

## IMPORTANT – Steps required if you have booked a course 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’

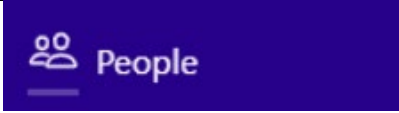
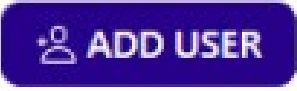
**Step 1 and 2 is required, where the learner does not have access to the Learning Hub**

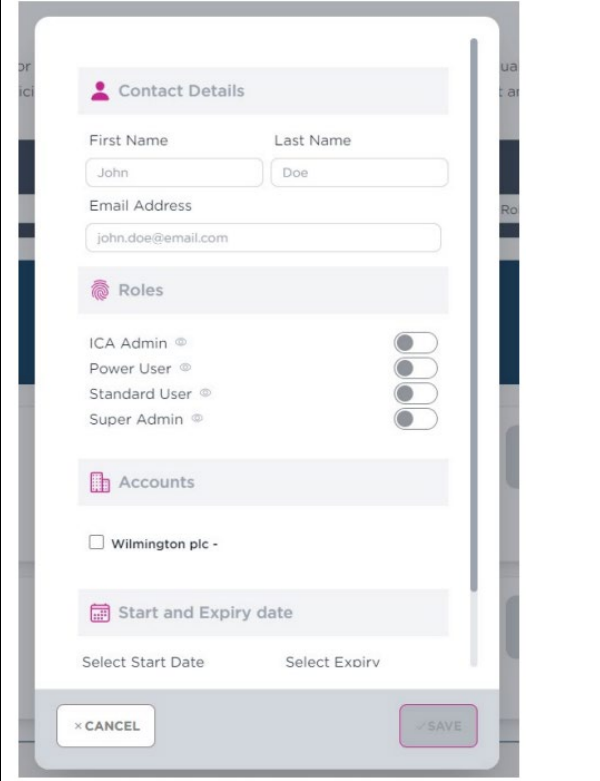
**Step 3 is required, where you have purchased a course on behalf of the learner, and you need to assign the course to the learner**

**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 access to the Learning Hub, you will need to add them via the People feature as per the instructions below:

1. Log into the <a href="#">Learning Hub</a>	
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"> <li>- their contact details,</li> <li>- their role,</li> <li>- the account</li> <li>- start date (defaults to today's date) –</li> </ul> <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 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 <a href="#">People page</a> (top right-hand corner) to access the subscriptions page</p>	
<p>2. Click on Select Delegates to add their subscription</p>	

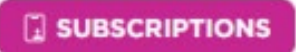

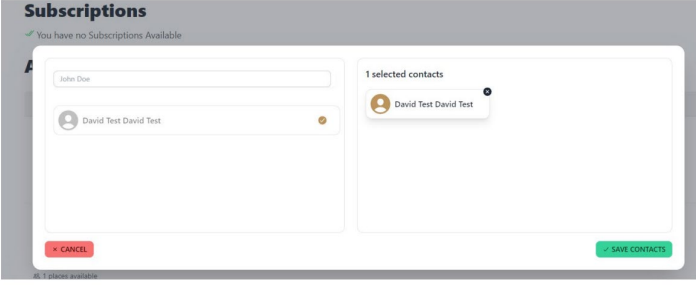
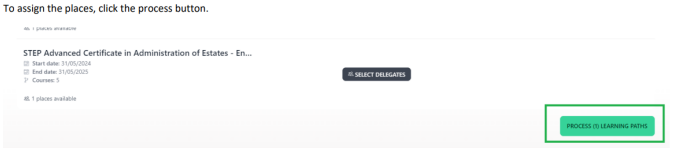
3. To assign their subscription, click the Process Subscriptions button	
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Once you have assigned their Membership Subscription, they will receive a welcome email with further instructions on their next steps.

**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.

1. Click on Subscriptions on the <a href="#">People page</a> (top right-hand corner) to access the Subscriptions page	
2. Assign the Learner a place on the Learning Path or Event booking.  Note: The Learner will only appear in the delegate search for Learning Path and Event booking assignment if they have an active Subscription. See Step 2.	
3. Select the Learner and click Save Contacts.	
4. To assign the places on the course, click the process button	

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.