



User Guide

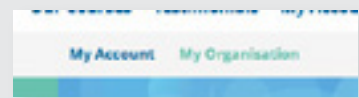
- 1 When you land on the digital college home page, hover over My Account and click 'Login'.

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 register users and add courses.

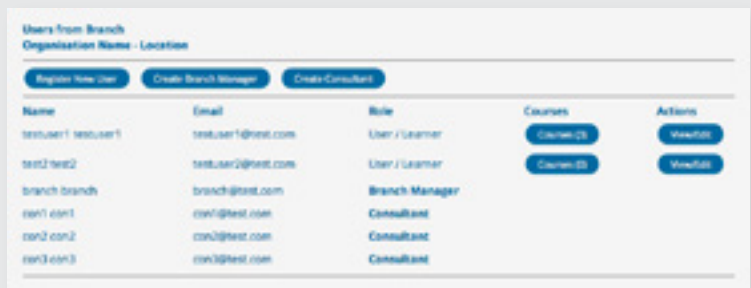
The example shown has unlimited credits and will be billed on a monthly basis. However, credits can be purchased individually and distributed between branches by the Organisation Manager.



Organisation Management				
Organisation Name - (Unlimited credits)				
Create Branch		Authorise Consultants		
ID	Name	Credits	Users	Active
7	Nottingham	Unlimited	Users (0)	Yes
8	Manchester	Unlimited	Users (0)	Yes

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

Consultants can create users.



Users from Branch				
Organisation Name - Location				
Register New User		Create Branch Manager		Create Consultant
Name	Email	Role	Courses	Actions
testuser1 testuser1	testuser1@test.com	User / Learner	Courses (0)	View/Edit
test2 test2	testuser2@test.com	User / Learner	Courses (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		

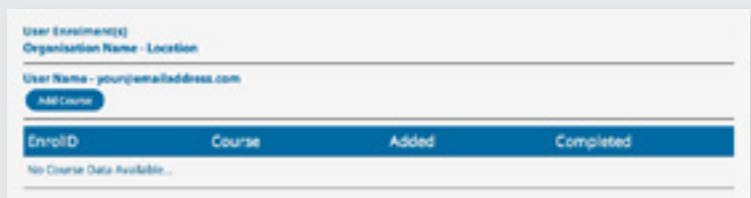
- 6 Once you click 'Register New User' this page will display, for you to enter details for them, as well as a unique email address and password for them to log in with.



- 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'.



User Enrolment(s)			
Organisation Name - Location			
User Name - your@emailaddress.com			
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	05-Sep-2014	Incomplete