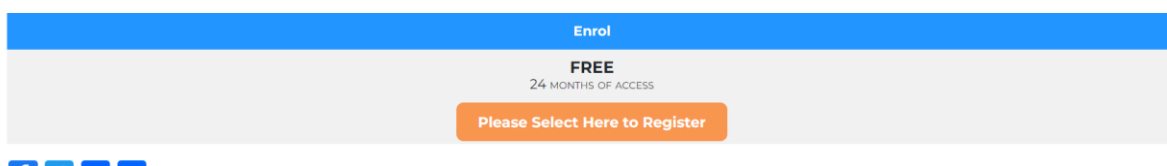


Registering on our site and enrolling on the Supporting Children and Young People's Health course

Registering for the first time

1. If you are attempting to register as a new user then add the following URL to the search bar in the browser window: <https://www.educationforhealth.org/course/supporting-children-and-young-peoples-health-improving-asthma-care-together/>
2. As mentioned on this new screen you will need to scroll down to the 'Please Select Here to Register'



3. This will take you to the registration form to complete as follows:

The screenshot shows a registration form titled 'Supporting Children's Health User Checkout Form'. At the top left is the 'education for health' logo with the tagline 'SUPPORTING HEALTH IMPROVEMENT DELIVERING KNOWLEDGE & KNOW-HOW'. At the top right, there is contact information: 'T: +44 (0)1926 493313 | E: info@educationforhealth.org' and social media icons for Facebook, Twitter, and LinkedIn. Below this is a navigation bar with icons for 'ONLINE SHOP', 'BASKET', 'MY ACCOUNT', 'SEARCH', and 'MENU'. The main content area contains the following text: 'Please complete the following details to register on our site.' followed by a horizontal line and the instruction: 'PLEASE COMPLETE THE FOLLOWING REGISTRATION FORM AND SELECT SUBMIT. ONCE SUBMITTED THIS FORM WILL APPEAR AGAIN BUT YOU WILL NOT NEED TO RE-ENTER YOUR DETAILS JUST SCROLL TO THE BOTTOM OF THIS SCREEN AND CHOOSE THE ENROL OPTION'. The form fields are: 'Name (Required)' with 'First' and 'Last' sub-fields; 'Email (Required)' with 'Enter Email' and 'Confirm Email' sub-fields; 'Username (Required)'; 'Password (Required)' with 'Enter Password' and 'Confirm Password' sub-fields; 'Workplace Postcode (Required)' with a character count '0 of 8 max characters'; and 'Job Title (Group) (Required)' with a dropdown menu showing 'Please choose'. A 'Submit' button is located at the bottom left of the form.

4. When fully completed choose the 'Submit' button.

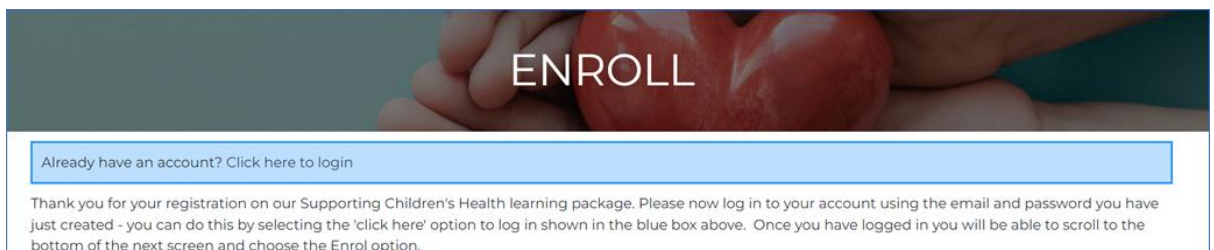
- If there is an error at this point it is likely that you have already registered using that email address (as per the following screenshot) - if that is the case then you may have forgotten your password and will need to request a new password (see **Requesting New Password** instructions below). If you can remember the password you used to attempt to enrol previously then please move to the **Registered but not Enrolled** section below:

The screenshot shows a registration form with the following fields and values:

- Name (Required):** First name: Brian, Last name: Kilburn
- Email (Required):** Enter Email: fckilburn@blueyonder.co.uk, Confirm Email: fckilburn@blueyonder.co.uk
- Username (Required):** bckilburn
- Password (Required):** Enter Password: [masked], Confirm Password: [masked]
- Workplace Postcode (Required):** CV35 9TD (8 of 8 max characters)

An error message is displayed in a red box: "This email address is already registered".

