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CITB ONLINE PORTAL USER GUIDE

# Signing up to the portal



▶ Welcome to the first guide in the series of user guides for CITB's online portal. The guides provide step-by-step instructions for setting up your account, managing access, and overseeing grant applications.

Whether you're adding new users, applying for grants or managing requests, these guides will walk you through the process.

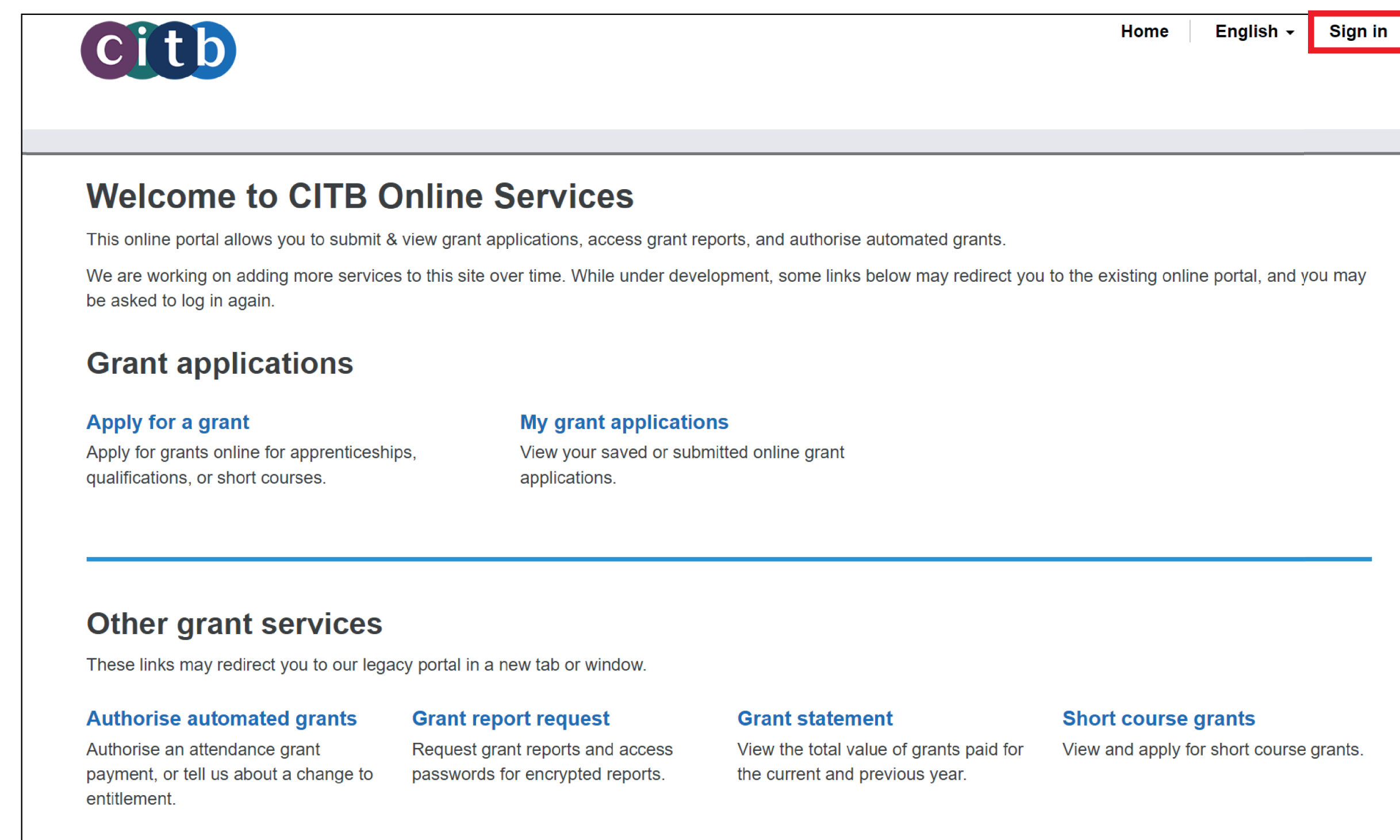
## Setting up

Before we begin, make sure you have:

