How to add members of your organisation to ACEhub?

ace hub
Your Training. Our Mission

1

Head to the Login Page to get started!
Or, click on this link: https://www.acehub.co.nz/accounts/login/

Fill in your Username & Password to log in.

Log in to ACEhub

The best place to train, learn and earn CPD hours

Username: shyla

Password: ●●●●●●●●●●●●●●

Forgot your Password?

Login

Don't have an account? **Sign Up**

2

Once you've logged in, it will come up with your Team Management Dashboard.

To add nurses to your organisation, hover over the Button with your name on it in the top right hand corner of the web page, and click through to 'My Organisation'

View Courses ˅   About Us ˅   Our Educators   Shyla 👤

User features

My Profile

My Organisation

My Dashboard

Log me out

My Enrolled Courses

CUSTSERV101

My Learning   Team M

TEAM COURSES ENROLLED

–

TEAM OVERDUE

–

GROUP ACTIVITY BY MONTH

3

On the 'My Organisation' page, scroll down to the 'Pending Invitations' section. Simply fill in the details of this section and click 'Send Invite'.

This sends an ACEhub Invite off to your nurse!

You can tell this has been a success, because once you send the invite off, a little blue button will appear at the top of the page, saying that the Nurse has been sent an invite.

Pending Invitations

Name	Email	Job title	Role	When sent	Actions
Lucy	lucy@amtec	Nurse	Member ⌄	Send Invite	

An invitation was sent to lucy@amtech .

Note: if you want your nurses to have full administrator access, select the 'Administrator' role on the dropdown. If you just want them to have member access, so they can only view their own learning, select 'Member' on the dropdown. Unless the person you are adding is a team leader/ manager in your clinic, we'd recommend just adding them as a 'Member'.

4

The nurse will automatically receive an email welcoming them to ACEhub. They will need to click on the link in this email to create their ACEhub Account.
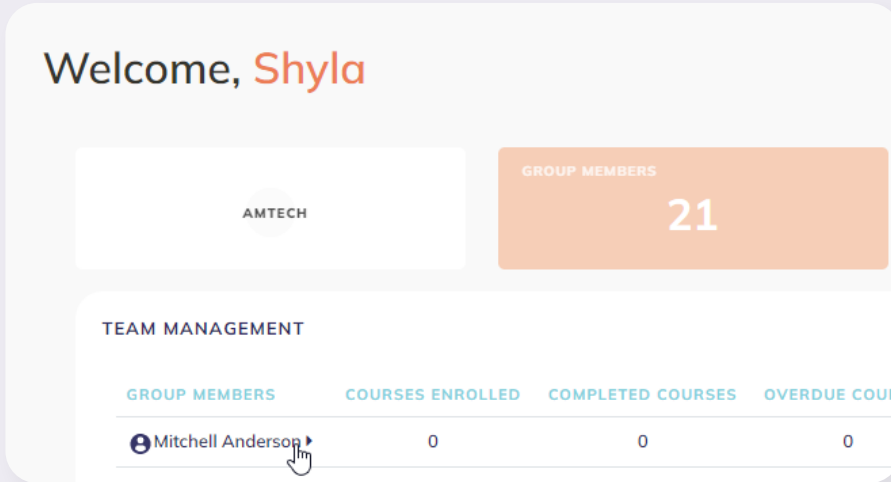
Hello Lucy,

You've been invited to connect as a member of Amtech on ACEhub by Jasmine Anderson.

Please click the link below to accept this invitation. Please note that the invitation is unique to this email address.

Accept Invitation

5

You can tell the nurse has successfully been added to your Group ACEhub account once they appear on your Team Management Dashboard, like the screenshot below.

Welcome, Shyla

AMTECH

GROUP MEMBERS
21

TEAM MANAGEMENT

GROUP MEMBERS	COURSES ENROLLED	COMPLETED COURSES	OVERDUE COUR
Mitchell Anderson ▸	0	0	0

Note: to add your nurses to the Triage course, you need to firstly ensure they have been added to your organisation, as per the screenshot above.

hello@acehub.co.nz

www.acehub.co.nz

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