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This is the latest of our e-mail communications in the run-up to the Passport system upgrade, we hope you are finding the information and links useful. Please remember all previous communication updates can be found on the [Highways Safety Hub](#) and we put together a list of [Frequently Asked Questions](#) to help with any queries you may have.

We continue working on the new online **Highways Common Induction (HCI)**; The Common Induction that was delivered by Lantra approved trainers, as it was announced in December, is being replaced by the new online induction.

Please note the HCI is not going to be booked through Mitie or Highways England; more information will be shared soon.

The **Passport system** upgrade will take place on Saturday 1<sup>st</sup> August. So that our delivery partners can prepare, access to the current Passport system will become unavailable at 17.00 promptly on Friday 31<sup>st</sup> July so please ensure you are not logged in at that time. The new system is scheduled to come on line during the weekend – ready for you to start using it when you start work on Monday; but don't worry, we will keep you informed.

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 provide the URL in next week's e-mail.

Last week saw the first of our **Passport system administrators** training/webinar sessions, which was very well-received.

There are more sessions this week (all fully booked), so if you haven't already reserved your place, please do book by sending an email to [he.validate@mitie.com](mailto: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. As well as learning about the new functionality, you will also have the opportunity to ask questions webinar-style.

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.