

Who is this guide for?

- **Users who have created an account for themselves** by pressing “Sign Up” from the homepage and now wish to either **join an organisation** that already exists in HFL Hub or **create a new organisation**.

What is in this guide?

- How to join an organisation that already exists in HFL Hub or create a new one.

What do I need to have done before this?

- This guide follows immediately on from a user creating an account for themselves by clicking “Sign up” on the home screen of HFL Hub.

Method 1 – Joining an organisation that has no existing users:



Search for and select an existing organisation:

There are required fields in this form marked *.

Find your organisation by its name or DfE number

Find your organisation by its name or DfE number

Please choose your organisation

Save changes

Organisation not listed above? Find or create it here

Register as an individual

If you own or are part of an organisation in England, start by searching for it here.

If you are not part of an organisation, register as an individual by clicking this button.

Register with your organisation, or as an individual.

Search for and select an existing organisation:

There are required fields in this form marked *.

Find your organisation by its name or DfE number

Find your organisation by its name or DfE number

Please choose your organisation

Save changes

Organisation not listed above? Find or create it here

Register as an individual

If your organisation appears, select it and then press "Save changes"

1

2

This field is required

Method 2 – Joining an organisation that has existing users:

Organisation not listed above? Find or create it here **1**

Enter organisation details

An organisation like that already exists: "Test Organisation 2023", would you like to join it?

Join found organisation

There are required fields in this form marked *.

Full organisation name* Test Organisation **2**

Billing Email*

Enter full postcode* SG1 2FQ

If your organisation does not appear, click the orange box.

Input your organisation name and postcode. If your organisation is already in our system, a "Join found organisation" button will appear as shown.

*If your organisation does not appear in this search and you know it already exists in HFL Hub, please contact us via training@hfleducation.org

Method 3 – Creating a new organisation:

Organisation not listed above? Find or create it here

Enter organisation details

There are required fields in this form marked *.

Full organisation name* Test Organisation

Billing Email* test@test@hfleducation.org

Enter full postcode* SG1 2EY

Create Organisation

To create your own organisation, you will need to add a "Billing Email". This Email will be able to receive invoices for courses purchased.

Select "Create Organisation" to complete the process.

*Please note: After you have completed any of the 3 methods above, it will take a little while for the page to load.

Outcome

- Completing any of the methods above will link your account to an organisation.

How will I know it has worked?

- After completing any of the 3 methods above, you will be automatically re-directed to the "My Dashboard" page.