



**(1) My Dashboard** This is the first page you will land on when you log in and contains all the links you need to access the Hub. It is the gateway to everything from accessing courses to seeing your record of learning. **The Dashboard is also the place you can allocate licenses from and manage users in your organisation.**

**(2) Help Centre** If you are having difficulty with any area of the Hub from accessing courses to managing users, the Help Centre should have everything you need. It also contains contact details for our Training and Events Co-ordinators who are on hand to support you with more specific enquiries.

**(3) Book Now** This will take you to our shop and can also be accessed via the “HFL Hub Shop” icon on your Dashboard. The shop holds details on all our available courses, conferences and e-learning products. Learners can purchase courses for themselves and Organisation Admins can purchase course licenses for themselves and users within their organisation.

**Quick access icon menu**



**Record of learning**

A record of any courses you have attended and completed.



**All bookings**

A report where you can see all bookings for your organisation.



**My organisation**

Manage existing users and add new users to your organisation.



**Order history**

A list of all purchases made in the shop. It shows bookings, license allocations and refunds.



**Allocated licenses**

Licenses for courses which have been purchased and assigned to colleagues.



**Unallocated licenses**

Licenses for courses which have been purchased and **need to be assigned to colleagues for them to attend.**



**HFL Hub shop**

A quick link to the shop to purchase courses and e-learning products.



**Help Centre**

A resource centre containing guides and videos to support using the Hub.