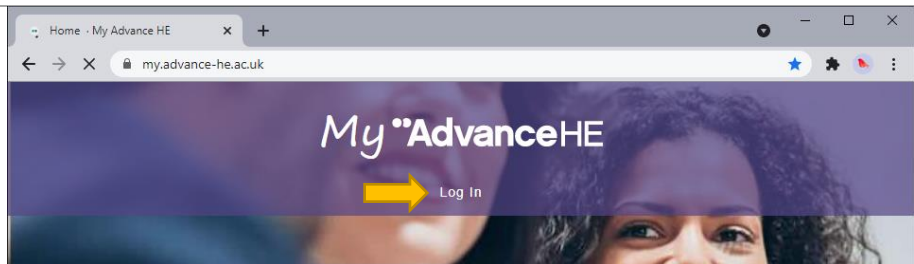
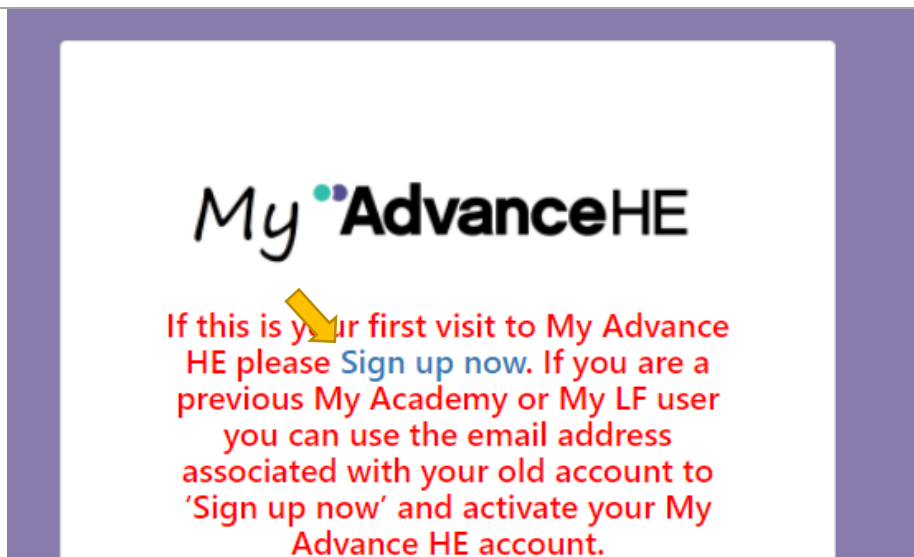


First, create your My Advance HE account.

