User Guide for the Sector Awareness and Provider Preparedness Programme's Digital Learning Platform

The Digital Learning Platform is where you can register for both our in-person and virtual events, training, and access eLearning courses.

Step 1: Create your account or sign in

Visit https://learning.ncb.org.uk/AccountLogin.aspx and either sign in if you already have an account, or register for an account if you are a new user.

If you are a new user, you will be asked to fill out the below form:

Home >User Profile

User Profile

User Information

First Name*

Last Name*

Email Address*

Organisation*

Job Title*

Which region do you work in?*   -select one-

Please let us know about any access
requirements

Password must be 8 characters or longer and contain an upper and lowercase character, a number, and a special character.

Password*

Confirm Password*

Confirm the text shown below*
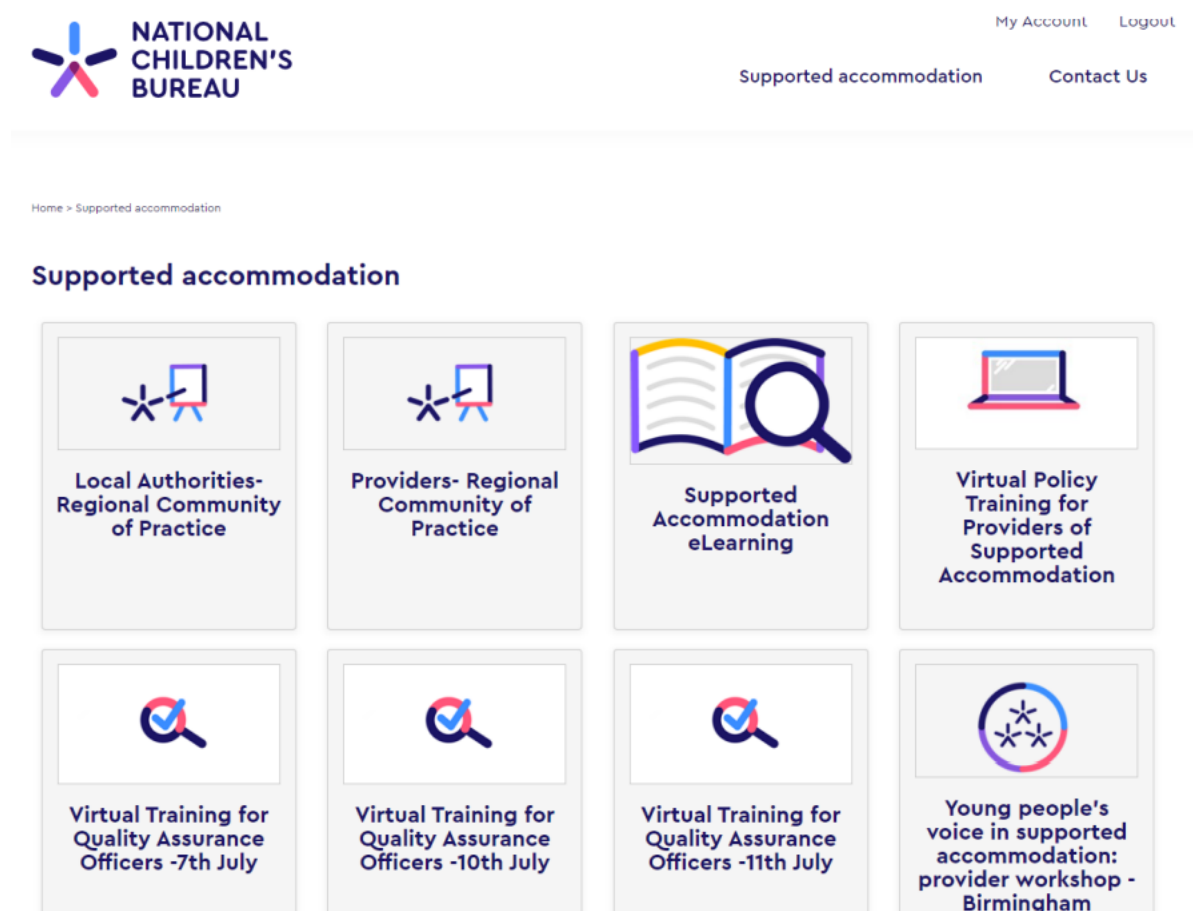
SMN **GYP**

Submit

Step 2: Search for events, training and opportunities

Once you have created your account you will be able to sign-up to any of activities on this platform.

