

What is in this guide?

- How organisation admins can purchase courses from the shop in HFL Hub.

Login to your account

From your **Dashboard**, either select  at the top of the screen or your Quick-Access Icons.



from

Find the product/s you are looking for either via the **search bar** at the top of the page or the **filters** which run down the left-hand side.

Click into the product.

Add how many licences you wish to purchase.

Click **“Place in cart”**

Click **“Go to shopping basket”**

If you wish to purchase other products, please repeat the step above and place them in your cart before proceeding to the shopping basket.

Invoice approved organisations

You will only have the option to pay by invoice.

Select **“Buy for self”** if you are the one who will be attending/accessing the course.

If a colleague will be attending/accessing the purchased course, select **“Buy for colleagues”**

You will then be prompted to select the organisation you are purchasing for.

If you are buying for a colleague, you will then be prompted to **allocate the course to the person who will be attending/accessing it.**

Non-invoice approved organisations

You will only have the option to pay by card.

Select **“Buy for self”** if you are the one who will be attending/accessing the course.

If a colleague will be attending/accessing the purchased course, select **“Buy for colleagues”**

You will then be prompted to select the organisation you are purchasing for.

If you are buying for a colleague, you will then be prompted to **allocate the course to the person who will be attending/accessing it.**

You will receive an **email confirmation** of your order. **Please ensure you have allocated the licence** to the relevant colleague if you have purchased this for someone else to attend/access.