- If successful, you will see the following screen (and need to select the words 'Click here to login' in the blue bar):



- Enter the email address and password you have just created and select the Login button

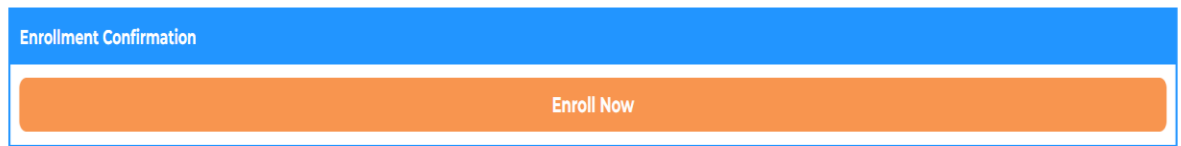
The screenshot shows a login form with the following fields and values:

- Email Address *:** fckilburn66@gmail.com
- Password *:** [masked]
- Login button:** An orange button labeled "Login".
- Remember me:** An unchecked checkbox labeled "Remember me".
- Lost your password?:** A link labeled "Lost your password?".

- It may give you an error message as follows but the box in blue will tell you that you are logged in (we are working on removing the incorrect error). As per the note please scroll down to the bottom the screen and choose the enrol option

The screenshot shows an error message in a red box: "Error: The password you entered for the username bckilburn is incorrect. Lost your password?". Below the error message is a blue bar with the text: "You are currently logged in as fckilburn66@gmail.com. Click here to logout". Below the blue bar is the heading "Supporting Children's Health User Checkout Form" and the text "Please complete the following details to register on our site." At the bottom of the form, there is a note: "PLEASE COMPLETE THE FOLLOWING REGISTRATION FORM AND SELECT SUBMIT. ONCE SUBMITTED THIS FORM WILL APPEAR AGAIN BUT YOU WILL NOT NEED TO RE-ENTER YOUR DETAILS JUST SCROLL TO THE BOTTOM OF THIS SCREEN AND CHOOSE THE ENROL OPTION".

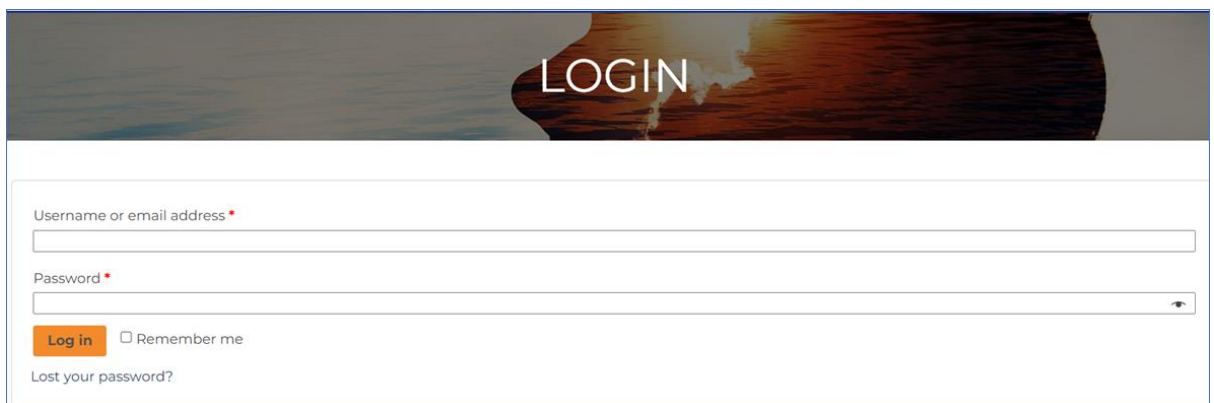
9. You will see the following option at the bottom of the screen which was not available prior to registering



10. You will then be enrolled on the course and will be taken to the content and can continue with the learning.

Returning to your learning

1. Once you have left the learning, if you want to return then enter the following URL: www.educationforhealth.org/my-account/ which will take you to our website login screen.

