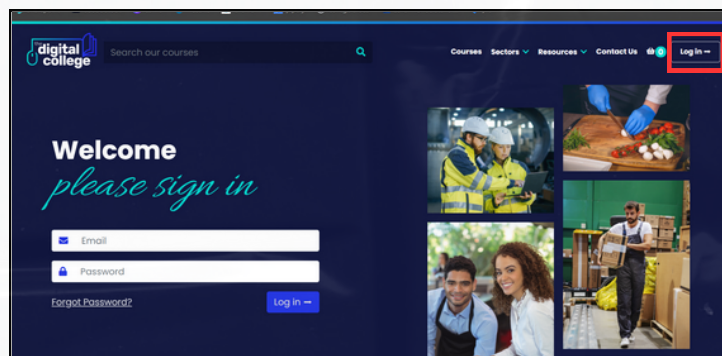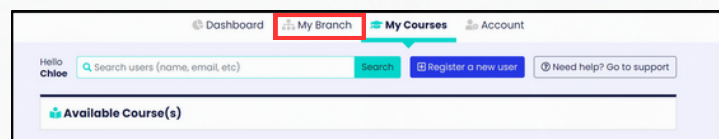# the digital college

USER GUIDE

CONSULTANTS

01 When you land on The Digital College home page, click onto 'Log In', located at the top right.
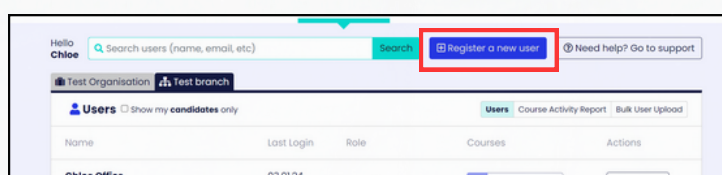
You will be greeted by a page that looks like this:

02 Log in using your email address and password.

03 This will take you to the 'My Courses' page. Click onto 'My Branch' to view all users within the branch.

04 Once you are logged in, you can register users and add courses.

You will then be billed at the end of every month.

05 Once you click 'Register a new user', this page will display.

This will allow you to enter details for them, as well as a unique email address and a password for them to log in with.

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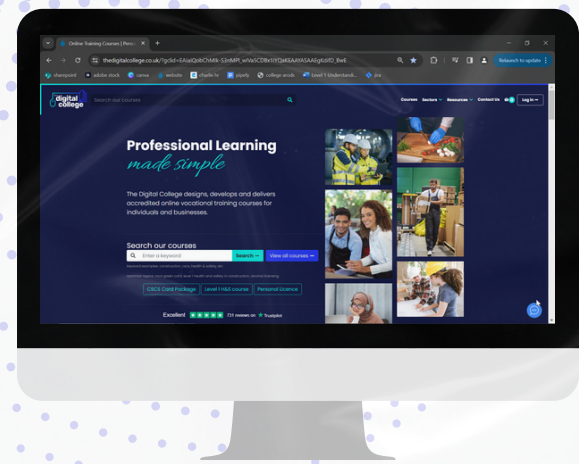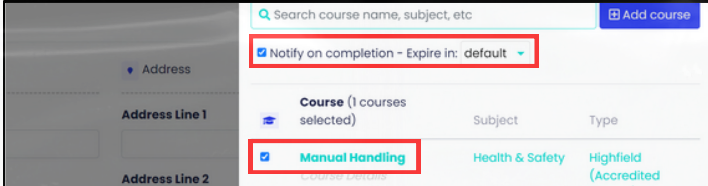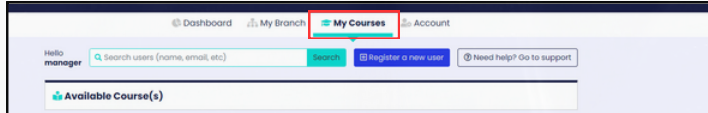
CONSULTANTS

06 Click 'Register' once you've completed all the fields. You can click 'Register & add courses' if you know which courses your user would like.

07 You will be presented with a list of courses. Select the ones you would like, a tick will appear in the box next to the course. Click 'Add Course' and tick 'Notify on completion'. You can choose when the course will expire, or leave it at default, meaning the course will expire after 6 months if not completed.

08 The courses will appear when the learners clicks on to the 'My Courses' button on their account.

09 The user will receive a welcome email to advise them they have a course awaiting completion.

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