

IMPORTANT – Steps required if you have booked a course and/or membership on behalf of someone else

This guide explains how to create your learner’s profile in the Learning Hub whereby they can:

- access the Learning Hub,
- access their course, and
- if they’re going to be studying a course that has virtual classrooms, assign them to the relevant groups or ‘learning paths’



Step 1 and 2 is required, where the learner does not have an active membership and access to the Learning Hub, and you have purchased Membership on their behalf

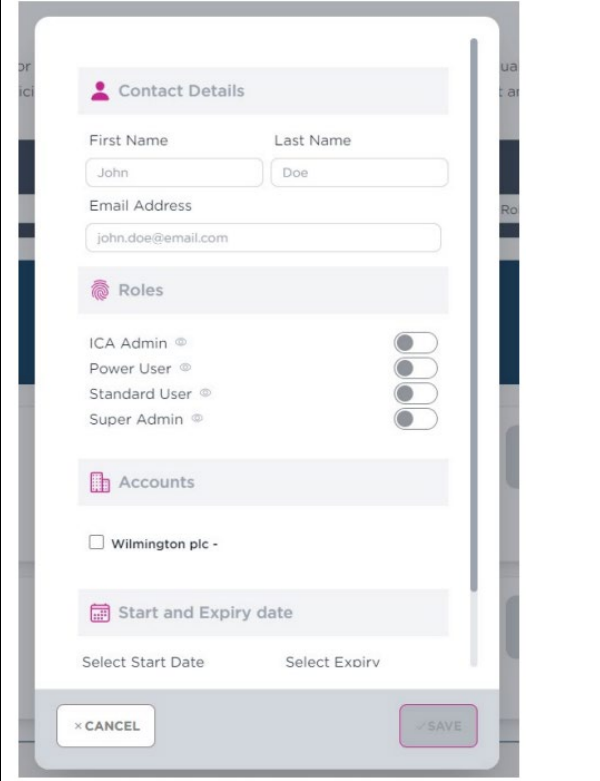
Step 3 is required, where you have purchased a course on behalf of the learner, and you need to assign the course to the learner

Final step is completed by the learner to select their preferred classroom times

Step 1 – adding people via the People feature

If they do not already have a membership and no access to the Learning Hub, you will need to add them via the People feature as per the instructions below:

1. Log into the Learning Hub	
2. Click on People on left hand menu	
3. Click ADD USER located at the top-right of the page. A new user form will be displayed	

<p>4. A form will be displayed</p>	
<p>5. Complete the required fields:</p> <ul style="list-style-type: none"> - their contact details, - their role, - the account - start date (defaults to today's date) – <p>Note: this is the date at which they will be able to access the Learning Hub, not the date at which their qualification or course starts),</p>	
<p>6. Click SAVE.</p>	

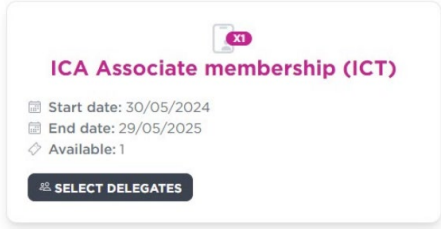
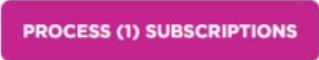
Their user account will now be visible within the People page, and an email will be sent to the email address provided containing login details to the Learning Hub.

Note: They will only be able to access the hub if you have assigned a Membership Subscription (see STEP 2 below), therefore this should be completed immediately after adding them as a user.

Step 2 – assigning a membership subscription

To assign the membership subscription:

<p>1. Click on Subscriptions on the People page (top right-hand corner) to access the subscriptions page</p>	
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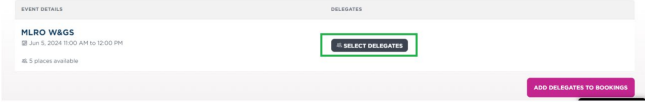
<p>2. Click on Select Delegates to add their subscription</p>	
<p>3. To assign their membership subscription, click the Process Subscriptions button</p>	

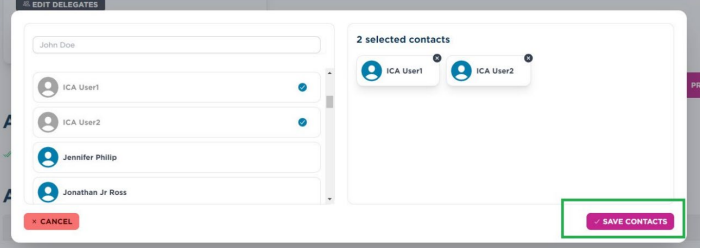
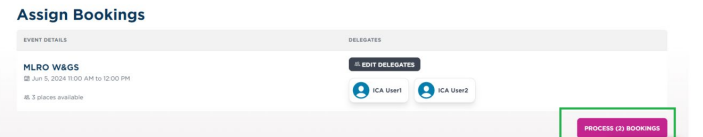
Once you have assigned their Membership Subscription, they will receive a welcome email with further instructions on their next steps.

Step 3 - Assigning courses to learners

Qualifications with multiple, instructor-led events (Advanced Certificates, Diplomas and Postgraduate Diplomas) require Learning Pathways to be assigned.

Qualifications and courses at Certificate, Specialist Certificate and Essentials Workshop level require Events to be assigned.

<p>1. Click on Subscriptions on the People page (top right-hand corner) to access the Subscriptions page</p>	
<p>2. Assign the Learner a place on the Learning Path or Event booking.</p> <p>Note: The Learner will only appear in the delegate search for Learning Path and Event booking assignment if they have an active Membership Subscription. See Step 2.</p>	

<p>3. Select the Learner and click Save Contacts.</p>	
<p>4. To assign the places on the course, click the process button</p>	

Once you have assigned the learner a Learning Path or Event booking, the learner will receive a booking confirmation email.

Single event bookings will be visible to the learner in their **Course calendar** page via the left-hand menu in the Learning Hub.

Learning path bookings will need **action from the learner** to select their preferred classroom times.

The learner **must** select their preferred classroom times for the learning path via the **Select your live classroom times** navigation menu item. Once selected, their Virtual Classroom sessions and Assessments will be visible in their **Course Calendar** page which can be accessed via the left-hand menu in the Learning Hub.