If you have been provided with the direct link to an event, you will now be able to access it.

Or, you can view all our activities at the link below and select what you would like to sign-up to. Below is an example of some of the activities we have had on offer previously.
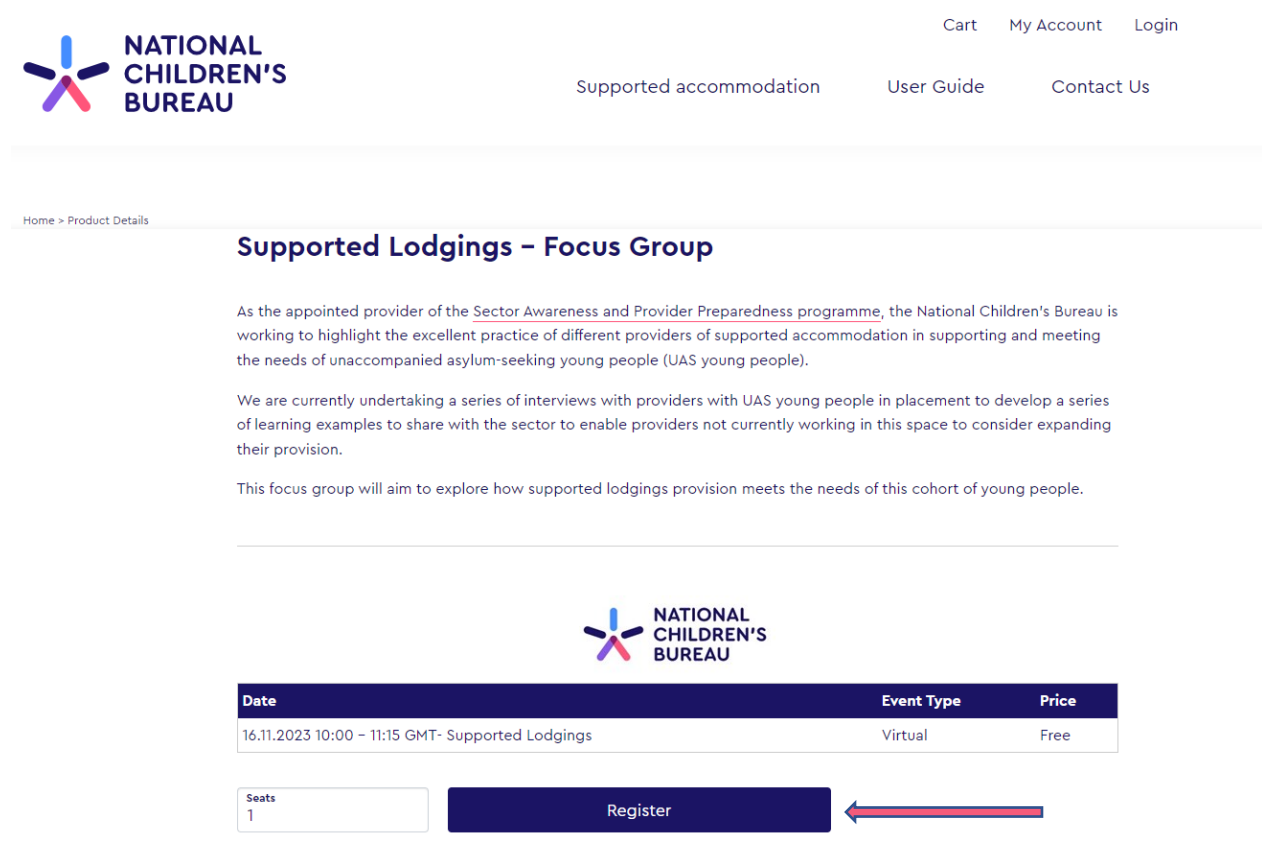
https://learning.ncb.org.uk/productsubcats.aspx?subcatid=33

Step 3: Complete your booking registration

After clicking on the activity of your choice, you will then see the details (we have provided an example event below) and at the bottom of the page you will have the option to 'register'.

