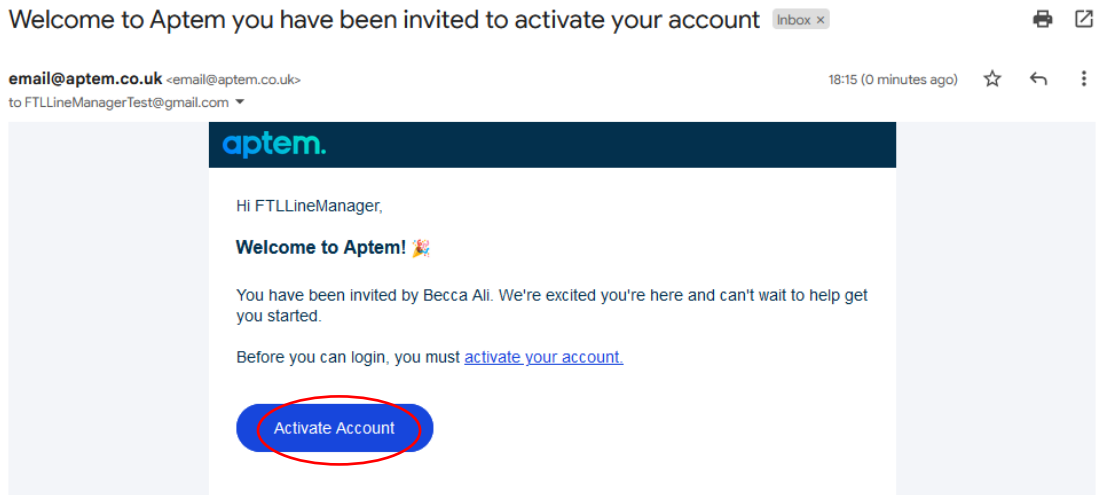
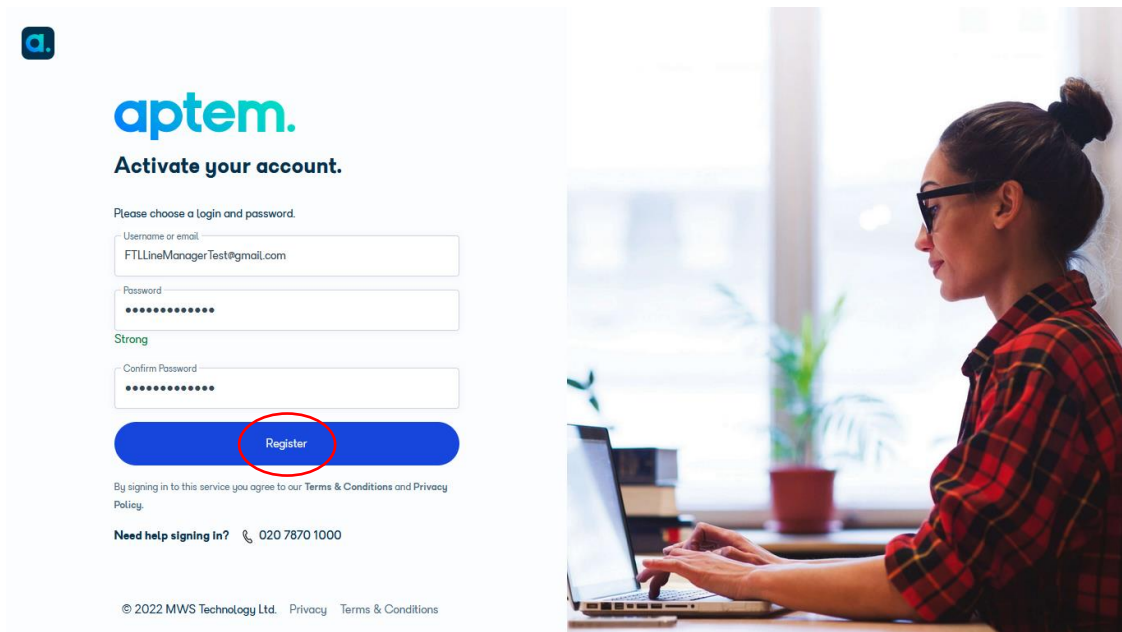


How to Register on Aptem – A Guide for Line Managers

1. You should have received an email from email@aptem.co.uk - click 'Activate Account'.



2. Choose your login details & click 'Register'.



3. Create an electronic signature & select 'Finish'.

The screenshot shows a navigation bar at the top with six colored tabs: Organisation profile (teal), Placements/Workshops (orange), Candidates (green), Signatures (purple), Review signatures (pink), and Collaboration centre (teal). Below the navigation bar, the 'Signatures' step is active. On the left, there is a sidebar with a home icon and the text 'Create a personal account'. Below this, there are two menu items: 'Account details' with a green checkmark and 'Signature sample' with an orange arrow. The main content area is titled 'Electronic signature declaration agreement'. It contains the following text: 'Your usage of this platform is subject to our [terms and conditions](#) and [privacy policy](#). It may also be subject to conditions from the organisation that has provided you with access to this platform. We enable you to confirm agreement through use of an electronic signature.' Below this, it says: 'Your electronic signature can only be applied by you when you are logged into this platform.' and 'Please use your computer mouse or device touch-screen to provide your signature in the box below, then click "Save".' There is a text input field labeled 'Signature' with a 'Clear' button to its right. A red circle highlights the 'Signature' label. Below the input field, there is a blue button labeled 'Finish', also highlighted with a red circle. On the right side of the main content area, there is a light blue box with the text: 'What's with all the questions?' and 'We will keep your personal information safe at all times'.

4. Once you've completed the registration, you'll be taken to your Aptem account. No further action is required until the Enrolment Meeting.