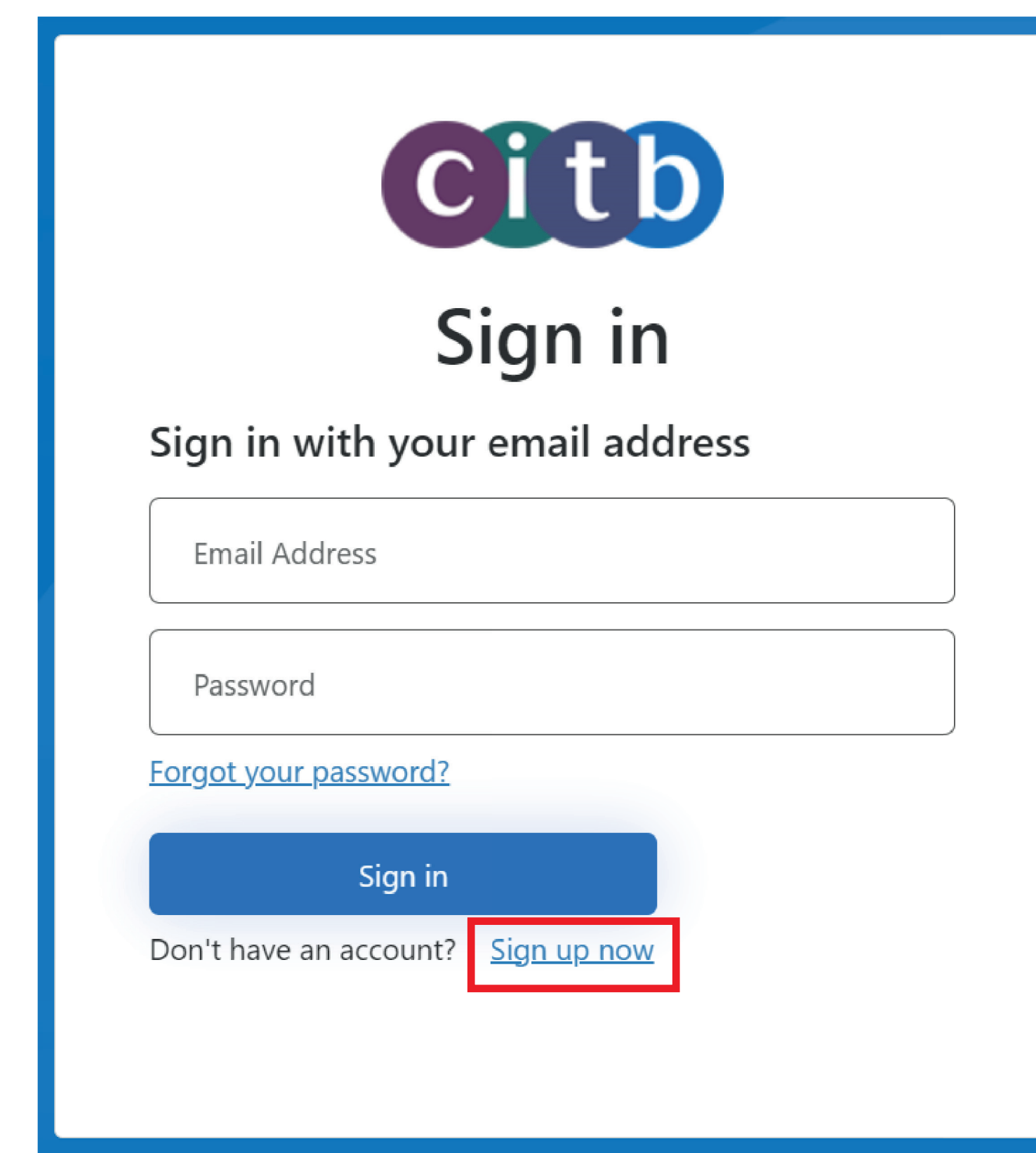
- An email address to use for signing up and future logins.

