



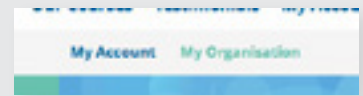
User Guide

- 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.

Branch ID	Name	Credits	Users	Active	Actions
7	Nottingham	Unlimited	Users (0)	Yes	Update
8	Manchester	Unlimited	Users (0)	Yes	Update

- 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.

Name	Email	Role	Courses	Actions
testuser1 testuser1	testuser1@test.com	User / Learner	Course (0)	View/Edit
test2 test2	testuser2@test.com	User / Learner	Course (0)	View/Edit
branch branch	branch@test.com	Branch Manager		
con1 con1	con1@test.com	Consultant		
con2 con2	con2@test.com	Consultant		
con3 con3	con3@test.com	Consultant		

- 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'.

EnrollID	Course	Added	Completed
No Course Data Available...			

- 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 transferred from your account.

Add User Enrollment(s)
Organisation Name - Location

User Name: your@emailaddress.com
 You have Unlimited remaining credits in your account
 Your organisation will be billed at a later date

Course	Subject	Price
<input type="checkbox"/> A Guide to Manual Handling	Health & Safety	25.00 points
<input type="checkbox"/> A Guide to the Mental Capacity Act 2005	Care	25.00 points
<input type="checkbox"/> A Guide to Nutrition and Health in Older People	Care	25.00 points
<input type="checkbox"/> Infection Control	Care	25.00 points
<input type="checkbox"/> Handling and Administering of Medicines	Care	25.00 points
<input type="checkbox"/> An Introduction to Epilepsy	Care	25.00 points
<input type="checkbox"/> Handling and Resolving Conflict	Employability	25.00 points
<input type="checkbox"/> Lone Working	Care	25.00 points
<input type="checkbox"/> Information Governance in Health and Social Care	Care	25.00 points
<input type="checkbox"/> An Introduction to Diabetes	Care	25.00 points

Please Confirm...

User Name
2 Course(s) for 50 points

Yes **No**

Total: 500 points
Purchase

Add User Enrollment(s)
Organisation Name - Location

User Name: your@emailaddress.com
 Add course

EnrolID	Course	Added	Completed
6	Manual Handling	05-Sep-2014	Incomplete
7	Manual Handling	05-Sep-2014	Incomplete