

Online Learning Centre

User Guide

This is a guide for learners on how to navigate the Online Learning Centre site at www.tuc-unionlearning.org.uk

How to find the area of the site you are looking for

Once you have entered the Online Learning Centre homepage at www.tuc-unionlearning.org.uk you will find menu options on the left hand side of the page which will link you to pages including support, courses, e-learning and financial.

Navigating the Website

First Steps

Choose Enrolment from the menu option on the left, (under courses) then create a username and password.

You will also be asked to read our payment options, which opens in a new window, once you have finished reading close the window by clicking X in the top right corner and you will return to the enrolment page.

Once you have logged in with a username and password you will be linked to a page titled 'Account created successfully' where you should re-enter your username and password and click the Login button.

Browse Courses

Click to browse Courses. There are many courses to Choose from, they are grouped under four broad subject areas.

Choose a subject area, then click on a more specific subject area for example *Using Computers and Email*.

Now click on a specific course e.g. *Keyboard Skills* for details about that course.

Buying a course

If you decide that you wish to buy the course click on the shopping trolley link *Buy this course*.

If you have not already created a username and password, or have not logged in you will be prompted to do so before you can buy a course.

You will be linked to a page headed '*Items in Shopping Basket*'. Click on Proceed and then tick the boxes that will confirm that you have read and understood our Terms and Conditions and Privacy policy.

Now click the Proceed button, you be linked to a Personal Details page where you will complete the registration form and nominate a time that we can contact you to complete the induction process via the telephone at a time convenient to you.

Finally click the *submit details* button.