# Section 1. Signing in

1 Click on the **'Sign in'** button at the top right corner of the portal.



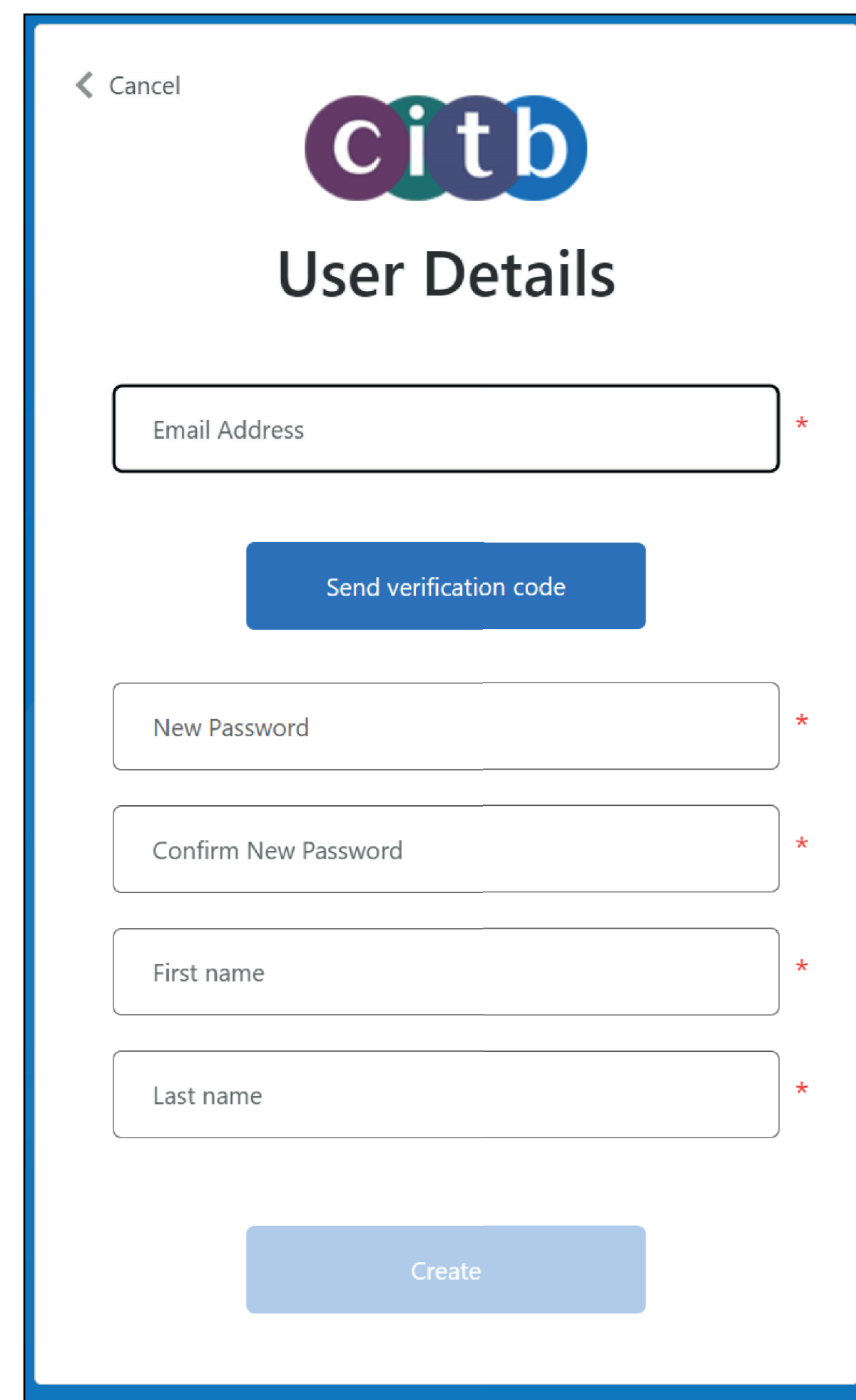
2 Below the Sign in button, click **'Sign up now'**.



