Getting started

This guide explains how to create a profile for a single user in the Learning Hub to access your course and (if the course has virtual classrooms) assign a user to relevant groups or 'learning paths'.

![CLTI logo]

- My profile
- My record of learning
- Course calendar
- **People**
- Book virtual classrooms

- Notifications
- Admin
- Log out

![STEP logo - ADVISING FAMILIES ACROSS GENERATIONS]

If the user is not already a member of the Learning Hub, you will need to add them via the **People** feature as per the instructions below.

Adding a Learning Hub user

Simply click **ADD USER** located at the top-right of the page. A new user form will be displayed.

People

Welcome to the People page, your central hub for managing delegates and their associated accounts. Invite individuals, access profiles, and control permissions with ease, ensuring a secure and efficient collaboration environment. Streamline delegate management and enhance productivity.

⊕ UPLOAD USERS   ⚬ ADD USER

▢ SUBSCRIPTIONS

👤 Contact Details

First Name

John

Last Name

Doe

Email Address

john.doe@email.com

👆 Roles

Power User 👁   ⊙

Standard User 👁   ⊙

Super Admin 👁   ⊙

Tenant Admin 👁   ⊙

🏢 Accounts

☐ **Wilmington Technology**

📅 Start and Expiry date

Select Start Date   Select Expiry Date (optional)

✕ CANCEL   ✓SAVE

Complete the fields within the form, including contact details, role, accounts and start date (which defaults to today's date – please note, this is the date at which they will be able to access to the Learning Hub, not the date at which their qualification or course starts), click **SAVE**.

The 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.

Assigning Qualifications and Courses

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

Qualifications and courses at Certificate level require Events to be assigned.

On the People page, click on **Subscriptions** to access the Subscriptions page.

Click on **Select Delegates.**

Assign Learning Paths

PATH DETAILS	DELEGATES
STEP Advanced Certificate in Principles of International Taxa... 📅 **Start date:** 28/05/2024 📅 **End date:** 28/05/2025 🖇 **Courses:** 6 👥 1 places available	👥 SELECT DELEGATES

Assign the user to the Learning Path or Event booking.

Subscriptions

✅ You have no Subscriptions Available

John Doe	1 selected contacts
👤 David Test David Test ✅	👤 David Test David Test ❌

× CANCEL   ✓ SAVE CONTACTS

👥 1 places available

When you have finished, click **Save Contacts.**

To assign the places, click the process button.

The user will receive a booking confirmation email and will find learning paths in the **Book Virtual Classroom** page, from where you can select your own preferred classroom times. Event bookings will be visible in the **Course Calendar** feature.