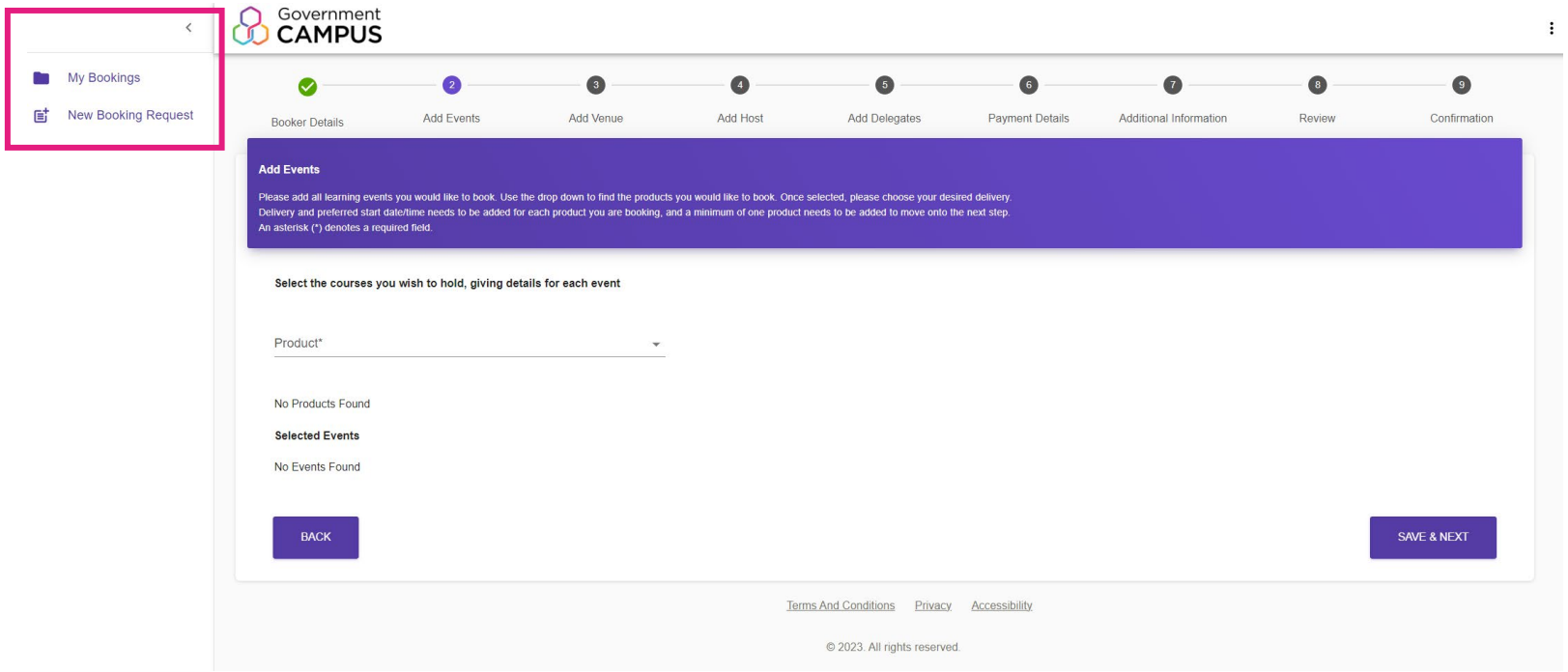
The supplier will also make arrangements for the distribution of joining instructions and any supporting learning materials.



My Bookings

Step 1

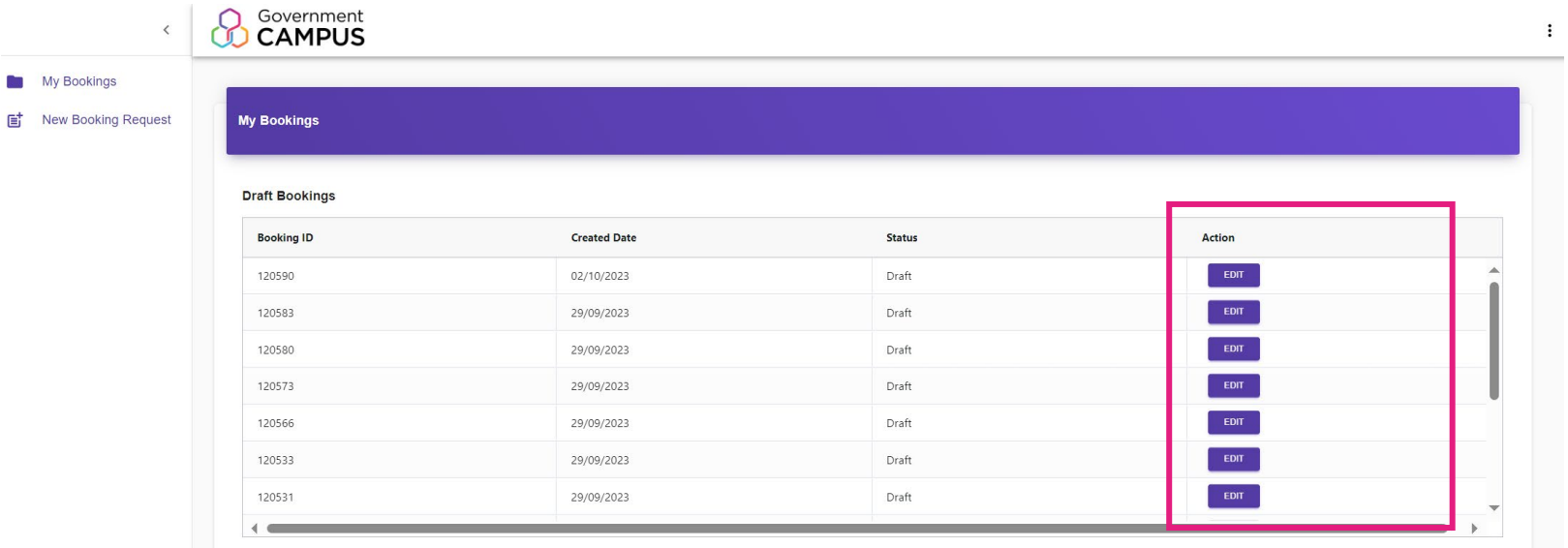
The ‘My Bookings’ area shows your draft bookings and submitted request. To access this area, select the icon to the left of the screen to expand the menu, then select ‘My Bookings’.



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.



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.

FAQ’s

How can I pay for my booking using a Purchase Order Payment (PO)?

To secure a booking, you will firstly need to obtain financial approval. A number of payment methods are available to book – please reach out to your financial approver or Learning and Development lead to confirm the appropriate option.

For Purchase Order payments, unless otherwise stated during the booking process, these should be made out to KPMG LLP or CSL KPMG LLP:
Registered Address: 15 Canada Square, London, E14 5GL
Registration Number: OC301540
VAT number: GB 791 7888 59

You will need to provide a PDF document for any new Purchase Order. This can be submitted either via an upload when booking through the Booking Portal or by e-mailing a copy to ukfmcslpo@kpmg.co.uk. When using a bulk (or ‘call off’) PO that your department has already submitted to us, you will not need provide a copy of the document. However, if you, or your department, has not already provided this document, you will need to provide a copy.