

All

This is the third of our e-mail communications, we hope you are finding the information and links useful. Please remember all previous communication updates can be found on the [Highways Safety Hub](#)

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

The new online **Highways Common Induction** (HCI) is in production and we will be able to share more details about when will be live, how to access it, etc soon!

As well as the **Highways Passport System** upgrade, which will take place on Saturday August 1st, there will also be a new user portal, which will include comprehensive information about Passport, who should use it, FAQs and much more.

We will let you know more in the next few days. For now, if you would like to read about some of the key changes you will see on the passport system after the upgrade, simply [Click Here](#)

Training for **administrators of the Passport System** will begin week commencing 27th July – there will be 3 identical sessions Monday, Wednesday and Thursday; as well as learning about the new functionality, you will also have the opportunity to ask questions webinar-style.

Attendees must book by 12pm on Friday 24th July, by sending an email to he.validate@mitie.com (requests will not be accepted by phone) and needs to include the following information: Name, Company and Position.

Users should note that Mitie will be using Microsoft Teams to conduct training.

If you are unable to attend the July dates, don't worry! We are running more sessions through August, based on demand. Please send an e-mail to Mitie, with information detailed above, explaining you are unable to attend July' sessions.

One very common question we have received is around renewal of Passport subscriptions: Unless you want to add a new worker to Passport in July, you do not need to do anything about your existing workforce subscriptions or payments for them until after the upgrade on August 1st. You will then have time to renew any worker subscriptions that are due for expiry.

To be clear, every worker record in the upgraded system **will be valid until AT LEAST 30th September** (and depending on when the record was originally created could be valid for longer), so you will have August and September to arrange your urgent renewals.

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.