THE CYBER TRAINING CENTRE
QUICK START GUIDE – GROUP LEADERS

For Organisations

INTRODUCTION

This guide is for organisations only, as it discusses how to register employees for Cyber and Data protection related courses. The Cyber Training Centre provides individual employee training for organisations. Generally, only one user, for example a manager, needs to manually register on the website. They will be the "*Group leader*". For larger organisations that have larger departments and want each department to manage their own training then multiple users can register as group leaders.

> ℹ️ The nominated training **group leader** registers and manages the enrollment of all other employees on courses.

TO REGISTER AND LOGIN AS A GROUP LEADER

1 *Click this link to visit the login page.*

If the following is displayed in the login screen, then you have the option to register using your Microsoft 365 Work account or your LinkedIn account credentials. Click on the required button and follow the instructions then jump to step 3 below

Login to the Cyber Training Centre

See our help pages for the different registration and login options

■ Login or register with **Microsoft** Work account

in Login or register with **LinkedIn**

If instead you wish to register with an email account then from the login screen

2 *click on the "Register" Button. On the registration page complete the registration form ** Do not use free email accounts such as GMAIL and Hotmail**. Only business email accounts will work*

3 To help at any time, go to the _contact us page_ and select the required option. Complete the form and then click "Send message"

4 Take some time to review the help documentation and video tutorials and in particular, _the guide on creating and managing groups_ and the group _leader FAQ_.

ENGAGING EMPLOYEES

Next, we recommend briefing all employees before enrolling them. The Cyber Training Centre uses email to take care of engaging employees from the point that that they are enrolled by the group leader. This includes emails to advise them of enrollment, how to access the system and their courses, reminders for some types of courses, and confirmation when they complete a course and / or course assessment.

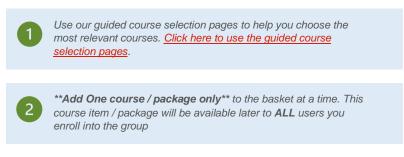Reliability of email delivery is therefore very important, so we recommend an approach.

1 Let all staff know in advance what you are doing and why. They should expect to receive emails from the Cyber Training Centre and know to read them and follow up. We have an example template _email here…._

2 We have made efforts to comply with best email practices to improve email delivery, but an overly aggressive email filtering system can result in mail going into SPAM. It is a good idea to have your IT team add the domain **thecybertrainingcentre.co.uk** to a whitelist.

ENROLLING YOURSELF AND OTHER EMPLOYEES ON COURSES

It is important to understand the process of enrolling employees on courses as a group leader. We recommend you review the help mentioned in the previous section before continuing. If you are ready to go then follow these next steps

1 Use our guided course selection pages to help you choose the most relevant courses. _Click here to use the guided course selection pages_.

2 ****Add One course / package only**** to the basket at a time. This course item / package will be available later to **ALL** users you enroll into the group

3 Select "**Group**" to indicate that you are intending to create a group for multiple employees. Then select the check box "**Enroll Me**", if you as the group leader would like to access the course (this is optional). Finally enter a unique name for the group that you will refer to later. The completed form should look similar to figure 1 below

○ Individual ● Group
☑ Enroll Me ⑦

[5] **Add to basket**

Group Name

My Data protection training group

Figure 1 - Adding a course to the basket

4 Finally, click add to basket, review the contents and complete the check out process filling in billing details etc. Discounts are applied automatically but if you have been given a discount coupon you can use it during checkout

5 *Watch this tutorial video to learn how to enroll employees into the courses in a group*

QUICK LINKS AND ACCESSING COURSES

Once checkout is complete then you will receive confirmation emails with links. Some quick links are here:

Tutorials and help enrolling employees.

There are a couple of tutorial videos to help with the process of purchasing from groups and details of how to enroll employees onto courses.

Help and documentation resources - The Cyber Training Centre

If you need support

Use the support request form if you need to contact us for help: Contact us - Training with The Cyber Training Centre

Get back to your basket

Basket - The Cyber Training Centre

View your Purchases

My order details - The Cyber Training Centre

View your account

Your user account - The Cyber Training Centre

View your courses (ones you are enrolled in)

My training course info - The Cyber Training Centre

View your groups

Employee group registration - The Cyber Training Centre

We recommend you contact us for advice on the most cost-effective way to purchase courses and also in selecting the most appropriate courses, especially if you are not sure.