![HSC Clinical Education Centre for Nurses, Midwives and Allied Health Professionals]
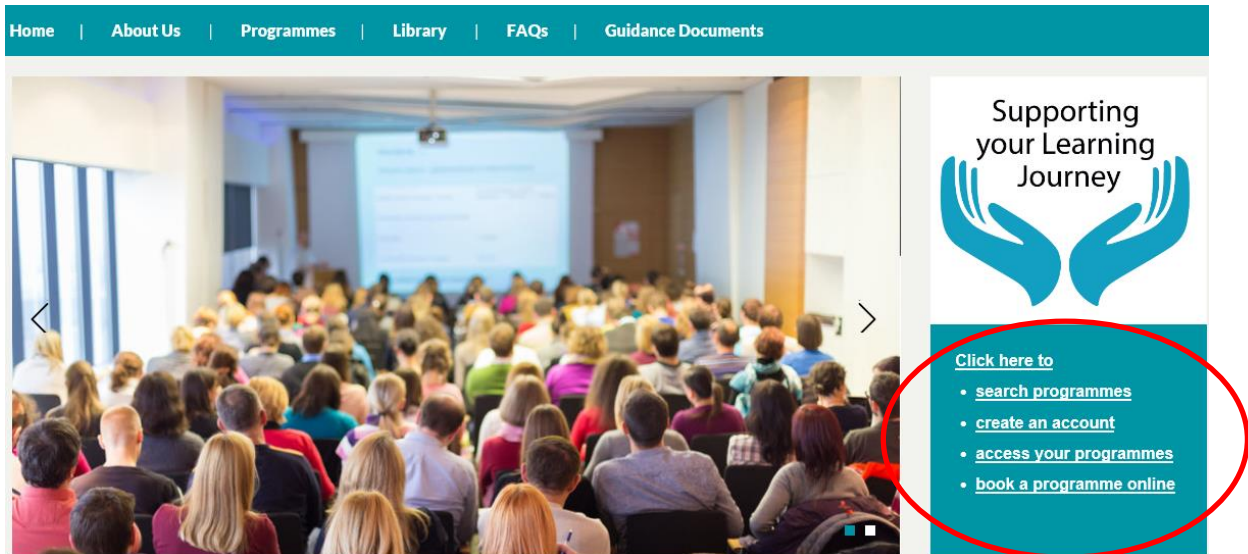
Registering on CEC Website

1. Access the website at www.cec.hscni.net and click on create an account on the homepage

2. Select New User? Please Register

3. Complete the Personal Details section of the registration form and press submit.

Register

To register, please complete the form below and then click on the 'Register' button.

Important: You must use your own email address when registering, please do not use a shared email address. If you do not have a HSC email address, then please register with a personal one. Email accounts can be created with various providers, such as, Hotmail, Google Mail, or Yahoo Mail.

Step 1 - Personal Details

Title
[Select ▾]

First Name
[ ]

Surname
[ ]

Profession
[Select ▾]

Job Title
[ ]

Email
[ ]

Confirm Email
[ ]

Password
[ ]

Confirm Password
[ ]

Telephone
[ ]

Mobile Number
[ ]

Would you like to receive programme booking reminders via SMS Text Messaging?
[Select ▾]

Employer
[Select ▾]

Work Address Line 1
[ ]

Work Address Line 2
[ ]

Work Address Line 3
[ ]

Work Address Line 4
[ ]

Postcode
[ ]

Do you need any adjustments to assist your learning experience?
[Select ▾]

☐ **Please confirm you have read our Privacy Notice**

[Submit]

4. Add your Line Manager

Register

To complete your registration we need to find your line manager on our system. Please enter the first name and last name of your line manager and click **Search**. If your line manager appears in the search results, please select them, otherwise, click **Manually Add Line Manager Details** and you'll be able to enter your line manager details.

Step 2 - Line Manager

Line Manager First Name
[ ]

Line Manager Last Name
[ ]

[Search For My Line Manager]

[Manually Add Line Manager Details]

5. Registration is now complete.

Registration Status

Your registration was successful, you will receive an email shortly confirming this. You can now Login using your email address and password.