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:

Method 2 – Joining an organisation that has existing users:

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:

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.

HFL Hub