THE CYBER TRAINING CENTRE
QUICK START GUIDE – 3RD SECTOR
For Managers

INTRODUCTION

This guide is for 3rd sector organisations only, as it discusses how to register for special discounting. 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

The first step is to create an account on the website, and apply for the charity discount.

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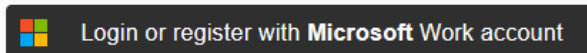
If instead you wish to register with an email account then from the login screen

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 apply for a Charity discount, go to the *contact us page* and select the application option. Complete the form adding company details like name, number of employees of your charity registered business number. Then "Send message"

4 We will review the application and once registered we will email the group leader with a discount coupon code which can be used only by the group leader.

We also have help documentation and video tutorials on the website 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

Because we have created role specific courses, and recognise that some courses are better suited to different types and sizes of organisation, it is important to enroll each group of employees on the most relevant course. It is also important to understand the process of enrolling employees on courses as a group leader. We recommend you review the help mentioned earlier 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 also 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

ℹ️ If you are looking for data protection courses, then unless you are a very small business with very minimal personal data processing we recommend you select the more general Data protection awareness course for employees DP01.