Dear Trainee

**Roll out of TIS Self-Service – ARCP (October 2022 onwards)**

Health Education England is delighted to announce that following successful testing and use for new starters in August, we will be rolling out TIS Self Service (TSS) to all those undertaking ARCPs from October 2022.

We are working hard to improve processes for our doctors in training and our recently developed TIS Self Service system synchronises to the main Trainee Information System (TIS) where all your training data is stored.

As part of the first phase, you will be able to make use of some of the benefits the TSS system will provide including improved transparency and quick and easy to access to the information we hold about you, including your training programme and placement details.

You will be able to create, complete and submit your Form R via TSS.

This can be done at your convenience using desktop, laptop or mobile devices, and you can have peace of mind that your information is secure thanks to the extra security step we have introduced when you login.

**How to use the system**

To help get you started we have set out some key information you will need to get up and running.

You have also been sent a more detailed User Guide.

You will need to set up an account in TSS by following the below sign-up process. You will only need to do this once for the initial set up.

Please use the email address you received this communication on to sign up.

You will need access to a mobile phone to authenticate your account.

**Sign up process**

1. Navigate to <https://trainee.tis-selfservice.nhs.uk/>
2. Sign-up using the **email address** we contacted you on

If you need to make any changes to the data stored in TIS please note the information below

<https://tis-support.hee.nhs.uk/trainees/how-to-update-personal-data/>

Once you have set up your account you will be able to view your personal details including your programme and placement information. (Please note that the placement is not final until formally confirmed by the Lead Employer.)

Please use the system to create, complete and submit your Form R (Parts A and B) ahead of your ARCP by the deadline advised. Please ensure that you also download a copy of the Form R Part B and save it in your portfolio. You will need your current revalidation date to complete the form, this is recorded in your [GMC Online account](https://www.gmc-uk.org/online).

Form Rs should be submitted via TSS for all ARCPs taking place from October 2022 onwards.

**Support**

There is a special built-in support tab which has been made available to help you connect with your local HEE office (based on your current programme) if you encounter any technical issues. The support page also gives you the email addresses for the other HEE local offices.

**Your feedback is important to us**

We are very keen to hear your feedback on your experience using the system, this will help us to make improvements ahead of further roll outs to other specialties. Please email your feedback tis.support@hee.nhs.uk.

If you need more information on the TIS Self Service system, please see our website <https://tis-support.hee.nhs.uk/trainees/>