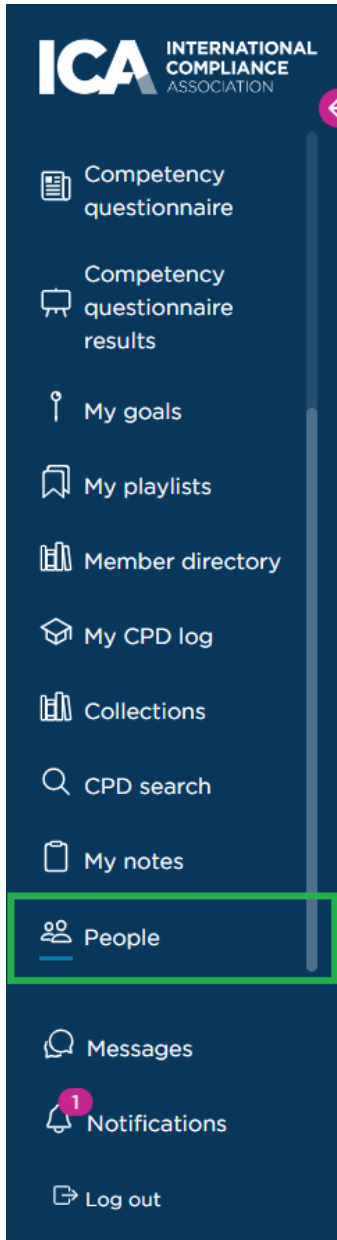


# Getting started

This guide explains how to create your profile in the Learning Hub to access your course, ICA membership and (if you're studying a course that has virtual classrooms) assign yourself to relevant groups or 'learning paths'.



If you are not already an ICA member in the Learning Hub, you will need to add yourself via the **People** feature as per the instructions below.

## Adding yourself as 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.



**Filters** ^

John Doe  Select Role  Active   Show expired

The image shows a mobile-style user creation form with the following sections:

- Contact Details:** Fields for First Name (John), Last Name (Doe), and Email Address (john.doe@email.com).
- Roles:** Four toggle switches for ICA Admin, Power User, Standard User, and Super Admin, all currently turned off.
- Accounts:** A checkbox for "Wilmington plc" which is currently unchecked.
- Start and Expiry date:** Two date selection fields labeled "Select Start Date" and "Select Expiry".

At the bottom of the form are two buttons: "× CANCEL" and "✓ SAVE".

Complete the fields within the form, including your contact details, role, account and start date (which defaults to today's date – please note, this is the date at which you will be able to access to the Learning Hub and membership resources, not the date at which your qualification or course starts), click **SAVE**.

Your 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. **You will only be able to access the hub if you have assigned a Membership Subscription (see below for instructions), therefore this should be completely immediately after adding yourself as a user.**

# Assigning your ICA membership subscription

Click on **Subscriptions** on the people page to access the subscriptions page.

## 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.

UPLOAD USERS   ADD USER

**SUBSCRIPTIONS**

**Filters**

John Doe   Select Role   Active   Show expired   RESET FILTERS

Click on **Select Delegates** and add your subscription.

## Subscriptions

### Available Subscriptions

**ICA Associate membership (ICT)**

Start date: 30/05/2024  
End date: 29/05/2025  
Available: 1


**SELECT DELEGATES**




Click **Save Contacts**.


To assign your membership subscription, click the **Process Subscriptions** button.


# Subscriptions

## Available Subscriptions

 **ICA Associate Membership**

 Start date: 06/03/2024  
 End date: 06/03/2025  
 Available: 1

 **EDIT DELEGATES**



**PROCESS (1) SUBSCRIPTIONS**

Once you have assigned yourself a Membership Subscription, you will receive a welcome email with further instructions on your next steps.

## Assigning qualifications and courses

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.

On the People page, click on **Subscriptions** to access the Subscriptions page.

# 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.

UPLOAD USERS

ADD USER

SUBSCRIPTIONS

## Filters

John Doe

Select Role

Active



Show expired

RESET FILTERS

Click on **Select Delegates**.

