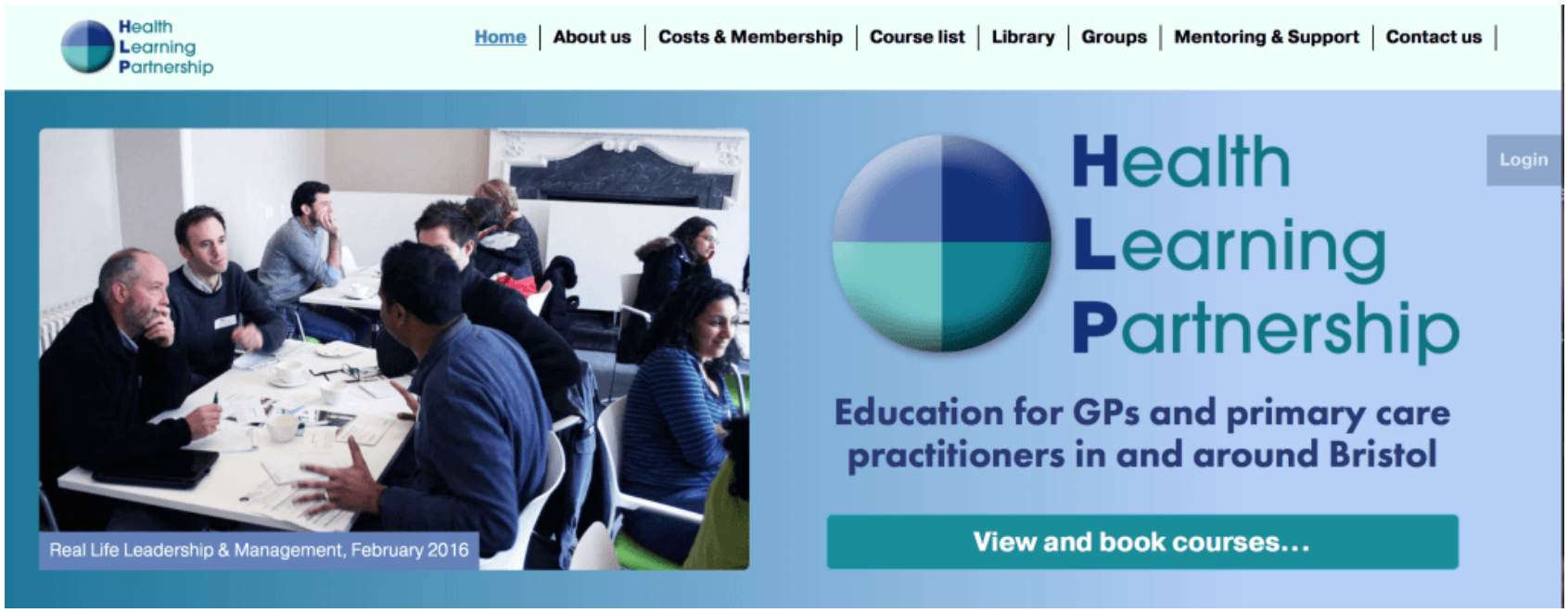
HLP website user guide



This user guide provides a brief summary of main functions of the health learning partnership (HLP) website available at: www.healthlearningpartnership.co.uk

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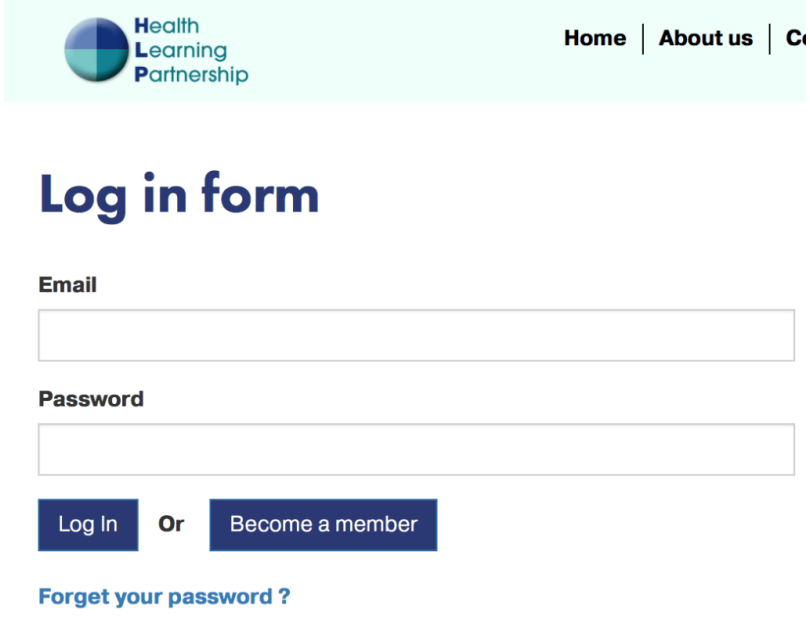
Logging in

- Click the login button to right hand side of any page within the website this will take you to the log in form.

