

Step by Step Instructions to Register on Wilma

- Click onto link in email advertising course.
- Either log on if you are already registered on Wilma. Or scroll to the very bottom of the page and click on **Create Account – External Users Only**
- You will then be prompted to create a **Username** and a **password**.
- You will then be prompted to insert your **email address** twice.
- You will then be prompted to insert your **first name** and your **surname**.
- You will then need to insert your **position** and **organisation**. (This is a requirement of booking onto courses within the Violence Against Women and Girls Team.
- If your organisation does not come up then you can then you can tick the box and insert your organisation where requested **organisation**.
- You will then need to complete the CAPTCHA.
- And finally click **create my new account**.
- Within one or two days you will receive an email confirmation that you have a Wilma account and you will then be able to request a place on one of the sessions.