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This is the second of our e-mail communications in the run-up to the Highways Passport upgrade, which will take place on Saturday August 1st.

You will probably recall that the e-mail last week summarised a range of new features and functionality that will be available, which is generating considerable interest.

A number of companies have asked whether they need to do anything else right now other than check that their cardholder records are up to date (and where possible add an individual e-mail address) and to remove any workers who are no longer under their care. The simple answer is that you do not need to do anything else on the worker records that are already in Passport. They will be transferred as part of the upgrade.

If you want to ADD any new workers now, you can do this on the current system (and these will also be transferred as part of the upgrade).

Also, in this week's e-mail we explain below when the training workshops will be and how to book onto them.

Don't forget, attendance is free and as well as seeing the system and having a quick training session, you will also have the opportunity to ask any questions webinar-style.

For those already familiar with the current Passport system, we hope you will find the enhancements provided in the upgrade in early August appealing, straightforward and easy to navigate. Even so, we have devised an online workshop and briefing session for all users, which you are welcome to attend.

- Online training for Highways England administrators will be held on 23rd July, Or you can book onto any of the dates below.
- Online training for all other organisations/ users will begin week commencing 27th July – there will be 3 identical sessions Monday, Wednesday and Thursday. We plan to run similar sessions in early August as well, to cover any organisations unable to attend the July dates.

For inclusion on one of these, attendees can book their place via the email address he.validate@mitie.com (requests will not be accepted by phone) and needs to include the following information: Name, Company and Position.

To attend one of the sessions w/c 27th July, attendees must book by 12pm on Friday 24th July to be included in training for the following week (and every Friday by 12pm for the following week thereafter). Mitie will then send an email invitation and confirmation providing dates and times for your session. Users should note that Mitie will be using Microsoft Teams to conduct training.

The number of attendees will initially be limited to 20. This will be then be increased as Microsoft Teams can host hundreds of attendees. Please note that may Mitie may apply a fair usage policy and limit the number of attendees per company.

We have also put together a [Frequently Asked Questions](#) list for you convenience and to help with any queries you may have.

Finally, please do forward this to any of your colleagues who would benefit from this information about HE Passport and look out for the weekly e-mail communications over the next few weeks.

All previous communication updates can be found on the [Highways Safety Hub](#).