We kindly request one ticket per person and if multiple colleagues would like to sign up, please share the link with them so that we can accurately monitor attendance.

Step 3: view the event details

The following page will then appear, allowing you to access event details such as the date and time and any related materials. **When it's time to join the meeting, simply click on "Launch."**

Home > My Home Page > My Materials > Supported Lodgings – Focus Group

⊖ **Supported Lodgings – Focus Group**

You have successfully registered!

Please return here at the time of the event and **click 'launch' to join the meeting**

Item	Status	
Microsoft Teams Joining Link 16.11.2023 10:00 – 11:15 GMT (Virtual) Please **click 'launch'** to join the meeting.	Not attended/Incomplete	Launch
Agenda *You will be notified by email if an agenda is available to view in advance.*	Completed	Launch File
Meeting slides *You will be notified by email after the session when the meeting slides are uploaded.*	Completed	Launch File

Date

Time

Click here to join the meeting.

Click on 'Launch File to view the documents.
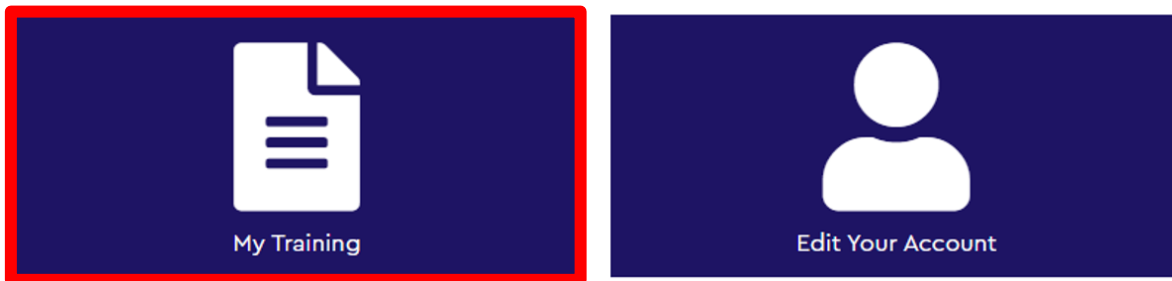
ⓘ **You have not yet attended/passed this course.**

Step 4: View your account

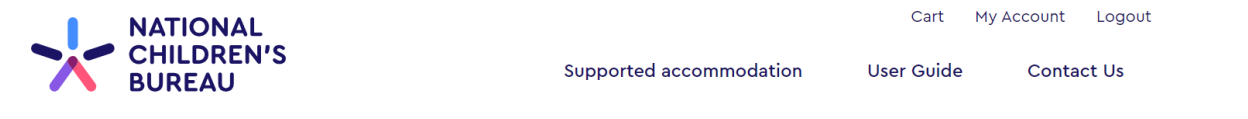You can view your account details and profile at any time by [logging in](#) and clicking on 'My Account'.
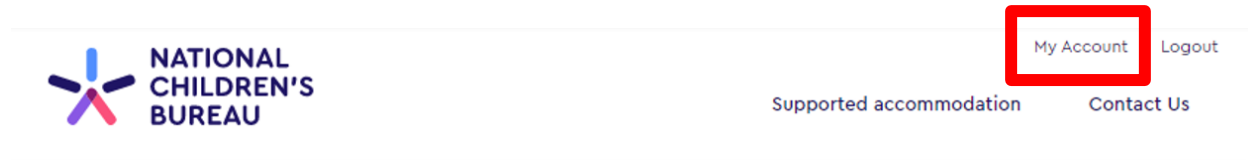
Click on 'My Training' to view the details. If you have registered for multiple activities, you will see a list of all activities you are registered for and view the details including the joining link and relevant documents (agendas, slides, etc)

You will be able to access any future events, training and eLearning opportunities on the Digital Learning Platform. If you have any issues using the platform or have any questions about the event please contact **sapp@ncb.org.uk**