## Assign Bookings

### EVENT DETAILS

### DELEGATES

#### MLRO W&GS

Jun 5, 2024 11:00 AM to 12:00 PM

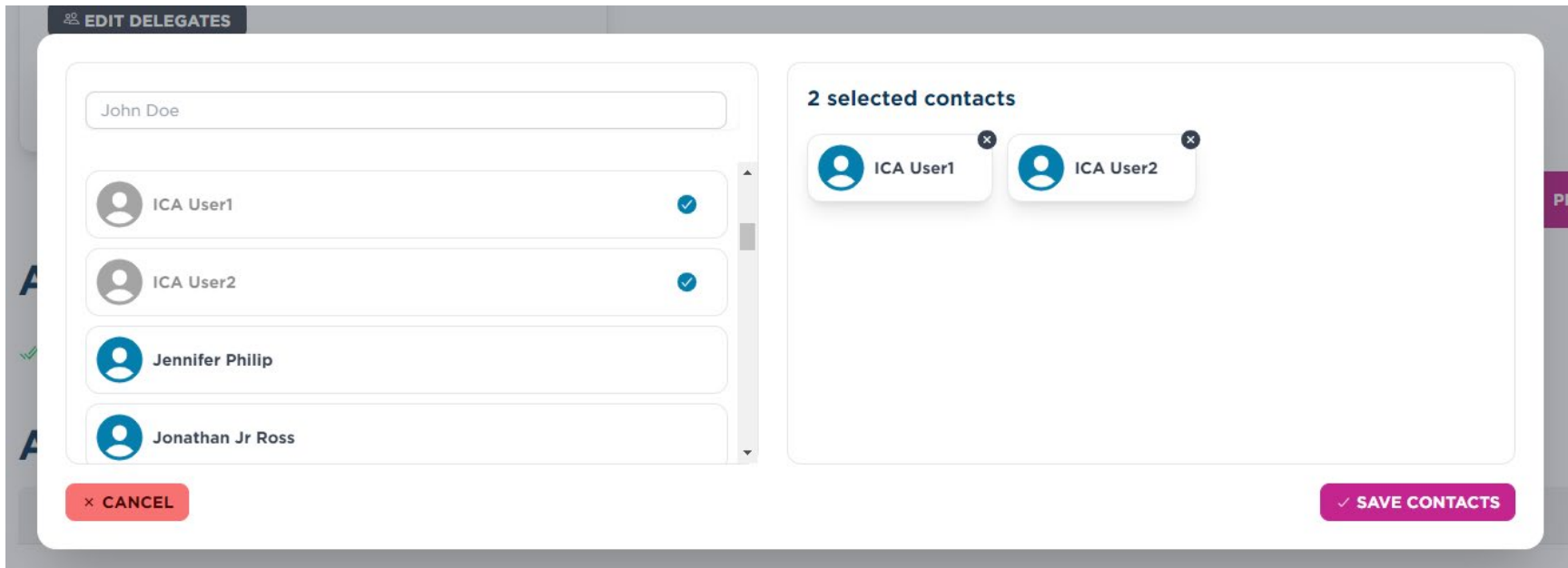
5 places available

SELECT DELEGATES

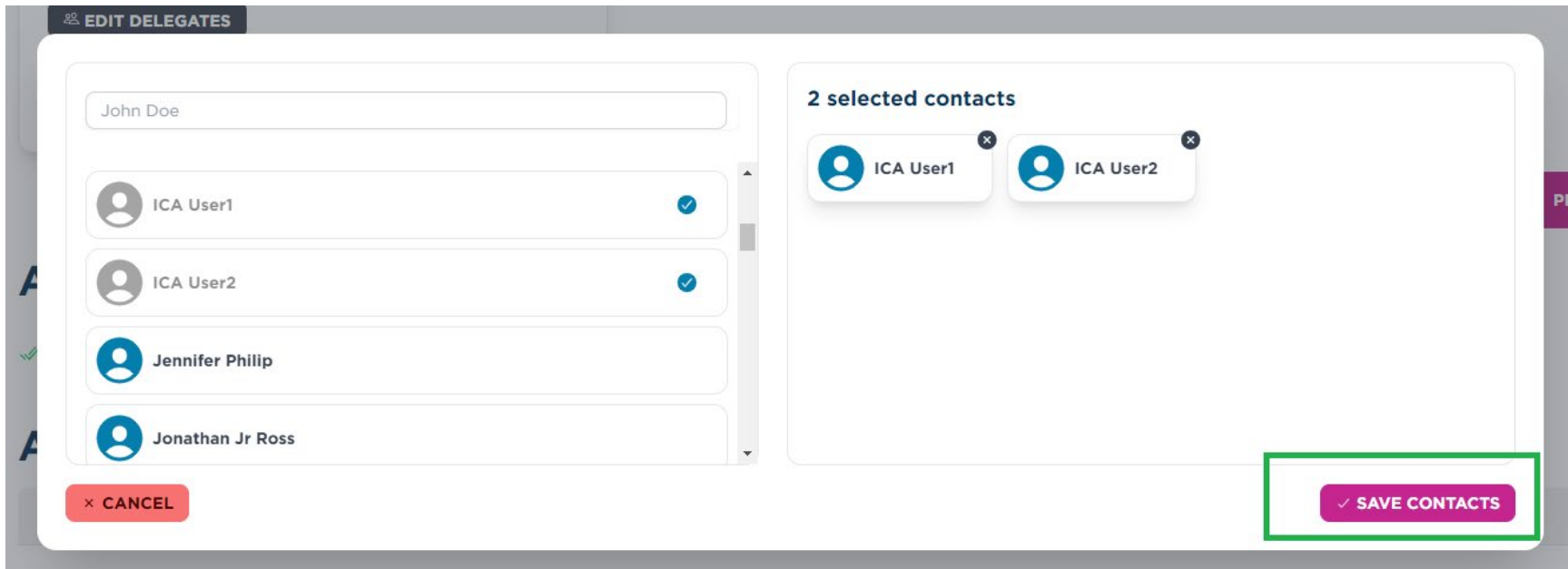
ADD DELEGATES TO BOOKINGS

Assign yourself a place on the Learning Path or Event booking.

**You will only appear in the delegate search for Learning Path and Event booking assignment if you have a Membership Subscription.** If you wish to assign a Learning Path and or Event, you must assign your Membership Subscription first.



When you have selected yourself, click **Save Contacts**.



To assign the places on your course, click the process button.

# Assign Bookings

EVENT DETAILS

**MLRO W&GS**  
Jun 5, 2024 11:00 AM to 12:00 PM  
3 places available

DELEGATES

EDIT DELEGATES

ICA User1 ICA User2

PROCESS (2) BOOKINGS

Once you have assigned yourself a Learning Path or Event booking, you will receive a booking confirmation email and will find learning paths in the **Book Virtual Classroom** page, where you can select your preferred classroom times and your Virtual Classroom sessions and Assessments will be visible in the **Course Calendar** feature.