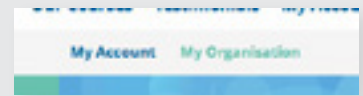*the*
digital college
online training

User Guide

1 When you land on the digital college home page, hover over My Account and click 'Login'.

You will be greeted by a page that looks like this:

2 Log in using your email address and password.

3 This will return you to the home page. From there, you now have a new option, 'My Organisation'. Click this to enter.

4 Once you are logged in, you can, authorise consultants, register users and add courses.

The example shown has unlimited credits and will be billed on a monthly basis. However, credits can be purchased individually and distributed between branches by the Organisation Manager.

5 Each branch has a number of users, which anyone can register, view or edit from this screen.

Branch Managers can register users to their own branch and create Consultants.

Consultants can only create users.

6 Once you click 'Register New User' or 'Create Consultant, this page will display, for you to enter details for them, as well as a unique email address and password for them to log in with.

7 Click 'Register' once you've completed all of the fields.

8 To add a course, click 'Courses' from the Users screen as shown in step 6 of this guide.

If you've already purchased a course, it will be listed her. To add another, simply click 'Add Course'.

9 You will be presented with a list of courses.
Select the ones you would like to purchase
(a tick will appear in the box next to the course)
and click 'Purchase'.

A confirmation pop-up box will appear. If you are
happy with your choices, click 'Yes'. If you would like
to change them, click 'No'.

10 The courses you have purchased will now appear
on the Courses screen and the credits will be
transfered from your account.