



Osprey Approach: Accessing your Osprey Training site

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The latest version is always online at
<https://support.ospreyapproach.com/?p=53337>



To help users familiarise themselves with Osprey, all firms are provided with their own training site. This allows user to practice what has been learned in training without fear of changing any real data.

This will be a different URL and database to your live site, and any data entered will not be linked to your real site data.

The training site should only be used for training purposes and not for recording active clients.

To ensure Osprey operates effectively, please ensure that your PC has been configured.


Accessing your training site

Prior to accessing your Osprey training site we would ask that you do some basic site configuration, this will often be carried out for you by your IT team. Once the setup has been complete you will not need to do any additional setup for your main Osprey site. You can find our PC setup guide [here](#).

You will be provided with a URL for your training site, this can be accessed from any browser you choose. When logging into the training site you will be provided with a password, this will often be the same for all users for the training site but users will all have an individual login to access Osprey once you have gone live.

Logging In

When accessing your training site you will be greeted by the log in screen. Add the username and password you have been provided and select log in.



Training

User name

Password

Sign in

[Forgotten password](#)

Training Site Setup

Your training site has been created to emulate your main Osprey site, however there will be a few differences. You will notice there is none of your data in the training site, this will all be present in your main site. There will also be a limited number of fee earners and time recording activities added to your training site, again you will see a full list in once you have gone live.

Please note that any work done in your training site will not be reflected in your main Osprey site.