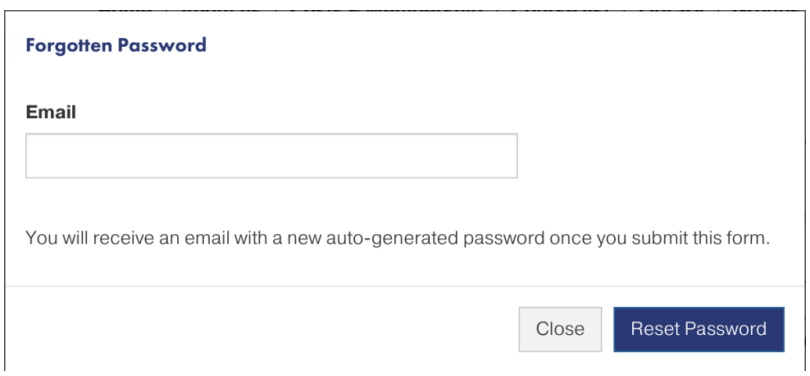


- Please enter your email address and password. You will have received an email confirming your account username and password when you registered your account.
- This email is automatically sent from our no-reply@healthlearningpartnership.co.uk address.

- **If you have not received this email please check your junk mail folder.**
- **To stop the emails going to junk mail please add no-reply@healthlearningpartnership.co.uk to your safe sender list.**

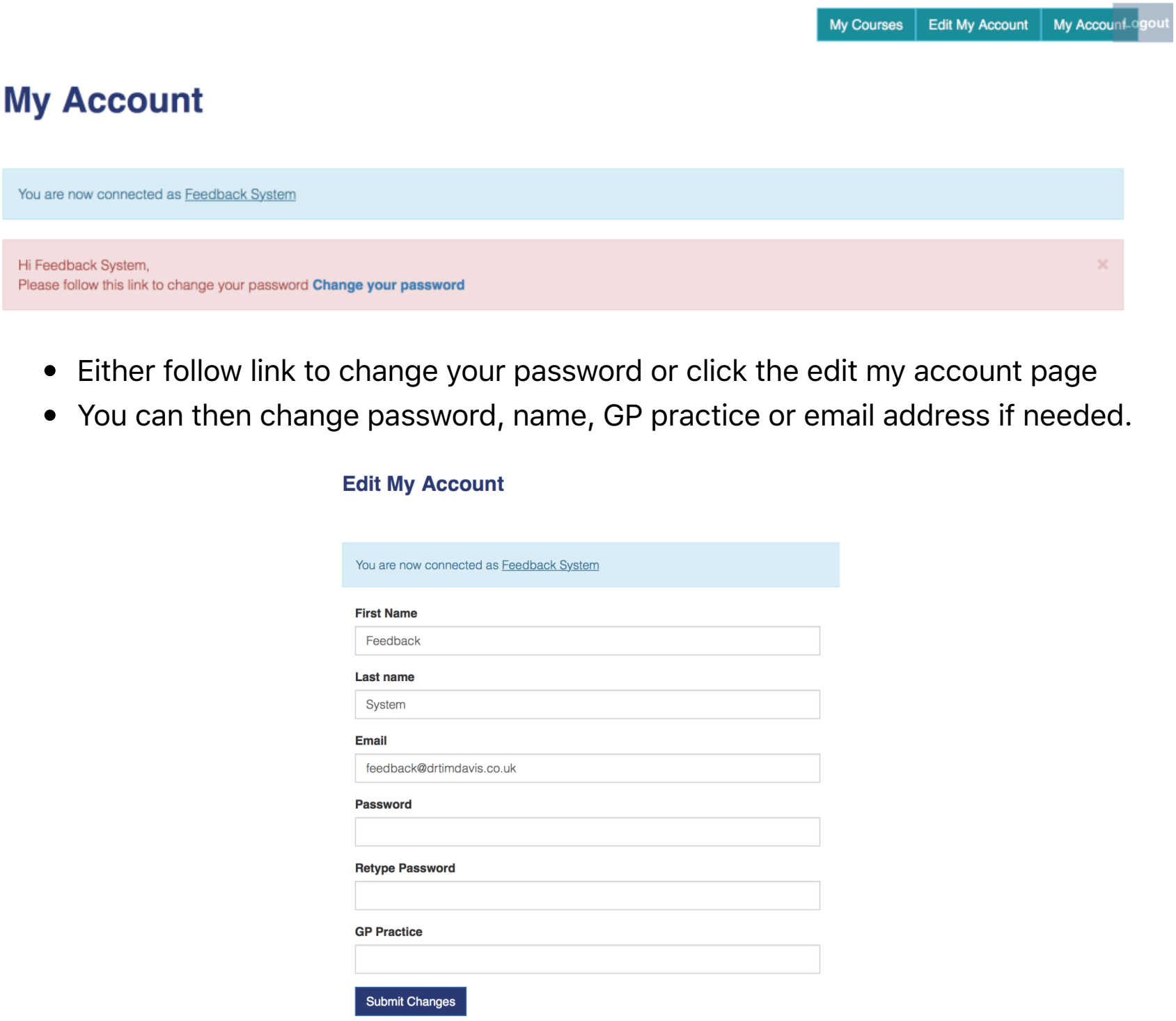
Resetting password

- If you have forgotten your password the website can reset and send a new password to your registered email address.
- *Please make sure you have added no-reply@healthlearningpartnership.co.uk to your safe sender list before doing this if the previous emails have gone to your junk folder.*
- Click the forgotten password link from the log in form and then enter your email and press reset password. You will receive an email with the new password details.



