

What is in this guide?

- How to **add users** to your **organisation** in HFL Hub.

Login to your HFL Hub account (<https://hub.hfleducation.org/>)

From your Dashboard, click on **“My Organisation”**



EDIT Learner Details

There are required fields in this form marked *

Email address

First name*

Surname*

Reset Password

Suspended

Click on the green **“Add”** button.

Input the information into the relevant boxes. Take care to ensure that the email address, in particular, is typed in correctly.



Click **Save Changes**.

The account creation process will now begin. **This can take up to 2 minutes to complete.**

The user you have created will receive an **automated email** prompting them to complete the set up of their account and **set a password**. However, you do not need to wait for them to do this to be able to start allocating licenses to them.

Your new user will now appear in your organisation’s list of learners.