A screenshot of a login page. At the top, the word 'LOGIN' is displayed in white over a dark background. Below this is a white form with two input fields: 'Username or email address *' and 'Password *'. Below the password field is a 'Log in' button and a checkbox labeled 'Remember me'. At the bottom of the form, there is a link that says 'Lost your password?'.

2. Enter your email address and password and select 'Log in'
3. From the bar on the left, select 'My Courses'

MY ACCOUNT	H
DASHBOARD	Fr
ORDERS	
MEMBERSHIPS	
DOWNLOADS	
MY COURSES	
MY GRADES	
MY ACHIEVEMENTS	
MY CERTIFICATES	
NOTIFICATIONS	
COMMUNICATION	
CODES	
ADDRESSES	
PAYMENT METHODS	
ACCOUNT DETAILS	
LOG OUT	

4. Click on the course header which will appear as follows and you will be returned to your learning.

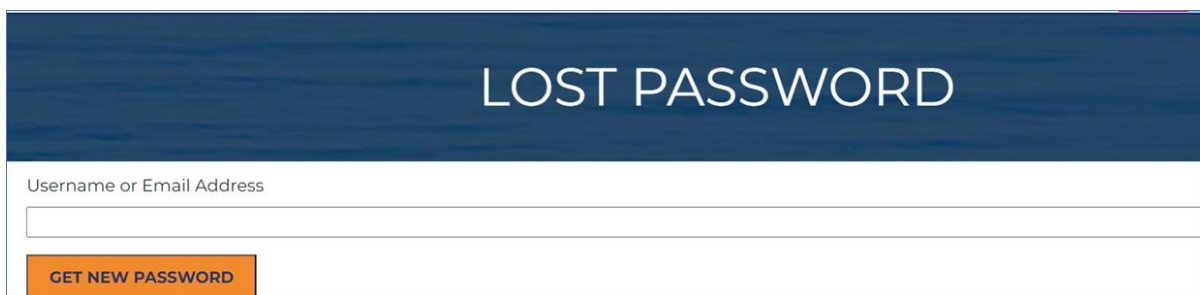


Requesting New Password

1. enter the following URL: www.educationforhealth.org/my-account/ which will take you to our website login screen. The following screen will be presented.

The image is a screenshot of a login page. At the top, the word 'LOGIN' is displayed in white over a dark background with a sunset or sunrise over water. Below this is a white form box containing two input fields: 'Username or email address' and 'Password'. Below the password field is an orange 'Log in' button and a 'Remember me' checkbox. At the bottom of the form box is a link that says 'Lost your password?'.

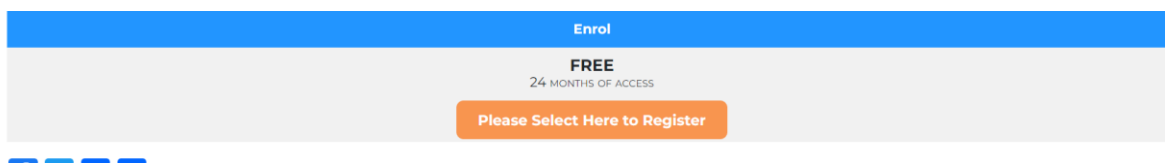
2. Select the words 'Lost your password?'
3. You will need to enter your email address on the screen presented and then select the button 'GET NEW PASSWORD'.



Registered but not Enrolled

If you are still struggling to access the course, you may have registered on our site but didn't make it through to enrolling on the course (so have tried to register again but get an error saying the email is already in use). In this case, please do the following.

1. Go to the following URL: <https://www.educationforhealth.org/course/supporting-children-and-young-peoples-health-improving-asthma-care-together/>
2. Scroll down the screen to this message and button:



3. Select 'Please Select Here to Register'
4. As you have already completed the registration form just select the option 'Already have an account? Click here to login' in the blue bar.