Changing password

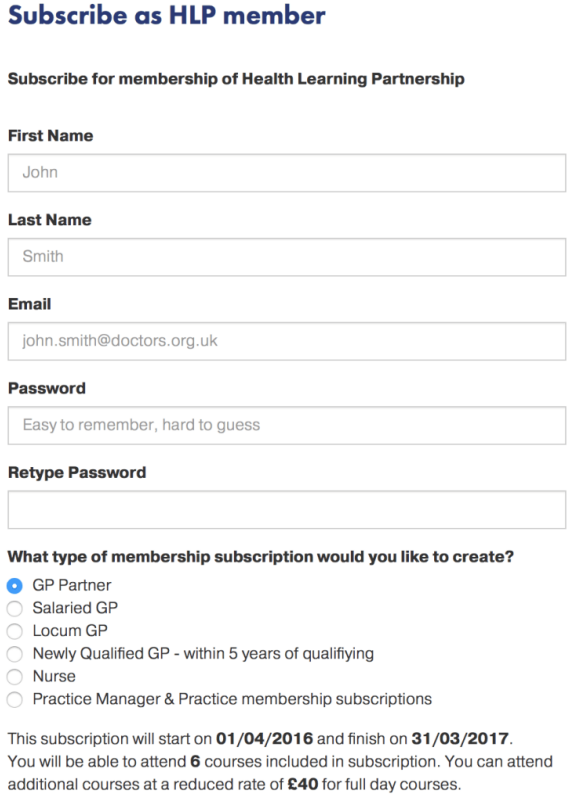
- If you have a new account or you have just reset password the system will prompt you to change your password to something that is easier for you to remember.



- Either follow link to change your password or click the edit my account page
- You can then change password, name, GP practice or email address if needed.

Becoming a member

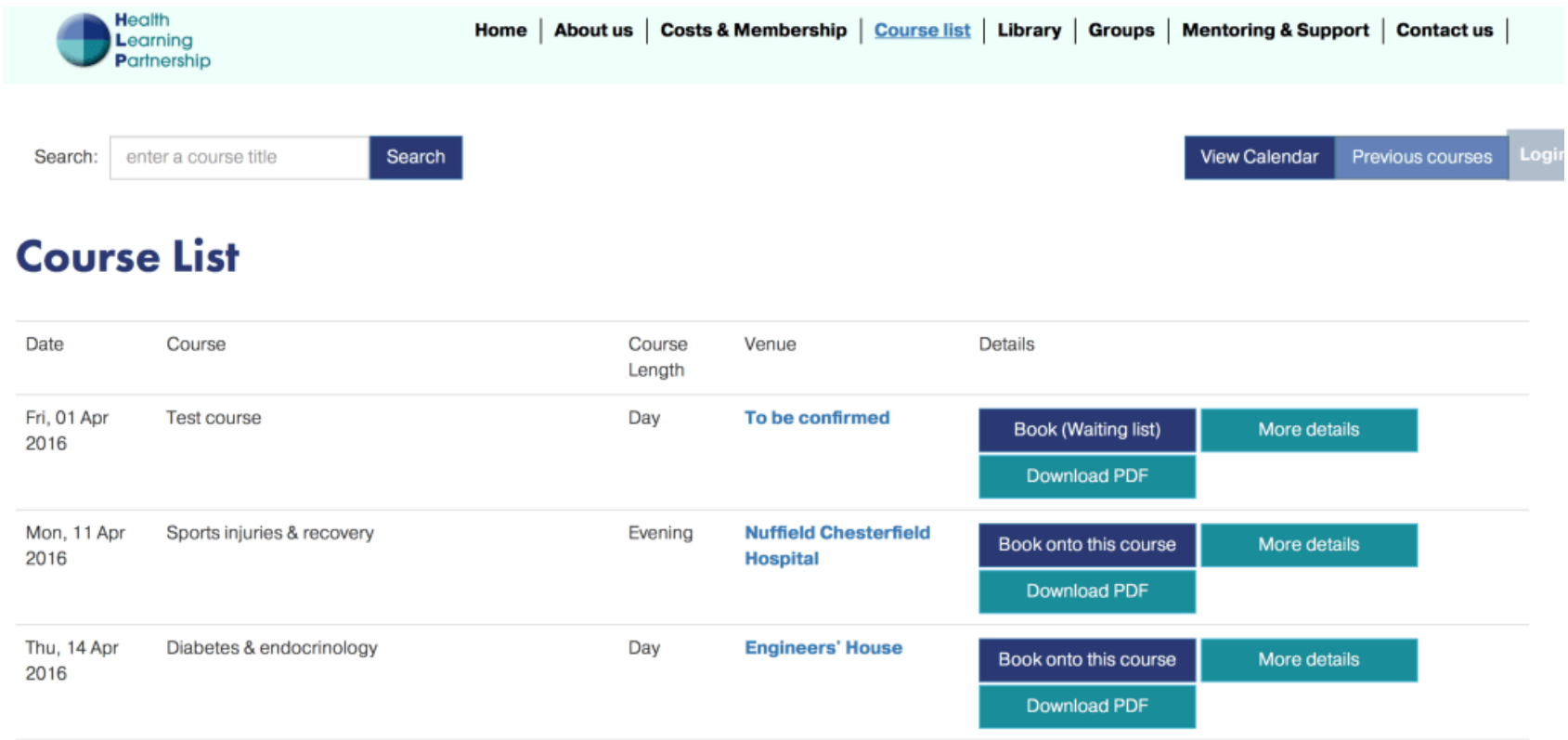
- You can find out more details of the benefits of being a member from the costs & membership page. If you decide to become a member you will need to go to the subscribe as HLP member page.



