



## Provider Guide

## Learner Guide

- ⦿ Register for a Provider e-learning portal account — <http://elearning.instructus.org/providers/register/>
  - Please note registrations are approved manually. You will not be able to login until your registration has been approved.
  
- ⦿ Once a provider has successfully logged in to the e-learning portal they may purchase credits for the Instructus Skills ERR Workbook and the Instructus Skills ERR Model Answer book from the '**Workbooks**' page.
  - Please note that each credit enables access for **one** learner for the Instructus Skills ERR Workbook. The Model ERR Answerbook can be saved and has no printing restrictions, this can be purchased just **once**.
  
- ⦿ Register for a Learner e-learning portal account—<http://elearning.instructus.org/learners/register/>
  - Please note learners should wait for approval from their provider before logging in.
  
- ⦿ Providers will receive an email notification when a learner registers for an account linked to their centre or provider account. Providers will be able to manage learners via the '**My Account**' page where the '**Student Register**' is located. Here providers will see a list of their learners, to approve a learner click the '**✕**' to change this a '**✓**'.
  
- ⦿ Learner downloads the Instructus Skills ERR Workbook and save a copy into their own computer or network.
  
- ⦿ A single credit will be deducted from the provider account after an approved learner downloads their version of the Instructus Skills ERR Workbook.
  - Once the learner has completed the Instructus Skills ERR Workbook, a copy should be uploaded to the '**Upload Workbook**' page. The provider will be notified when the workbook has been submitted for assessment.
  
- ⦿ Providers will receive an email notification when a learner has submitted an Instructus Skills ERR Workbook for assessment. ERR workbook submissions can be viewed on the '**Student Workbooks**' page.
  
- ⦿ Upon assessment providers can pass or fail a learner's Instructus Skills ERR Workbook submission. Any status changes will be timestamped.
  - Learners will receive notification of the outcome of their assessment. The Instructus Skills ERR Workbook can be submitted for assessment to the provider an unlimited amount of times.