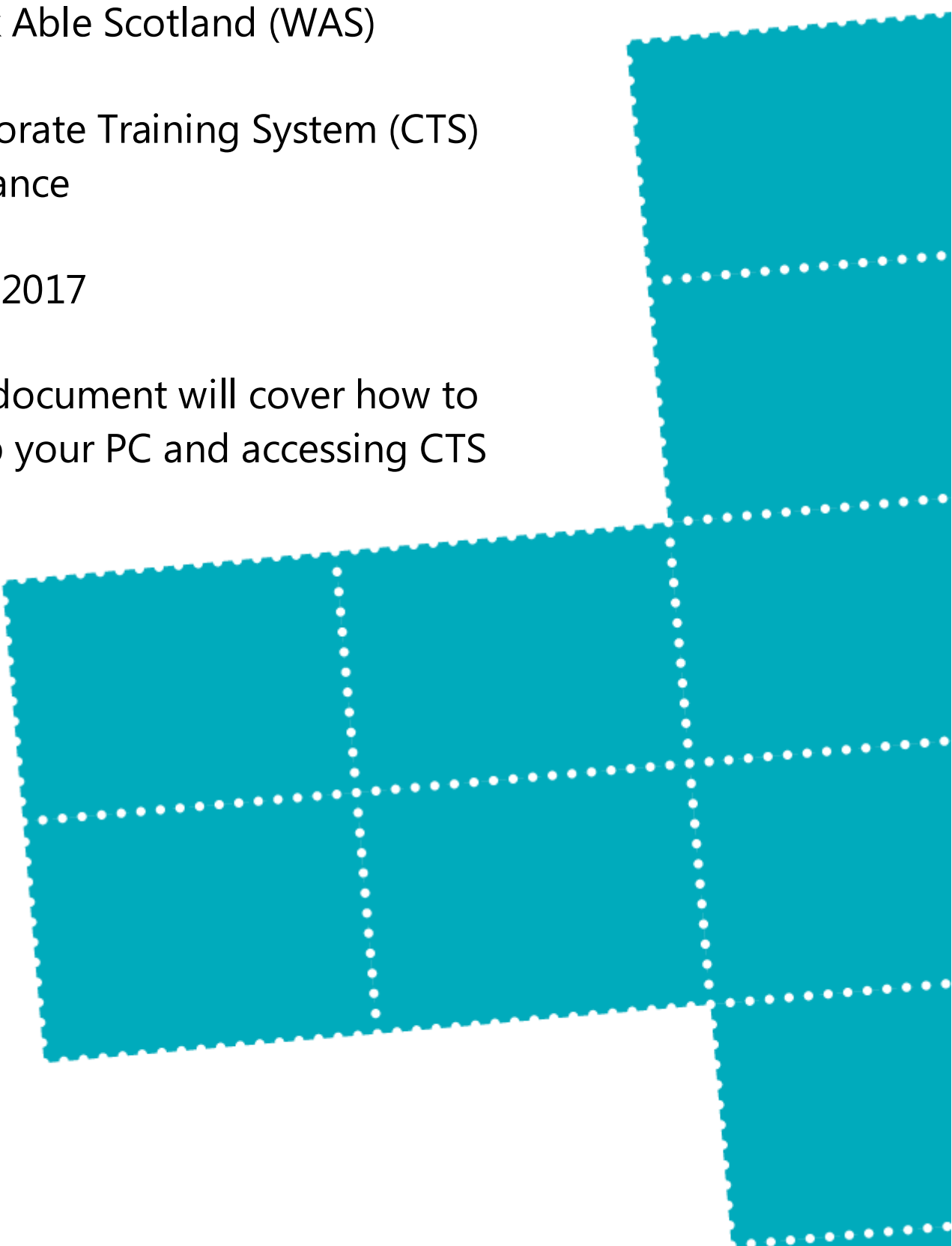


Work Able Scotland (WAS)

Corporate Training System (CTS)
guidance

April 2017

This document will cover how to
setup your PC and accessing CTS

A large, abstract graphic on the right side of the page. It consists of several overlapping teal-colored rectangular shapes with a white dotted border. The shapes are arranged in a grid-like pattern, with some overlapping others, creating a sense of depth and movement. The overall effect is a modern, geometric design.

