

Chief Executive Gavin Boyd



25 January 2019

**Our Ref: DIGITAL ADMISSIONS – UPDATE NO. 8**

**Re: School Portal Training – Mop up Sessions**

Dear all,

**Principals of Primary Schools and Nursery Schools and Managers/Leaders of Pre-school Providers participating in the Pre-School Education Programme 2019/2020.**

You may not have had the opportunity to attend the School Portal training sessions previously provided in November 2018. It is therefore our intention to provide mop up training events week beginning 4<sup>th</sup> February 2019, with dates and venues tabled below.

I trust that by now you have been provided with your login details, and that you are able to view the online applications to your setting.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Tuesday 5 February 2019	3.30pm-4.30pm	Newry Teachers' Centre, Newry
Wednesday 6 February 2019	3.30pm-4.30pm	Omagh Library, Omagh
Thursday 7 February 2019	3.30pm-4.30pm	Fortwilliam Teachers' Centre, Belfast

**Can we emphasise that for those who attended previous training sessions, there will be no new material presented during mop up sessions.**

In Digital Admissions Update No. 3 we encouraged you to view the PowerPoint slides and the Draft User Guide\* on the School Portal, and we recommend this to you again. Accessible via the following address: <https://www.eani.org.uk/digitaladmissions>

This web address will enable you to watch one of the previous training sessions held in November. In addition we have added a set of FAQs based on questions raised during previous training sessions. These additional resources may influence your decision on whether you need to attend the mop up training sessions.

**Education Authority**

**Digital Transformation Office, 3 Charlemont Place, The Mall, Armagh BT61 9AX**

**W:** [www.eani.org.uk](http://www.eani.org.uk)

**T:** +44 (0)28 3751 2222

**Email:** [digital@eani.org.uk](mailto:digital@eani.org.uk)

Each of the mop up training sessions will last for one hour and will take place from 3.30pm to 4.30pm. Please note that this will not be a 'hands on' event. If after consideration and viewing of the resources available as outlined above you still wish to attend then please book online via Eventbrite – registration details below. Capacity at these venues is limited and consequently spaces will be restricted to one staff member per school/playgroup.

**How to register:**

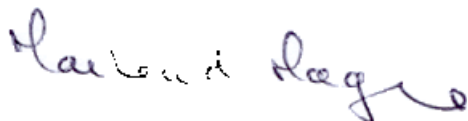
In your browse window enter the address provided for the venue you wish to attend.

<b>Newry Teachers Centred, Newry</b>	<a href="https://mopupnewry.eventbrite.co.uk">Mopupnewry.eventbrite.co.uk</a>
<b>Omagh Library, Omagh</b>	<a href="https://mopupomagh.eventbrite.co.uk">Mopupomagh.eventbrite.co.uk</a>
<b>Fortwilliam Teachers Centre, Belfast</b>	<a href="https://mopupfortwilliam.eventbrite.co.uk">Mopupfortwilliam.eventbrite.co.uk</a>

**When prompted enter the following password:**

Password: **Mop up**

With kind regards



Mairead Maguire  
**Project Lead Digital Admissions**  
Education Authority  
Tel. (028) 3751 2411

\*The Draft User Guide will be updated to reflect the availability of the reporting function, and this should be ready in advance of 6<sup>th</sup>/7<sup>th</sup> February 2019.