


Accessing ESSENTIALWRITING.

This short guide is designed to help you navigate the process of accessing your **ESSENTIALWRITING** subscription. For more support, please contact essential.writing@hfleducation.org.


*This guide assumes you have already purchased **ESSENTIALWRITING**. If you need support with this, please contact us using the address above.*

Giving access to staff

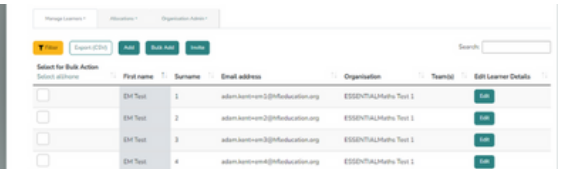
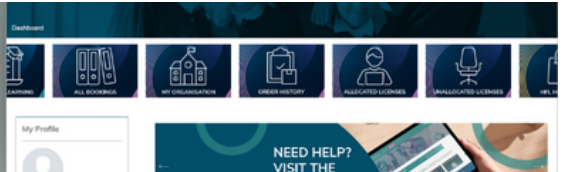
1. Login to your HFL Hub account (hub.hfleducation.org)
2. If you haven't already, you will need to allocate the **ESSENTIALWRITING** licenses you have purchased to the staff you wish to access it.
3. Before doing this, you need to make sure the users already have accounts.



From your dashboard, click on "My Organisation"




If users are missing, add them by clicking the "Add" button




Follow the steps on the screen to add your users. Please note, this can take up to 60 seconds to process.

Allocating licenses

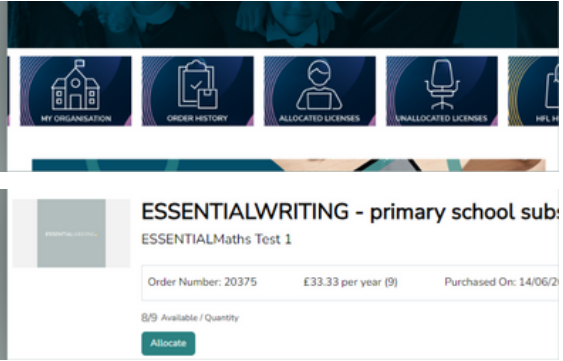
Once your staff have accounts, you can allocate the licenses you have purchased to them.




From "My Dashboard" click on "Unallocated Licenses"




Click on the "Allocate" button underneath the subscription






Select the staff you wish to give access to




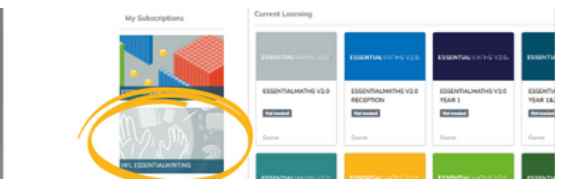
Scroll to the top and click **"Save Changes"**

Staff access

Once you have allocated the licenses to your staff, they can login to their Hub accounts to access it. If they do not know their login details, they **may need to reset their passwords**. They can do this from the “Log in” page within the HFL Hub.



The users you have selected can then login to the HFL Hub and access the subscription.



From the Homepage, they can access their year group page from the right-hand menu.



Troubleshooting

1. Check you are logging into the **HFL Hub** (hub.hfleducation.org) rather than the HFL website.
2. If your staff can't login, they can reset their passwords by selecting the “forgot my password” button.
3. Take care when adding users to make sure the email address is typed in correctly. Otherwise, they won't be able to login and also won't receive any notifications.

Further help and support with using the HFL Hub can be found in the **Help Centre**. Still need support? Contact us via essential.writing@hfleducation.org



Find out more

Visit the
HFL Website



HFL Hub

Login to access your
subscription