- Please enter your details into the form and select type of membership you'd like to create. This form will show current details for each type of subscription which includes; subscription period, number of courses included and costs of attending additional courses.
- After paying online through paypal you will receive a confirmation email that your account has been created. If you encounter any problems with paying or are unable to use paypal please contact us at enquiries@healthlearningpartnership.co.uk

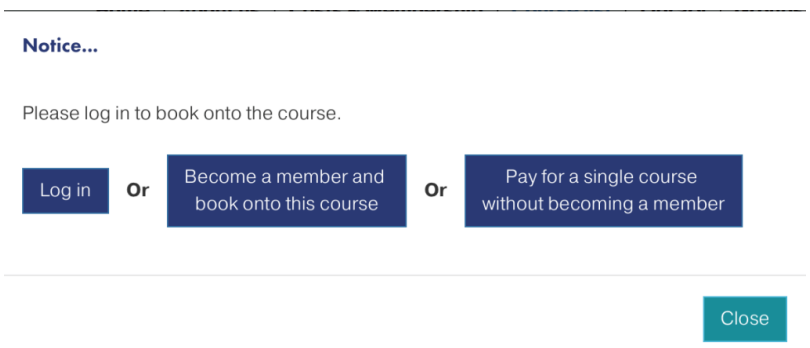
Booking a course

- Go to the course list page to view all available courses

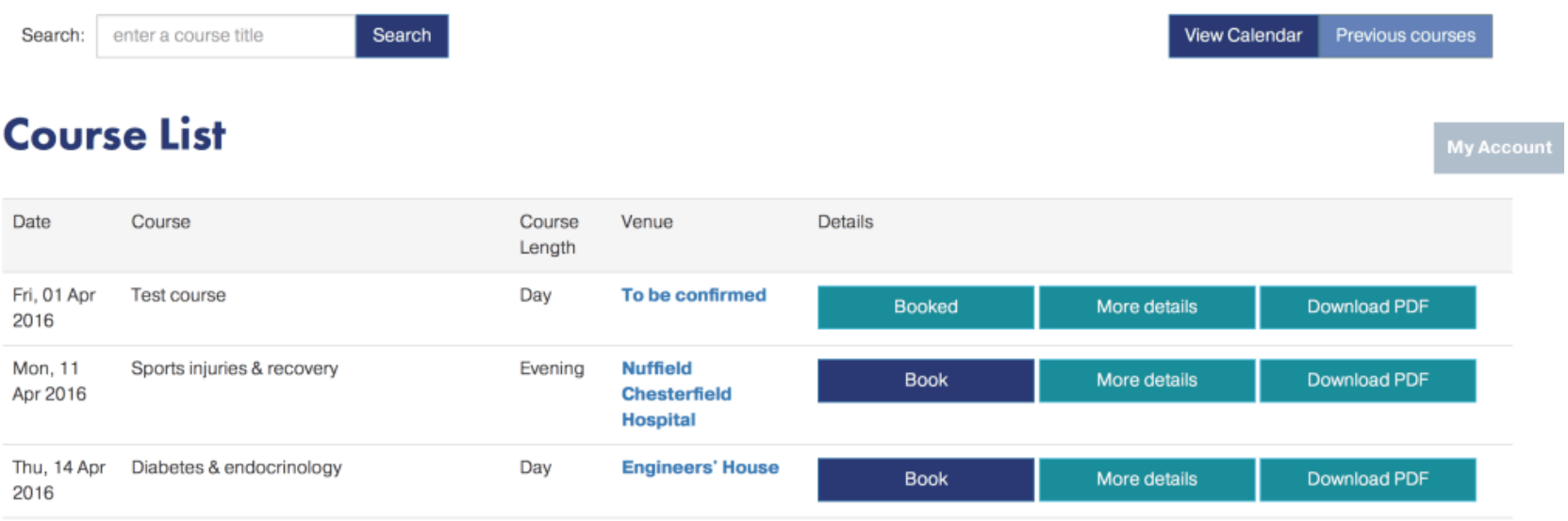


- You can search for a course by title here and click to book onto a course.

