

## Signing up to our portal

- If you already have booked with us before but **never signed up online**, simply call us on 061-444989 and we will send you a link to your email and you can set a password from there.
- If you **already have signed up online to our portal**, you can simply click log in and proceed with your email and password.
- If you have an online portal with us and **forgot the password**, simply click on **forgot password** and you will be sent a link to the email.
- If you **are brand new to our company** and wish to sign up. **Click login on the top of the page and select the "sign up" option.**
  - Select family.
  - Insert name, email and password and click next.
  - Insert surname and click sign up.
  - Verify your email by clicking on the link sent to the registered email.

## Completing a booking

### When booking Courses to book multiple.....

- Go to [www.kes.ie](http://www.kes.ie)
- Use the filter Location, Year, Course Type (Revision Courses), subject and click continue.
- Once you see the Course that suits you, click 'See Details'.
- Select the session and add to cart.
- Press back button to add more.
- Once all selected Click 'View Cart'.
- Go to your cart & log in (if not already logged in)
- Insert your details (parents)
- Insert delegate details (students)
- Add card details.
- Confirm Term & Conditions and the captcha (safety option) and click complete bookings.

## What happens next?

- You will receive a booking confirmation on completion of booking.
- The booked courses will show up in your accounts schedule.
- You will receive a reminder email prior to the course.