



How to access Facilitator Resources on CCMS

<u>Step 1</u>

- Log into CCMS https://ccms.bpnsystems.net/login.php
- If you have forgotten your log in details, please contact Human Resources on <u>bpn hr@bestpracticenet.co.uk</u>

<u>Step 2</u>

• Scroll down to the 'Resources' section on the left-hand side tab and click on 'browse resources'.



Step 3

- The resources are categorized by Cohort/intake and Programme name. You will only be able to view the resources that apply to you.
- Download the resources to your computer and contact CPD on <u>cpd@bestpracticenet.co.uk</u> if you have any issues.
- Please note- if you cannot see all the resources you need, it will mean you have not been added to the correct group. You will need to inform CPD of this so you can be added.
- If you have any queries about your group and are a partner facilitator, please contact partnerships@bestpracticenet.co.uk

Please also ensure you read our guidance on how to record attendance for each event

How to log attendance on CCMS