## Section 2. Creating your account

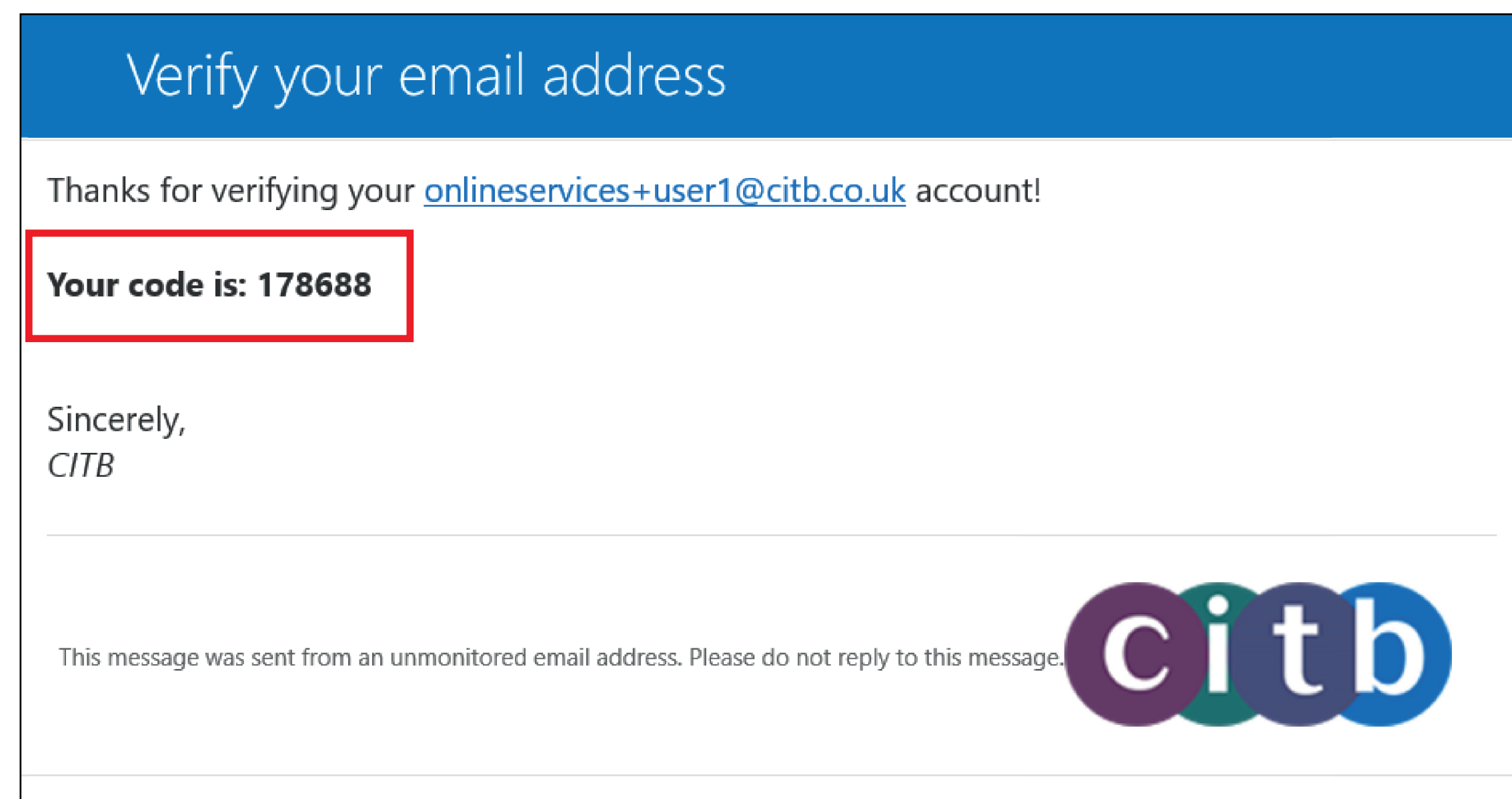
1 Please enter your email address in the first field.