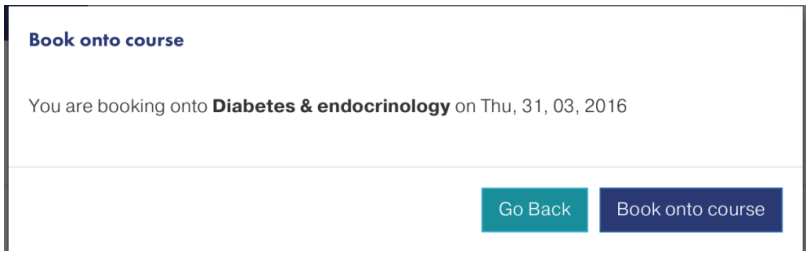
- If the course is full it will display Book (Waiting list) and once logged in you can add yourself to the waiting list.
- After clicking to book onto a course you are given three options; log in, become a member and book onto this course and pay for a single course without becoming a member.



- If you already have an account with the website please use the log in button. Once logged in you will see a screen that shows what courses you are already booked onto and the option of booking onto a course.



- Click the book button and a confirmation screen will show course name and date of course and ask you to confirm your booking.



Booking and paying for a single course

- If you would like to pay for a single course then please go to course list page and click book onto course
- Then click button saying pay for single course without becoming a member.

Booking course as non member

- If you are already registered on the website then log in as above and go to course

list select course you would like to join

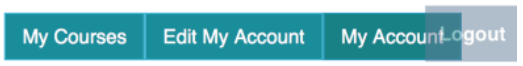
- For groups such as newly qualified GP there is no additional charge and you would follow link to create an account then log in and book as above..

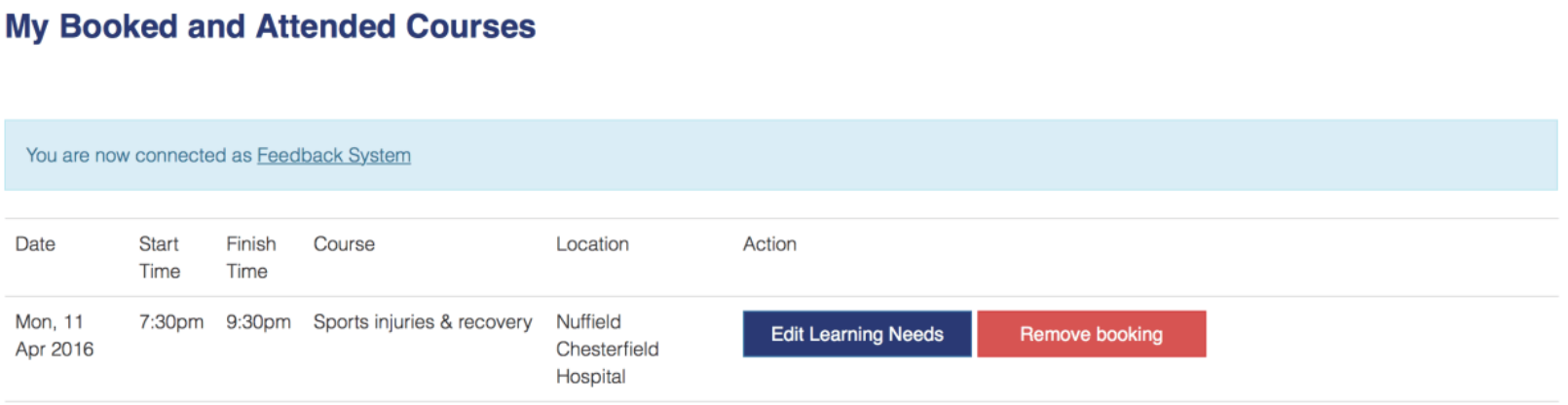
Booking an extra course as a member

- Once all subscription entitlement is used up you can book onto extra courses
- Follow same instructions as above to book onto a course

Submitting learning needs

- You will receive an email once booked onto a course with a link to submit your pre course learning needs.
- You can submit and also edit your learning needs before the course starts by going to the my account section (button on top right of your screen) then my courses then selecting edit learning needs.





After attending a course

Feedback

- You will receive an email with a link to create feedback
- There is also a button called give feedback when logged in on the my attended course page

