

Accent Leave Manager User Guide (Applicants) v2.0

1. GETTING STARTED

For postgraduate doctors and dentists in training there is an interface process between the NHS England (NHSE) Trainee Information System (TIS) and Accent Leave Manager (ALM). This process means that if you are in a current training programme you will already have an Accent Leave Manager account.

2. LOGGING IN

The Accent Leave Manager system can be accessed online via the Accent portal which can be found at: <https://accent.hicom.co.uk/Portal/Live/Web>

If you already have your credentials (your email address is the same as your TIS/TSS registered email address) you can log in from the home page.

Accent

The Accent system is used for Doctors, Dentists, and Public Health professionals across NHS Trusts and GP Practices to apply for Study and other professional leave. If you are working in an NHSE training programme your email address in Accent is aligned to the email address held in the NHSE TIS system (and used to access TIS Self Service).

Email

Password

Password is required.

Login

Trouble logging in? [Reset password](#)

3. RESETTING YOUR PASSWORD

If you do not know, or have forgotten, your password you can reset it from the homepage too. Select “Reset password” to be navigated to the below page, input your registered TIS/TSS email address and press “Reset Password”. You will receive an email with a link to allow you to change your password.

Forgotten your password?

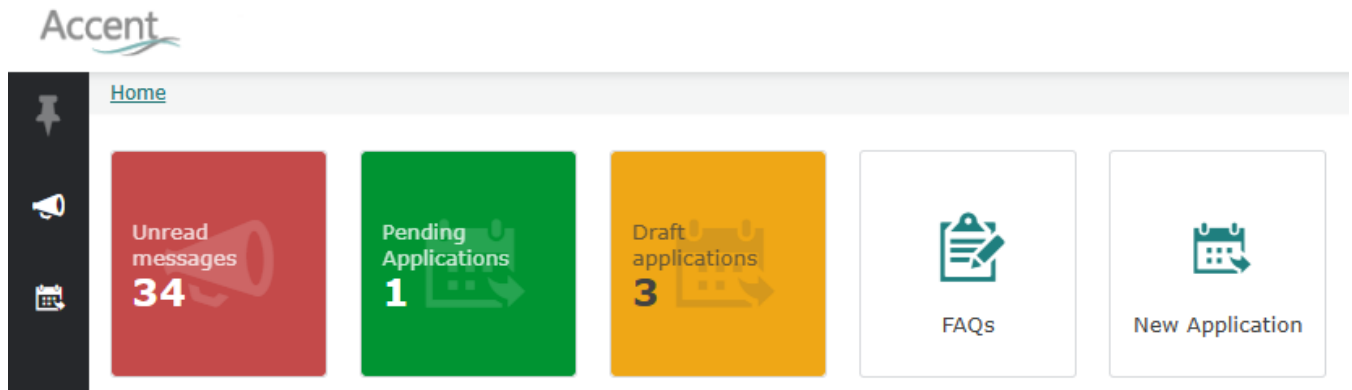
Please enter your email address and we'll email you with steps to set a new password. Please note: if you are working in an NHSE training programme your email address is the same as on the TIS system (and used to access TIS Self Service).

Email

Reset Password

4. ACCENT PORTAL

Once you have logged into the system you will be taken to the Accent Portal, this area provides you links to your account in the top right corner as well as tiles on the main screen allowing navigation to different parts of Accent Leave Manager. The menu items on the left will also allow navigation to the parts of the system to which you have been granted access.



5. NEW APPLICATION

The New Application tile will immediately navigate you to a new, blank leave application form. This is the first step in applying for leave.

Leave details					
Applicant		Start date	<input type="text"/>	End date	<input type="text"/>
Leave type	<input type="text"/>	Number of days	<input type="text" value="0"/>		

Input your leave start and end dates, correct the calculated number of days leave if necessary. Select the placement you are applying against – If there is only one it will be auto selected. Select Leave type – International (if offered) or regular Study leave. Save the details – Please note it is not possible to change these details after this point. If dates, leave type, or placements need to be changed a new application must be created.

6. EVENT DETAILS

You are required to enter your Event and Course reference details. These fields are mandatory, but you can enter N/A if there is no Course reference. Venue, Venue Postcode, Provider, Website, and Supporting Information are optional (but useful if you can enter them). Mandatory fields are marked with an asterisk.

Documents can also be uploaded in this section which relate to the application. If your region requires it you should upload evidence of your Educational Supervisors support for your application, and any other useful information (eg course agenda).

Event details

Event *	<input type="text"/>	Course reference *	<input type="text"/>
Entitlement type	<input type="text" value="External"/>	Venue	<input type="text"/>
		Venue postcode	<input type="text"/>
		Provider	<input type="text"/>
		Website	<input type="text"/>
		Supporting Information (2000 character limit)	<input type="text"/>

Document upload

+ Add file(s)

DROP FILE(S) HERE TO UPLOAD

Select files...

7. ENTITLEMENTS AND BUDGETS

The Entitlement and Budget section will display the details of study leave days and expenditure taken from your entitlement and budget respectively.