How to setup your PC prior to accessing CTS

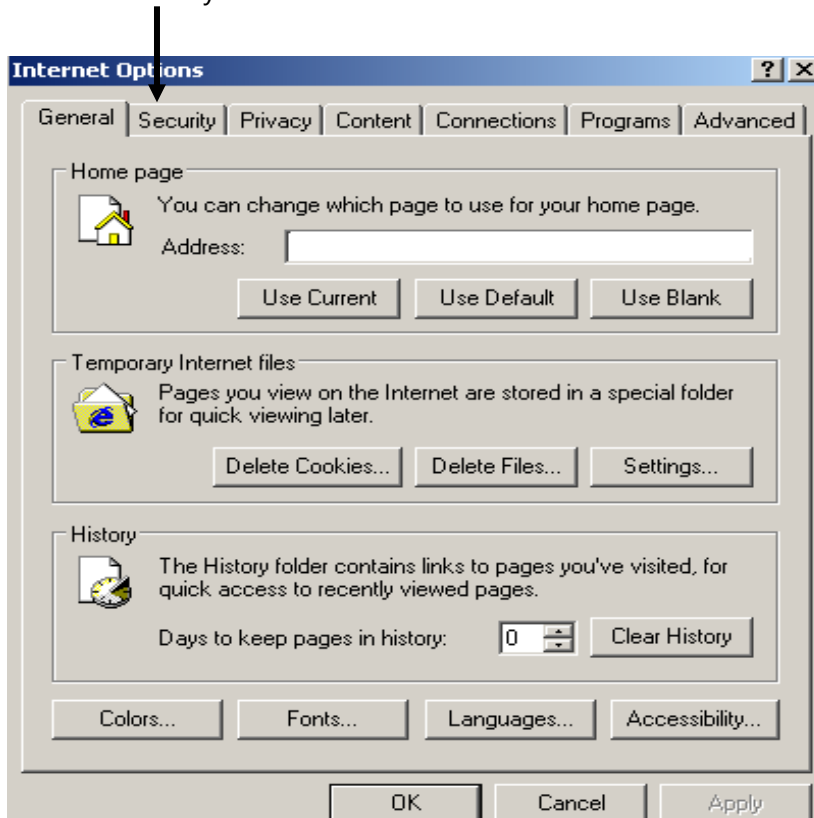
- Click on the Tools button at the top of the screen



- Click on Internet Options (from selection drop-down menu)

