

How to add members of your organisation to the ACEhub Gold courses?

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:

Password:

[Forgot your Password?](#)

Don't have an account? [Sign Up](#)

2

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

To add members of your organisation to the ACEhub Gold Courses, 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'.

Once you are in the 'My Organisation' section, click on 'Subscriptions'

View Courses ▾ About Us ▾ Our Educators **Shyla**

My Learning Team Management

TEAM COURSES ENROLLED -

TEAM OVERDUE -

GROUP ACTIVITY BY MONTH

CUSTSERV1

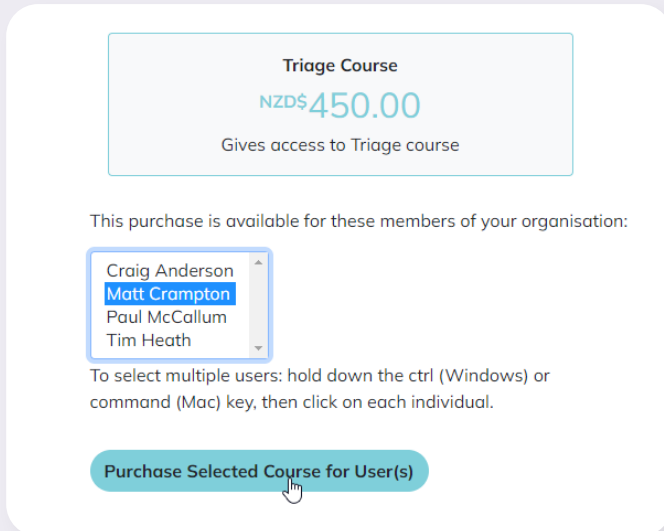
User Features

- My Profile
- Subscriptions

3

Once in the Subscriptions Tab, click on the large button that says 'Triage Course' or Ear Care Course.

Simply select the user you wish to purchase the course for, and click the button that says 'Purchase selected Course for User'.



Triage Course
NZD\$450.00
Gives access to Triage course

This purchase is available for these members of your organisation:

- Craig Anderson
- Matt Crampton**
- Paul McCallum
- Tim Heath

To select multiple users: hold down the ctrl (Windows) or command (Mac) key, then click on each individual.

Purchase Selected Course for User(s)

Triage Course has been purchased for Hannah Anderson, and they have been enrolled in the course.

You will know that your purchase has been a success when a Yellow Button comes up, saying "Course has been purchased for [Your Member's Name], and they have been enrolled in the course." Also, you will get an email from ACEhub, confirming your purchase of the course.

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Finally, head back to the 'Team Management Dashboard' under to view your member's progress through the Gold course. Your member/s can now begin the course.

Happy Learning!

Contact hello@acehub.co.nz if you have any more questions.