1. Go to my.advance-he.ac.uk and click 'Log In'



2. Click 'Sign up now'

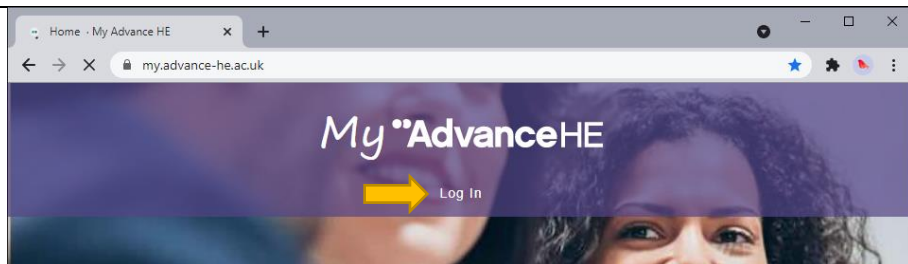


3. Complete the sign-up form. Make sure to use your ANU email address.

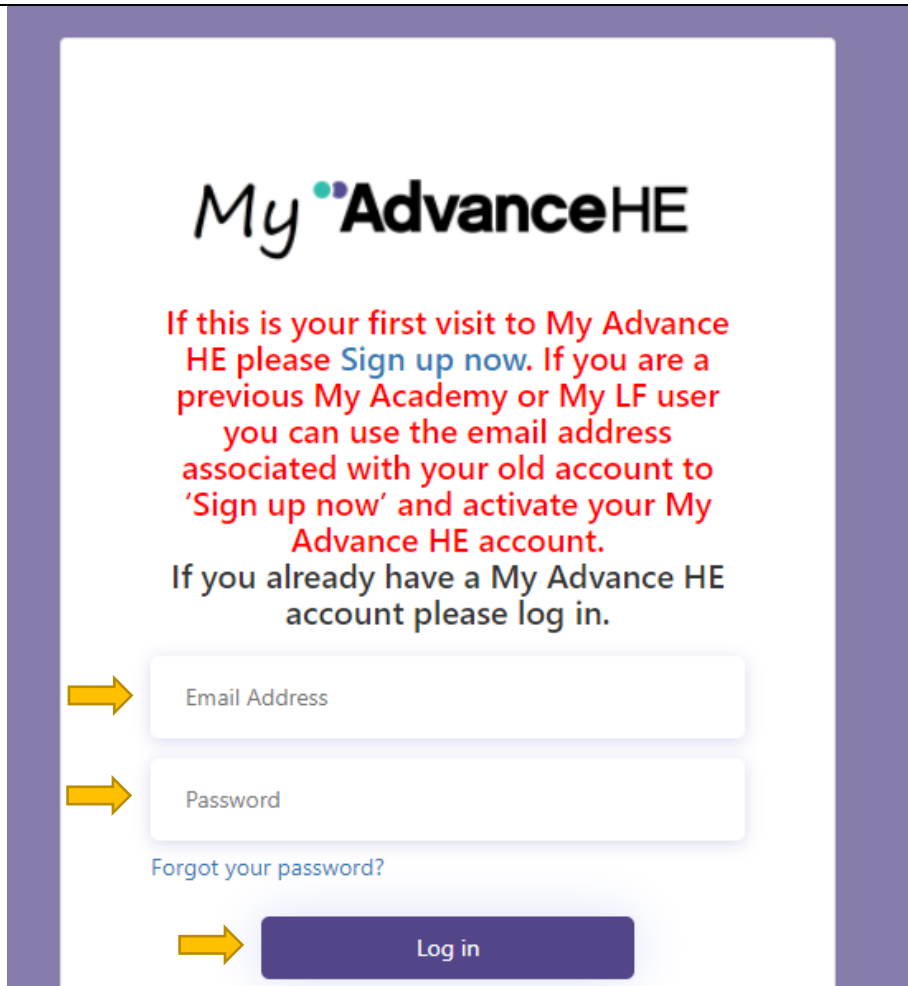
A screenshot of the My Advance HE sign-up form. The form is titled 'My Advance HE' and includes the following fields and buttons: 'Email Address', 'Send verification code' (a dark purple button), 'New Password', 'Confirm New Password', 'Forename', 'Surname', and 'Create' (a light purple button). The form is set against a white background with a purple border. At the top left of the form, there is a '< Cancel' link.

Now you can request your Certificate!

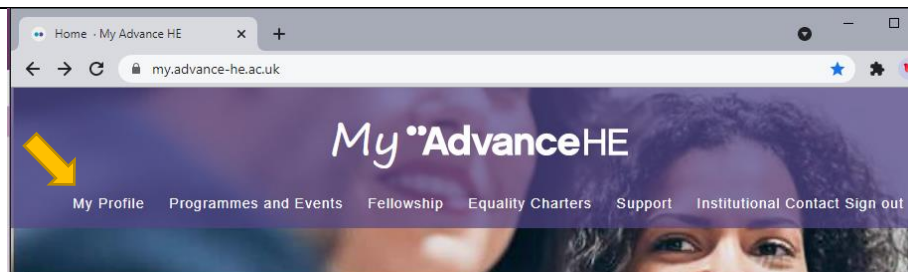
1. Go to my.advance-he.ac.uk and click 'Log In'



2. Complete the log-in form with your Email address and the Password you previously created



3. Click on 'My Profile'




4. Click on 'My Certificates'

From this page you can use **Update Profile** to check your account information is accurate and up to date.

You can also update your **Profile Preferences** to indicate which Themes and Disciplines interest you most in your role in HE and choose to stay up to date with our latest sector news, blogs, key resources and reports and information on our services and upcoming events.

If you have any questions, please see our **Support** page where you will find help along with our contact details.

 **My Certificates** - view your Fellowship Certificates
Update Profile - to review or edit your account information
Invoices - view Paid and Unpaid invoices

Leadership Insights Library (formerly Knowledge Bank) - an Advance HE membership benefit providing curated content on a broad range of topics of interest to HR professionals, and those who lead and have responsibilities for managing and developing people in HE

5. You should see a table with your name and a button that reads 'Request Certificate'. Click the button and your certificate will be emailed to you.