HEA Fellowship Recognition

Changing your Organisational Affiliation

If you already hold a category of Fellowship but have changed institutions, please login to the My Advance HE's database (previously known as MyAcademy) on Advance HE's website (<u>https://www.advance-he.ac.uk</u>) and change your organisational affiliation to that of Swansea University.

1. From the Login In at the top right of Advance HE's website,

^{© swe} "AdvanceHE		Login 쉰 😑
login to My Advance HE,		
Log in to your account Sign in to or register for your desired Advance HE account		
Important changes to our customer portals - My Advance HE has replaced My Academy and My LF		
Les in to My Advance UF		
Log in to My Advance HE Book programmes and events, apply for fellowship and manage your profile.	Log in to Connect The online network exclusively for higher education.	Log in to myVLE Please log in to view your courses, communities and e-portfolio.
→ Log Into My Advance HE	→ Log into Connect	→ Log into myVLE

 Select "My profile"> "Profile Details" and create a new "Employer Relationship" ADDING Swansea University as your new employer (see screenshot below showing once you've logged in, where to update the details)

My "Advance HE	My Profile Programmes and Events Fellowship St My C
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Veed Help?	The Update Profile page enables you to check your account and contact information is accurate and up to date including your current employer relationship(s). You can also update your Profile Preferences page 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.

- 3. If you can't recall what your login might have been with the institution at which you gained your recognition, you can contact AdvanceHE (details on the login page) and they will send you a reminder/opportunity to change.
- 4. We don't get automatic notification from Advance HE of such changes and given the large numbers of staff with Fellowship, similar names etc it can be difficult to spot amendments. So please send us an email (<u>salt@swansea.ac.uk</u>) when you've done that and it will make the process a bit smoother of also liaising with HR to ensure that your details on the ABW database is up to date.

SALT

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