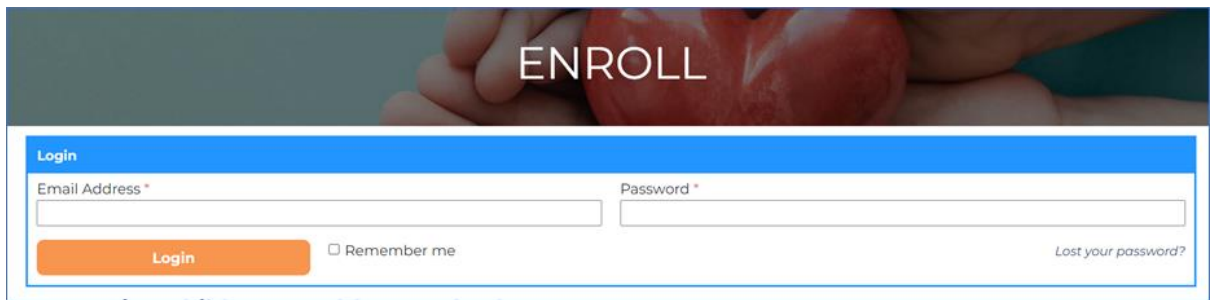
Already have an account? Click here to login

Supporting Children's Health User Checkout Form

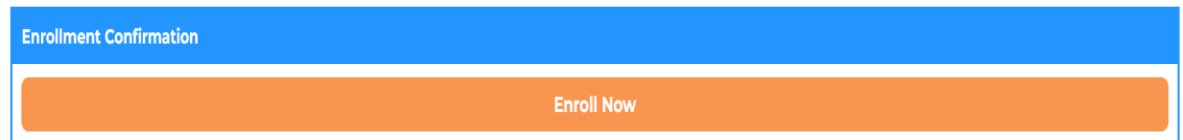
Please complete the following details to register on our site.

PLEASE COMPLETE THE FOLLOWING REGISTRATION FORM AND SELECT SUBMIT. ONCE SUBMITTED THIS FORM WILL APPEAR AGAIN BUT YOU WILL NOT NEED TO RE-ENTER YOUR DETAILS JUST SCROLL TO THE BOTTOM OF THIS SCREEN AND CHOOSE THE ENROL OPTION

5. Enter the email address and the password used to set up the account initially and select 'Login'




6. Scroll down the next screen till you get to the following message and select 'Enrol Now'

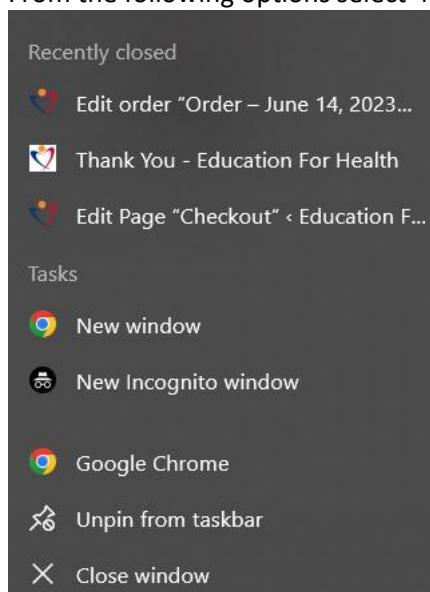


Accessing learning on a shared device

Sometimes you will need to access the learning on a shared device and the previous user has already logged in. In order to quickly and easily access as yourself (and not the previous user) we advise to use an incognito or inprivate copy of the browser – which will not retain any details of the previous user. To do this follow the instruction below which are dependent on the browser you are using.


Google Chrome – when using a single device:

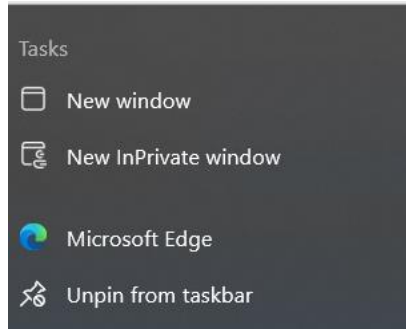
1. Right-click the Google Chrome Icon 
2. From the following options select 'New Incognito Window'



3. A new window will open which will not retain any registration or login details from the previous user.

Microsoft Edge – when using a single device:

1. Right-click on the Microsoft Edge Icon 
2. From the following options select 'New InPrivate Window'.



3. A new window will open which will not retain any registration or login details from the previous user.