2 Click '**Send verification code**'

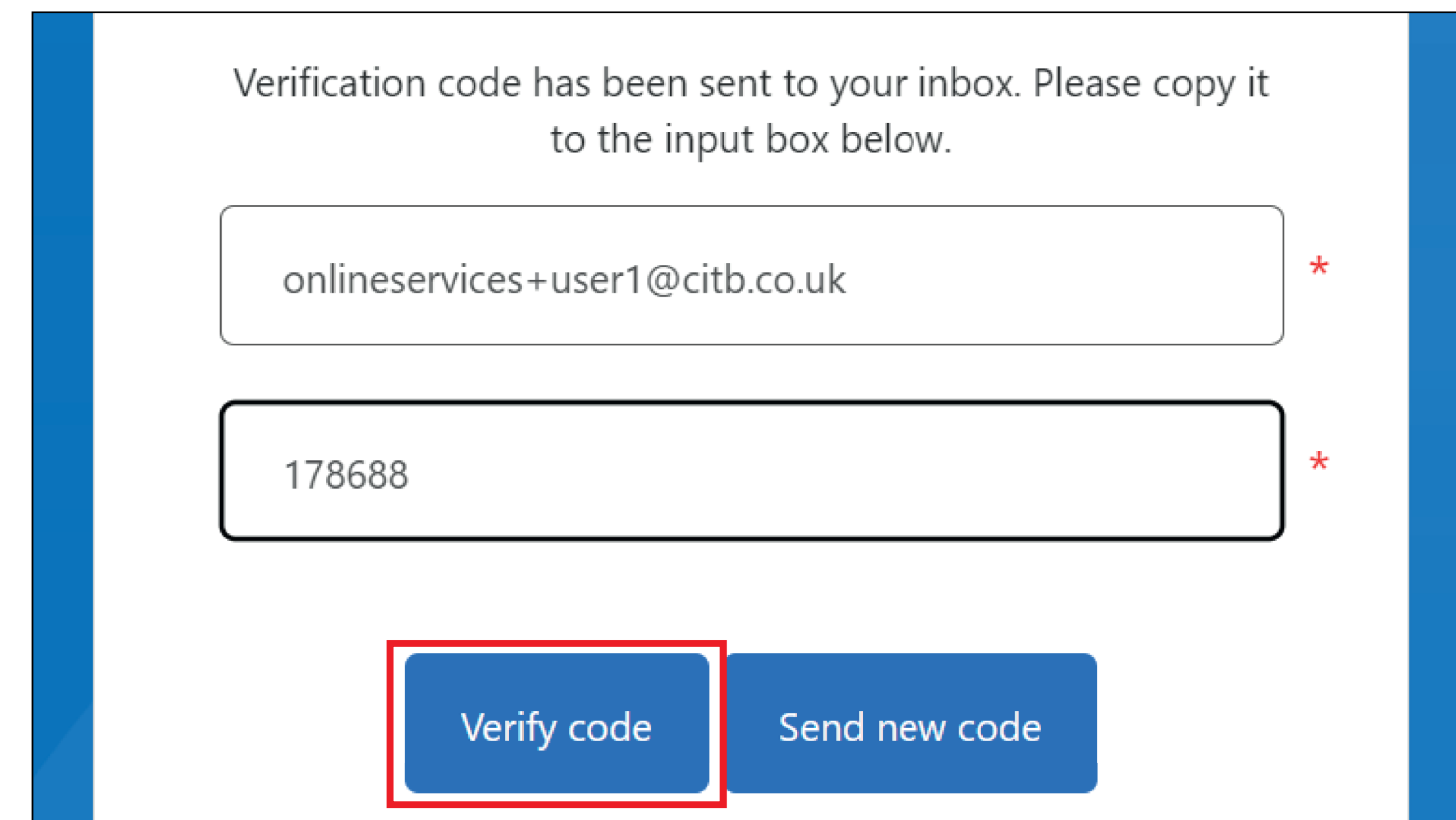


The screenshot shows a mobile application interface for creating a user account. At the top left is a back arrow and the word "Cancel". The Citb logo is centered at the top, followed by the title "User Details". Below the title are five input fields, each with a red asterisk on the right: "Email Address", "New Password", "Confirm New Password", "First name", and "Last name". A blue button labeled "Send verification code" is positioned below the "Email Address" field. At the bottom of the form is a light blue button labeled "Create".

3 An email with a unique code will be sent to your email account. Please check your email and enter the code you've been emailed on the portal.



Then click the **'Verify code'** button.



4

Once your email has been verified, set a password meeting the below criteria:

