


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'.




 My profile


 My record of learning

 Course calendar

 People

 Book virtual
classrooms

 Notifications

 Admin

 Log out

STEP 
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.



 Contact Details

First Name

Last Name

Email Address

 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.

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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

👤 David Test David Test ✓

1 selected contacts

👤 David Test David Test ✕

✕ CANCEL

✓ SAVE CONTACTS

👤 1 places available

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

The screenshot shows a 'Subscriptions' page with a grey header. Below the header, a green checkmark icon is followed by the text 'You have no Subscriptions Available'. The main content area is a white rounded rectangle containing two columns. The left column has a search input field with 'John Doe' and a list item for 'David Test David Test' with a person icon and a checkmark. The right column is titled '1 selected contacts' and contains a single item for 'David Test David Test' with a person icon and a close button. At the bottom left is a red 'CANCEL' button, and at the bottom right is a green 'SAVE CONTACTS' button. A small icon and text '1 places available' are at the bottom left of the page.

To assign the places, click the process button.

The screenshot shows a course details page. At the top left, it says '1 places available'. The course title is 'STEP Advanced Certificate in Administration of Estates - En...'. Below the title are three items: 'Start date: 31/05/2024', 'End date: 31/05/2025', and 'Courses: 5'. In the center is a dark blue 'SELECT DELEGATES' button. At the bottom left, it says '1 places available'. At the bottom right, a green 'PROCESS (1) LEARNING PATHS' button is highlighted with a green border.

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.