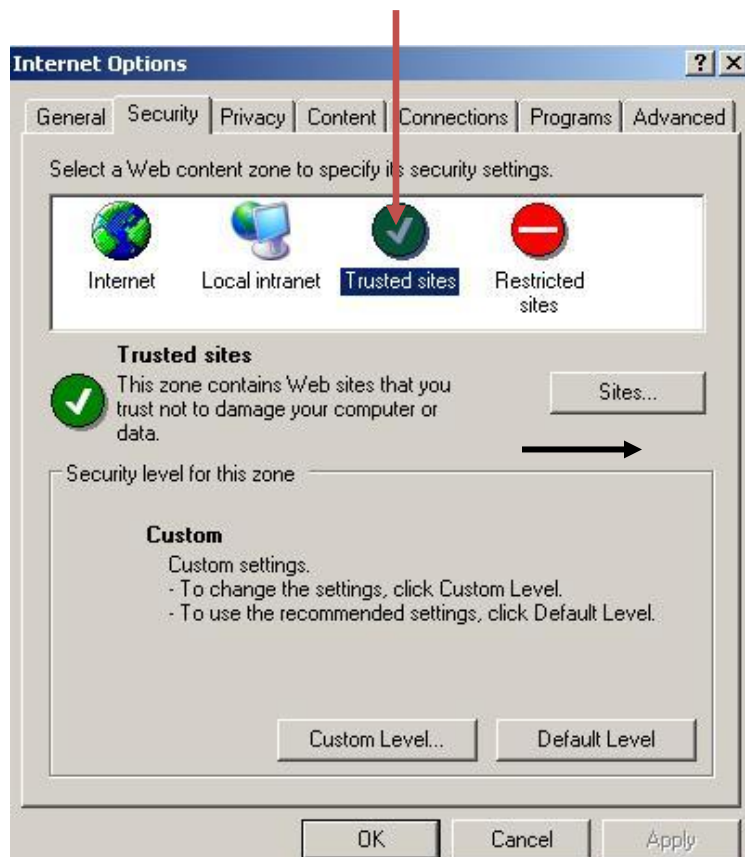


- Click on Security

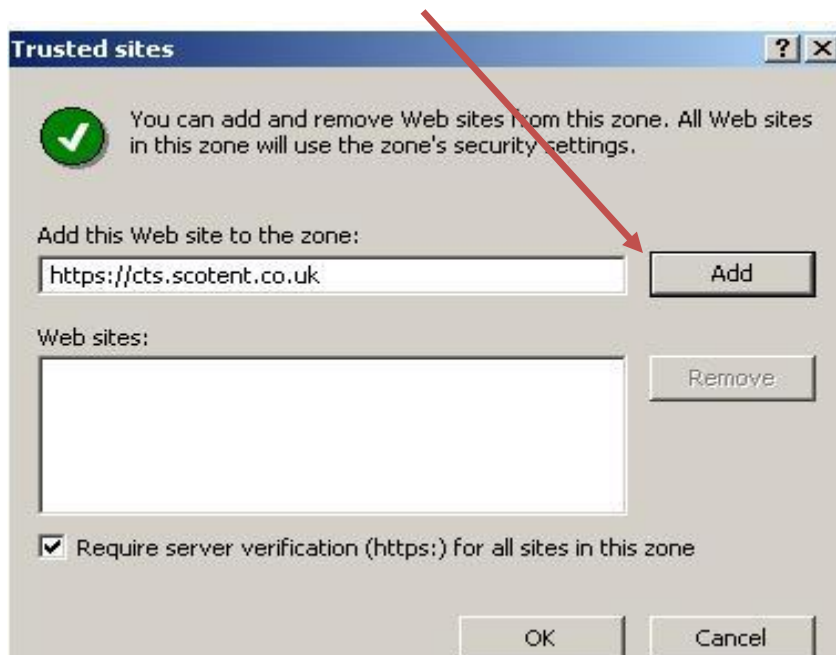


How to setup your PC prior to accessing CTS

- Click on Trusted Sites icon then click on the sites button

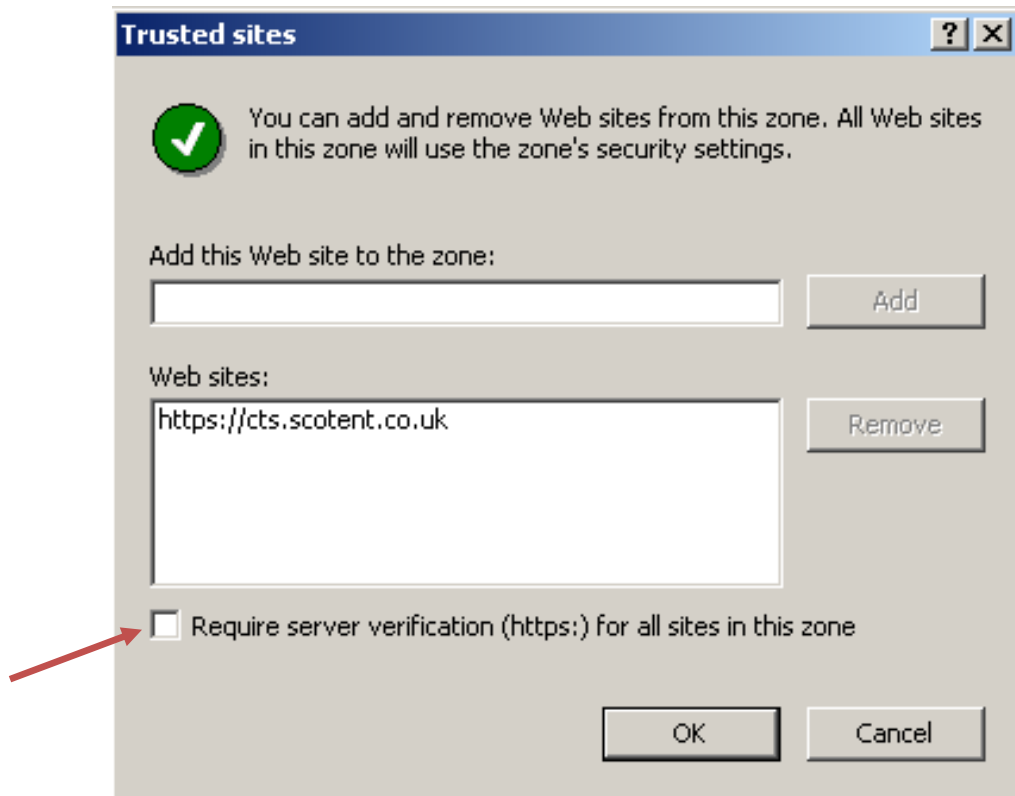


Add <https://cts.scotent.co.uk> to the trusted sites zone and click on add



How to setup your PC prior to accessing CTS

- Ensure require server verification (https;) for all sites in this zone box is unchecked
- Click on OK



How to setup your PC prior to accessing CTS

How to access CTS

CTS logins must be requested by the SIA for the provider or the nominated Delegated Authority Person within the organisation. Requests can be sent to NTPHub@sds.co.uk with the following information supplied:-

- CTS licence number
- Number of logins required
- Scheme required – for WAS, this is EF
- Level of access required – admin (processing) or management (overview)

The login details will be sent out to the user(s) in two separate emails.

To access CTS:-

- Using Internet Explorer, access CTS at <https://cts.scotent.co.uk>
- Input your CTS user ID and password. These fields are case sensitive
- Do not select “Remember my credentials”
- Click on OK to access CTS



How to setup your PC prior to accessing CTS

Upon logging into CTS, the splash screen is displayed. As this is updated with important information, ensure you read it every time you access CTS.

The CTS menu is located at the left hand side of the screen:

The screenshot shows the CTS website splash screen. On the left is a navigation menu for Skills Development Scotland's Corporate Training System, listing options like New NTP, Trainee Records, Approval, Contracts, Norm Plans, Claim Submission, Payment Processing, Admin, Incentive Admin, Reports, NCS MIS, Version History, Documents, Setup for printing, NTP Hub Help Form, and NTP Hub - Contact Info. The main content area is titled 'IMPORTANT INFORMATION' and contains several notices, including 'Notification of Skills Development Scotland Year End Timetable for 2016/17', 'Employability Fund Young Persons Allowance (YPA) claims up to and including Friday 31st March 2017', 'Change to NTP Hub Service', and 'Further Guidance for MA Training Providers Only'. On the right side, there is a 'User Information' box and a 'NTP Hub Contact Information' box with details on how to contact the NTP Hub, including online forms, email, and opening hours.

This is a close-up of the navigation menu from the screenshot above. It lists various system functions with checkboxes and plus signs, such as 'New NTP', 'New TFW Start', 'Trainee Records', 'Approval', 'Contracts', 'Norm Plans', 'Claim Submission', 'Payment Processing', 'Admin', 'Incentive Admin', 'Reports', 'NCS MIS', 'Version History', 'Documents', 'Setup for printing', 'NTP Hub Help Form', and 'NTP Hub - Contact Info'.

The menu (above) displays all drop-downs for accessing the various screens within the system.

The NTP Hub Help Form is the second last link on the menu and should be used to submit requests for system support from the NTP Hub.

Assignments for WAS must be entered within "New Tfw Start".

End of document.