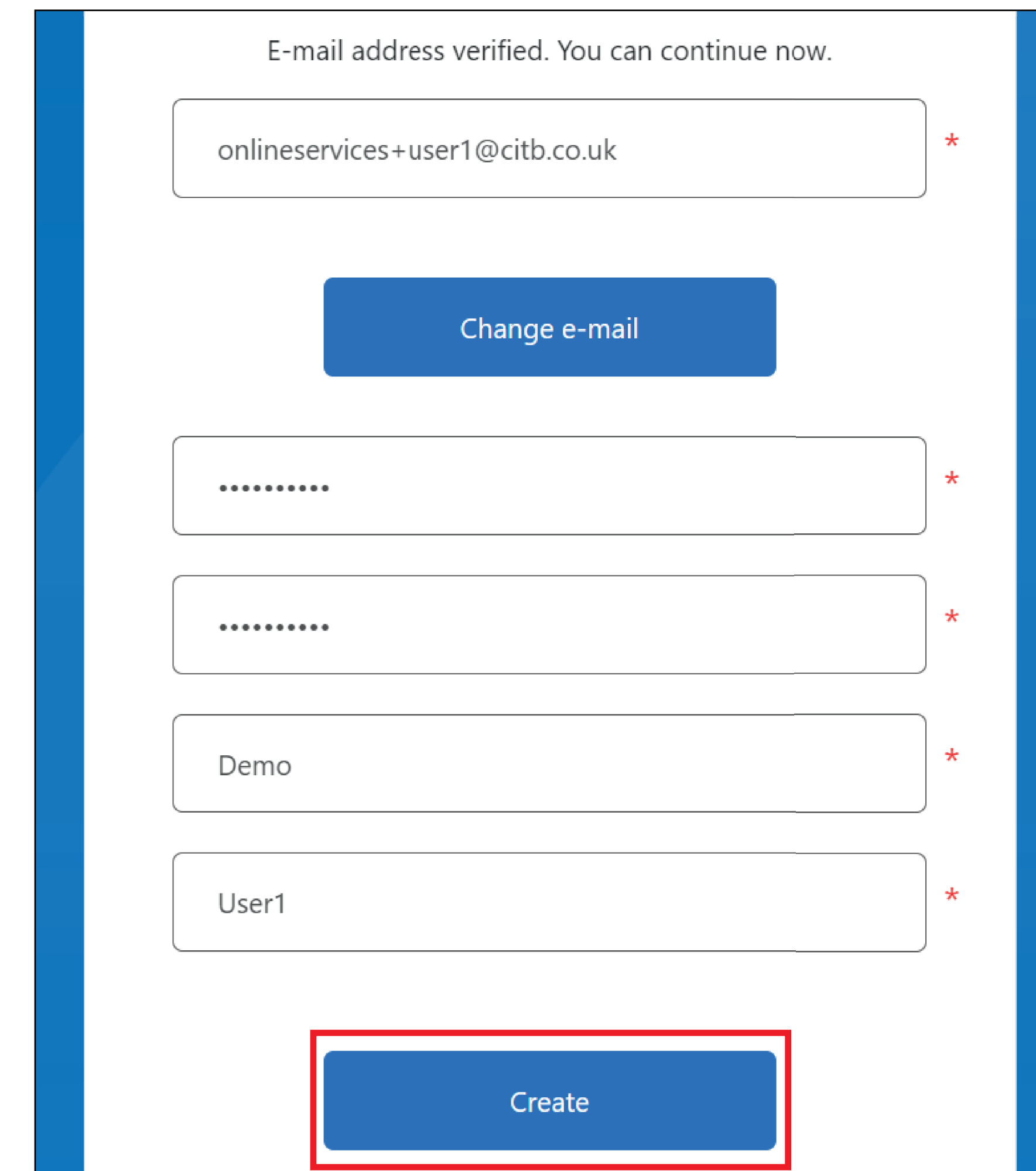
- The password must be between 8 and 64 characters.
- The password must have at least 3 of the following:
  - a lowercase letter
  - an uppercase letter
  - a digit
  - a symbol.

5

Now enter your first and last name.

6

Click **'Create'**.



E-mail address verified. You can continue now.