Entitlements

Leave type: Study	Entitlement type: None	Entitlement start and end date: 06/09/2023 - 03/09/2024	Entitlement days: 24
Remaining Entitlement: -11	Entitlement days pending approval: 35	Approved entitlement days taken: 0	

Budget

Leave type: Study	Budget start and end date: 06/09/2023 - 03/09/2024	Budget amount: Unlimited
Remaining budget: Unlimited	Budget amount claimed but awaiting authorisation: £0.00	Approved budget used: £0.00
Budget amount estimated but not claimed: £0.00		

The available entitlements and budgets are displayed based on the dates you've selected. Select the appropriate entitlement and budget, where there is only one the system will automatically select it for you. If the system does not display an entitlement or budget, please contact the Accent Leave Manager Support team (england.imsupport.south@nhs.net), who will add an entitlement and budget for you.

8. COVER & AUTHORISATION

You are required to complete the Cover and Authorisation section. Mandatory fields are marked with an asterisk, you must acknowledge the Self Declaration by switching the toggle to Yes.

Cover & authorisation

Person covering*

Educational supervisor*

Rota manager*

Have you checked that another member of your department is not on leave? No

Self Declaration *

1. I have read my local NHSE regional study leave policy and declare that all the information given on this form is full and correct.

2. I have applied with the minimum required notice period, or explained why the application is short notice (eg given place from a waiting list).

3. For international applications, and ALL applications above the local threshold, I have uploaded written TPD approval.

4. I have added the following supporting information:

a. What benefits I will gain from attending?

b. Is the activity part of the college curriculum or guidelines on required training?

c. For international activity, is the activity also available in UK?

d. Any other relevant information.

No

9. EXPENSES

You should add estimates for any expenses you expect to incur and reclaim as a consequence of taking this study leave. These estimated expenses are to support your application for leave, they will not automatically result in reimbursement, nor should the approval of the study leave be taken as confirmation that the expenses will be reimbursed. Expenses should be reclaimed according to your Trusts' policy and local process. Receipts do not need to be uploaded onto the Accent system.

+ Add

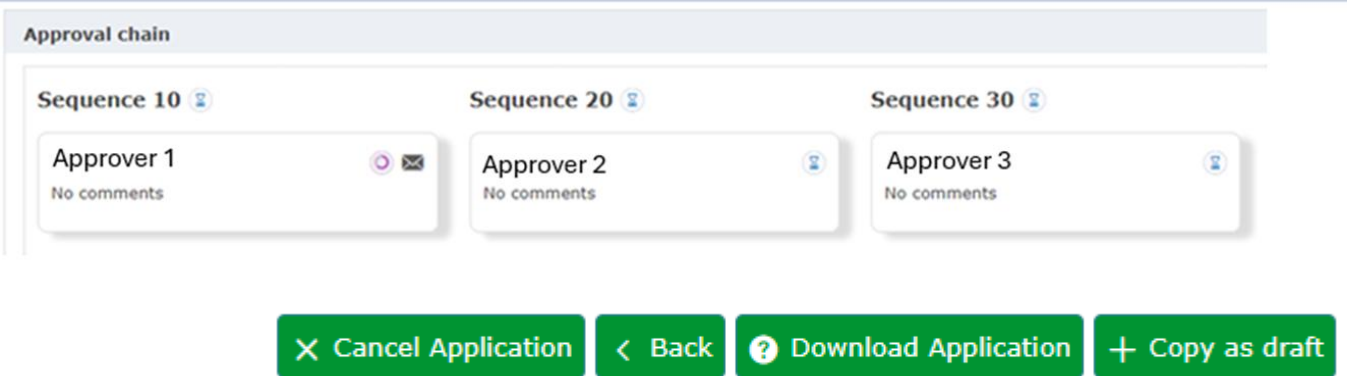
Expense Type	Estimated cost	Comments	Number of associated documents	Authorisation	Status
Travel - Mileage	£20.00			Draft	<input type="radio"/>
Fees - Courses/Conferences only	£100.00			Draft	<input type="radio"/>

10. SUBMITTING LEAVE

Once your application is complete and you have provided all mandatory fields you are able to submit your application. Doing so will trigger the system to create an approval chain for your application, this is a list of people who are required to approve your application. After you have submitted your leave application you can access it at any time via the My Applications menu item.

11. APPROVAL CHAIN

Once your application is submitted you are able to see the list of required approvers at the bottom of the page and also the status of their decision i.e. who the application is currently sitting with for approval. You are able to message the approver that the application has reached (using the envelope icon), or everyone at a particular sequence. You may also download a PDF copy of the application or copy the application as a draft to create another application.



The screenshot displays the 'Approval chain' section of a web application. It features three approver cards arranged horizontally. Each card is titled with a sequence number (Sequence 10, Sequence 20, and Sequence 30) and contains the name of the approver (Approver 1, Approver 2, and Approver 3) along with the text 'No comments'. To the right of each approver name is a small icon: a purple circle with a white envelope for Approver 1, and a blue person icon for Approver 2 and Approver 3. Below the approver cards is a row of four green buttons: 'Cancel Application' with a white 'X' icon, 'Back' with a white left-pointing arrow icon, 'Download Application' with a white question mark icon, and 'Copy as draft' with a white plus icon.

12. CANCELLING LEAVE

If you have submitted an application, which you subsequently want to cancel, you can do this from within the leave application. If your application has been partially or fully approved, the cancellation request will also go through the approval chain. You cannot cancel leave that is in the past.