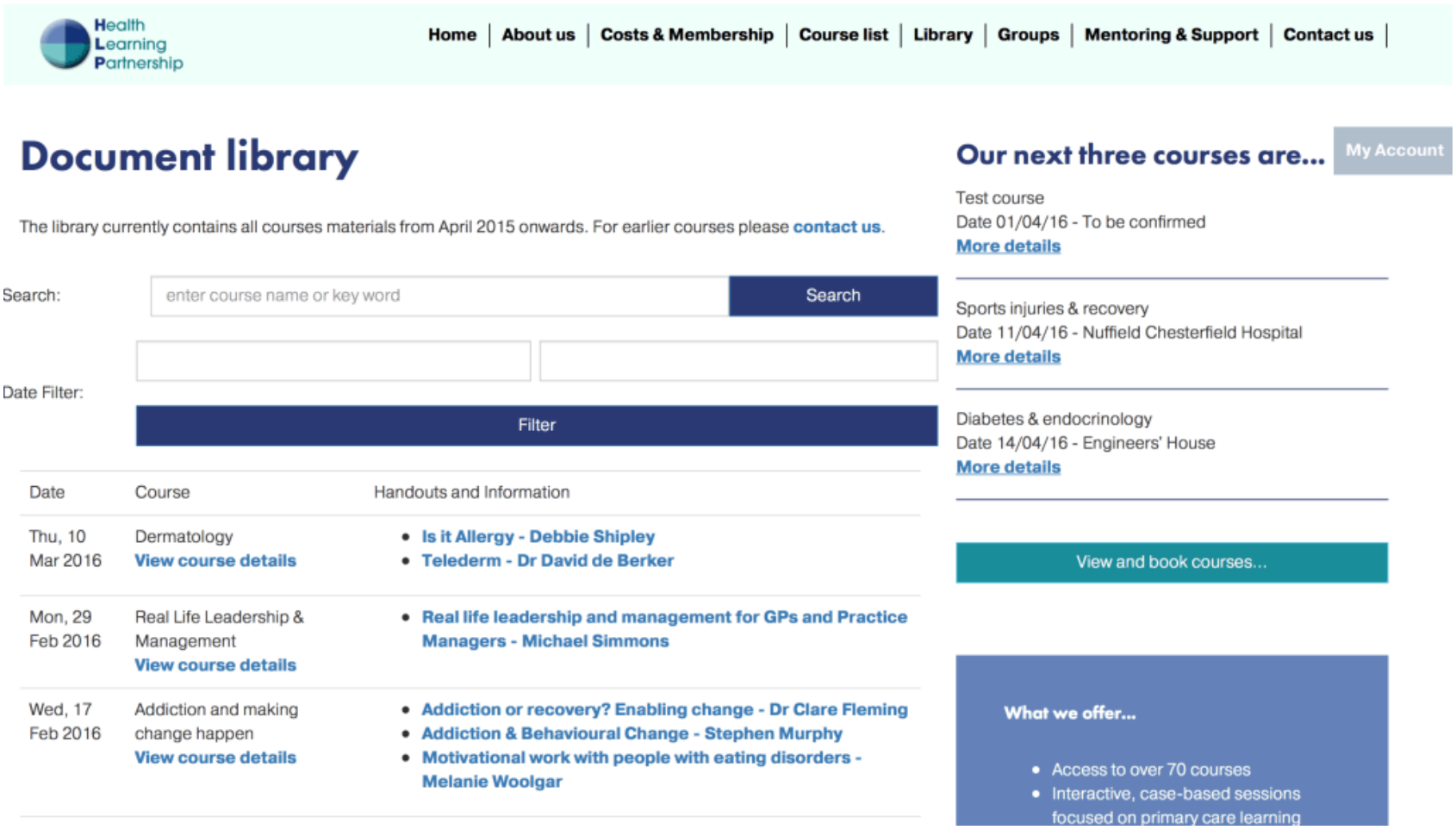
Course certificate

- The system automatically creates a certificate after you follow link to give feedback
- Course certificate is stored online and can be downloaded as a pdf to be used in appraisals or reflective portfolios.
- It includes learning needs, RCGP domains and GMC domains as standard
- It has option to add reflection after the course in the same way our previous

reflection upon learning form worked

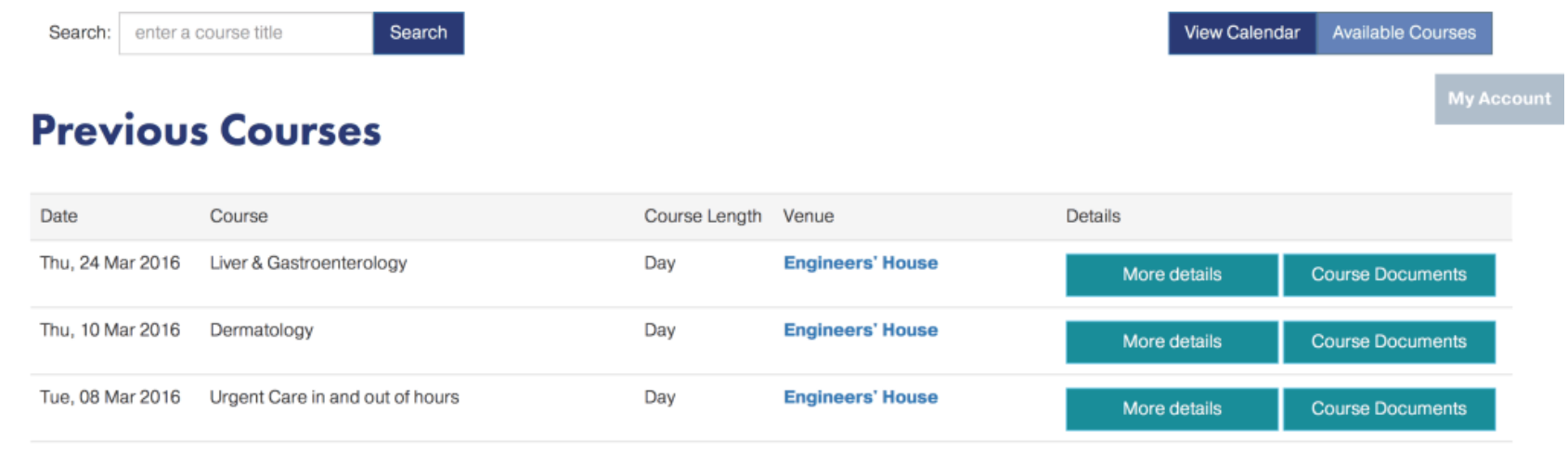
Viewing handouts

- You can access course documents from the library, this has the ability to search by course name or key word.
- Library can also be filtered by dates.
- Only courses that have documents linked to them will show in this library.