onlineservices+user1@citb.co.uk \*

Change e-mail

..... \*

..... \*

Demo \*

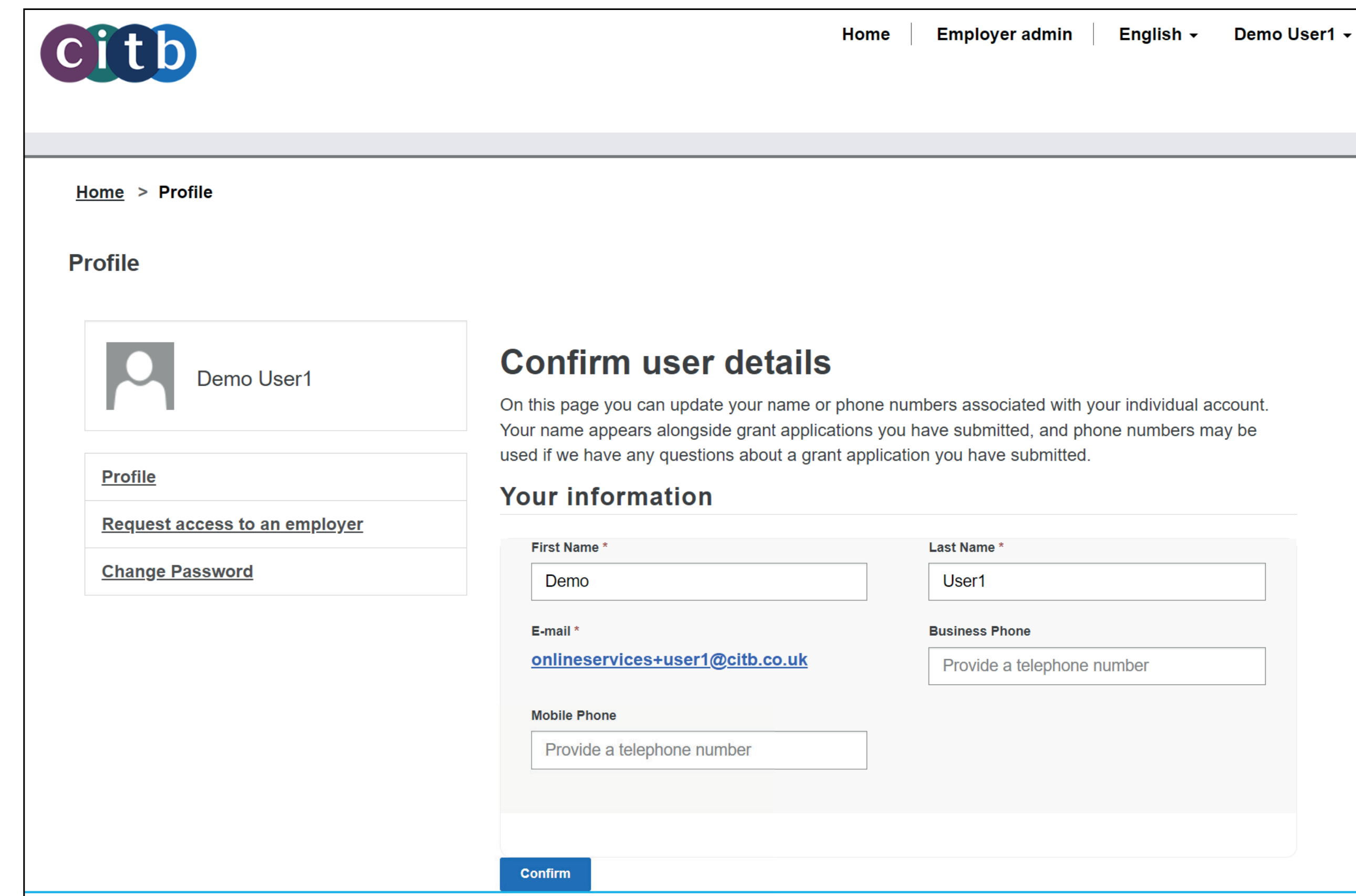
User1 \*

Create

When you first log in to the portal, you will be directed to the '**Update user details**' page. You must first confirm your details are correct, or update them if they are incorrect, before continuing.

**7** Review and update your profile details if needed.

**8** Click '**Confirm**' to update your details or to confirm the current details are correct.



The screenshot shows the 'Confirm user details' page. At the top, there is a navigation bar with the CITB logo, 'Home', 'Employer admin', 'English', and 'Demo User1'. Below the navigation bar, the breadcrumb 'Home > Profile' is visible. The main content area is titled 'Profile' and contains a user profile card for 'Demo User1'. To the right of the profile card is the 'Confirm user details' section, which includes a brief explanation of the page's purpose and a 'Your information' form. The form has the following fields: First Name (Demo), Last Name (User1), E-mail (onlineservices+user1@citb.co.uk), and Mobile Phone (Provide a telephone number). A 'Confirm' button is located at the bottom of the form.

**9** Click the '**CITB logo**' to return to the portal homepage.