Finding handouts from a previous course

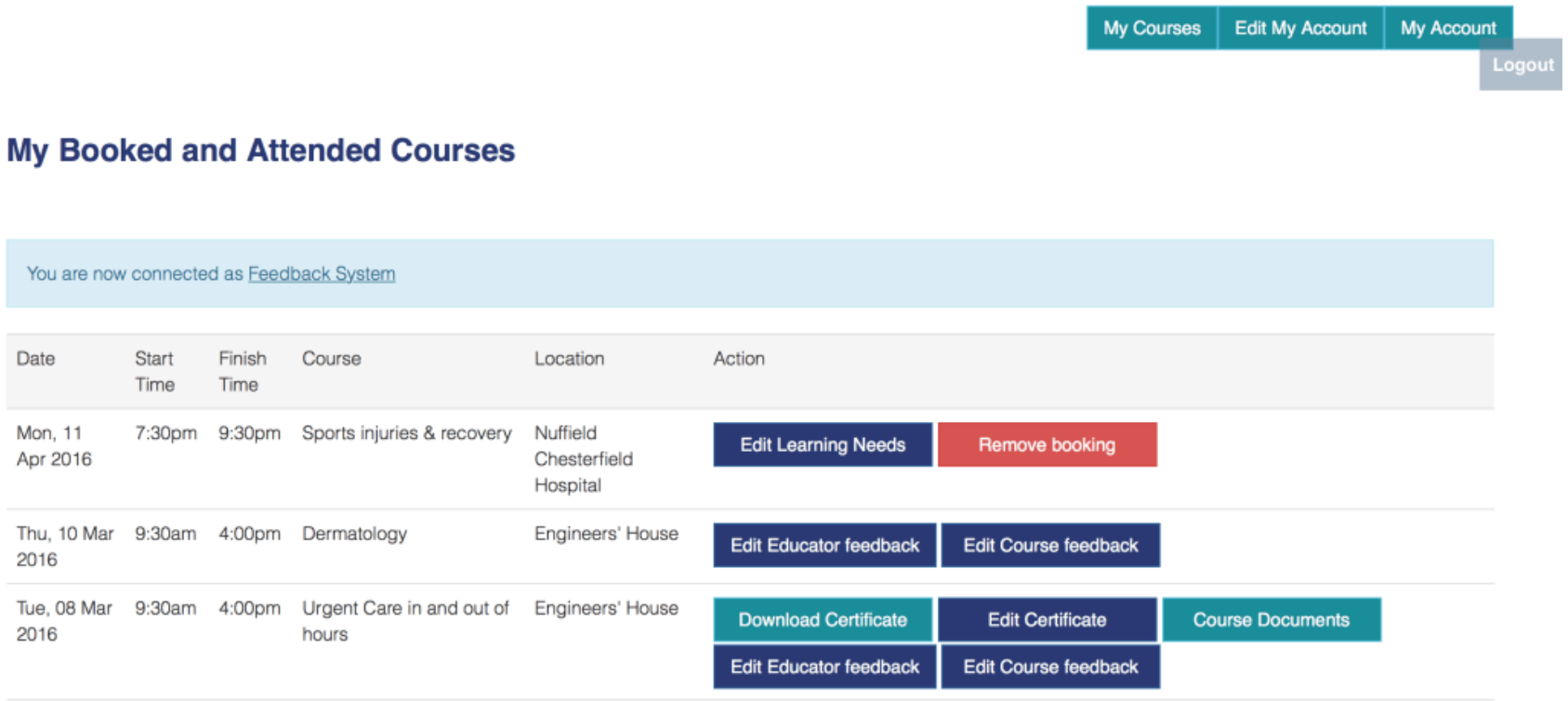
- If you want to check if a course has documents available you can also go to course list page then press the previous courses button.



Viewing my bookings

- Click the my account button once you are logged in then the my courses button.

This will then show list with courses you are booked onto and those that you have already attended.



Cancel booking

- Go to my courses page and click Remove booking, you will then see a confirmation screen to confirm that you want to remove your booking.

When is the last time i can cancel a booking?

- If less than 48 hours notice then this will still count as one of your bookings

Renewing subscription

- When your subscription is within 3 months of renewal you will be offered the option to renew your subscription.
- This will reset your course allowance.

Educators

When you have been confirmed as an educator for a course we will receive an email with your account log in details.

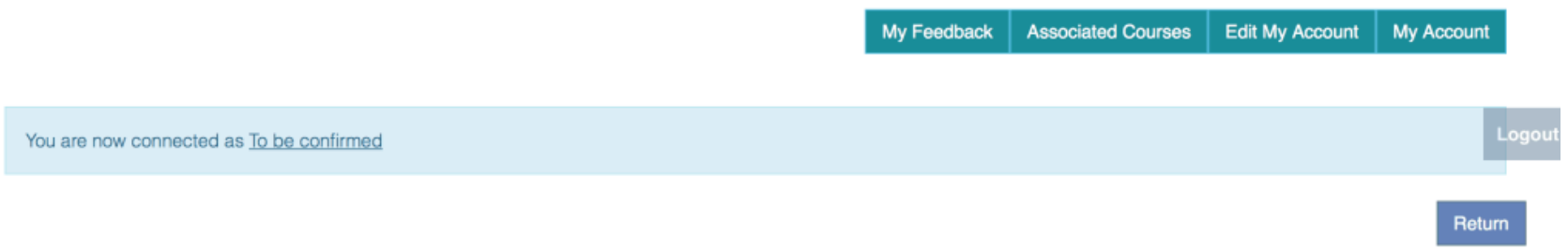
Pre-course learning needs

Our site allows us to gather learning needs from attendees and we can share these with you to help with planning and tailoring your topic.

Topic feedback record

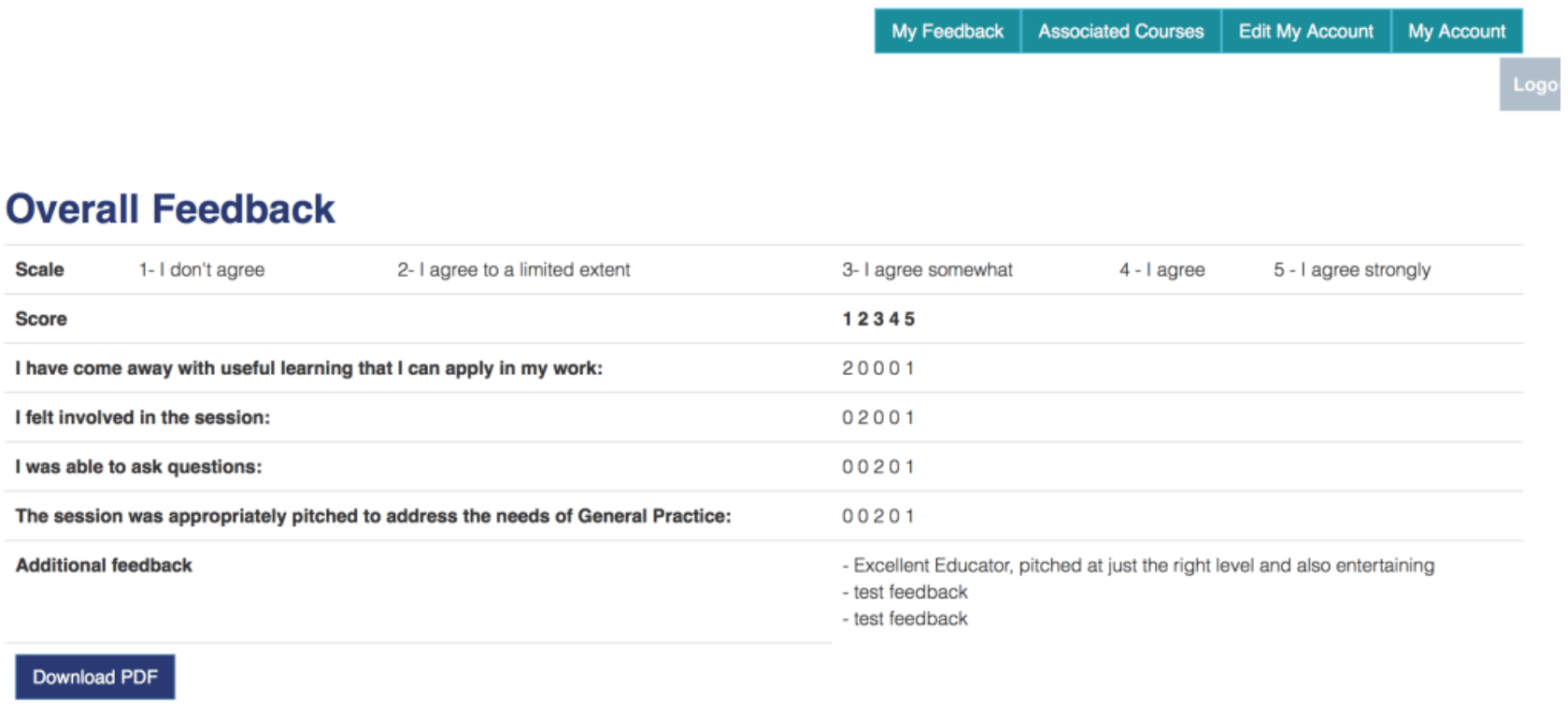
We collect feedback from attendees for each educator and topic on a course. After it has been reviewed and approved we release this feedback to you in an email.

A record of this feedback is also kept in your online account and once logged in can be viewed in the my account section by pressing the my feedback button.



Topic Taught

You are now connected as To be confirmed (Tbc)

Topic	Course	Course Date	Action
-	Dermatology	Thu, 10 Mar 2016	Overall feedback
-	Urgent Care in and out of hours	Tue, 08 Mar 2016	Overall feedback
-	Real Life Leadership & Management	Mon, 29 Feb 2016	Overall feedback

Overall course feedback then displays a tally chart of feedback from the course and a PDF can be downloaded and used for your reflection and teaching portfolio.