



# Self-registration Guide



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# Self-registration

## Introduction

This document provides guidance on how to use the 'self-registration' function.

The screenshot displays the Me Learning Knowledge Platform interface. At the top left is the Me Learning logo with the tagline "Learning made easy". To the right, the text reads "Me Learning Knowledge Platform" and "Your personal learning site", with contact information "helpdesk@melearning.co.uk" and "01273 455 194". A blue navigation bar contains a "LOGIN" button. Below this is a "Welcome" section with a large image of a smiling man. The text explains that the website enables staff from local authority partners to self-register on Care Act courses. It provides instructions on how to self-register, including filling in personal and organization details, and notes that details will be sent to a manager and the Council's HR/training team for validation. A "Login" button is provided. Below the welcome section is a "Show filter" button. The "All courses" section shows "Number of courses: 17" and "View: List Thumbnail" options. A search bar and pagination controls (First, Previous, 1, Next, Last) are also visible. A table header for courses is shown with columns for "Course name", "Duration", "Type", and "Options". On the right, a "Self-Registration" section includes a "Self-register" button and a note about the need to login or self-register to access courses.

## Overview

Each site is provided with three urls:

- Administrator login url (for admins to create users, run reports etc.)
- Learner login url (for learners to login and take their training)
- Course Centre url (for people to self-register)

This document will focus on the self-registration and validation process.



Learning made easy

# Me Learning Knowledge Platform

Your personal learning site  
helpdesk@melearning.co.uk 01273 455 194



LOGIN

## Self-registration

Please start by entering the user name you would like to use for this site and a password. Once you have done this, please complete your personal and organisation details.

Your organisation details will determine the courses that you will be enrolled on when you first login. You will also be able to manually enrol on other courses in the course library.

Please only complete this form once – completing this form several times creates several entries.

For an explanation of how the self-registration process works, please read the 'Validation process' section in the right hand column.

### User details

Please hover over the help icons for guidance on completing this form.

User name*	<input type="text"/>	?
Email address*	<input type="text"/>	?
Title	Select	?
First name*	<input type="text"/>	?
Last name*	<input type="text"/>	?
Mobile number	<input type="text"/>	?
Work number	<input type="text"/>	?
Home number	<input type="text"/>	?
Job title	<input type="text"/>	?
Department	Select	?
Location	Select	?
Sector*	Select	?
Service*	Select	?
Group	Select	?
Name of employer	<input type="text"/>	?
Photograph	<input type="button" value="Choose File"/> No file chosen	?

Fields marked with an asterisk ( \* ) are required.

### Validation process

#### Approved email addresses

If you register with an approved email address you will instantly receive an email containing a validation link. Clicking on the validation link will activate your account and you will be emailed your login details.

If any email addresses have been approved they will be listed here.

- melearning.co.uk

#### Other email addresses

If no approved addresses are listed or you register with an email address not on the list your request will be sent to the site administrator for validation. The site administrator will then decide whether to accept or reject your registration request. If your request is accepted you will receive an email with your login details. If your request is rejected you will receive an email to confirm this and you will need to contact the site administrator directly.



## The course centre

The MeKP Course Centre enables a user to:

- View the details of all the courses contained in MeKP
- Self-register
- Login

## Customisation of the Home screen

There are three places on the Course Centre home screen where the title and text can be updated:

- The Welcome title
- The text below this title
- The text below this and above the Self-register button

The screenshot shows the Me Learning Knowledge Platform home screen. At the top, there is a navigation bar with the Me Learning logo, the platform name, contact information, and a LOGIN button. Below this is a large banner area with a 'Welcome' title and several paragraphs of text. A 'Login' button is positioned below the text. To the right of the banner is a 'Self-Registration' section with a 'Self-register' button. Below the banner is an 'All courses' section with a table of course details. On the right side, there are 'Useful links' and 'Latest news' sections. Red boxes highlight three specific areas for customization: the 'Welcome' title, the text below it, and the text above the 'Self-register' button.

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**Me Learning Knowledge Platform**  
Your personal learning site  
helpdesk@melearning.co.uk 01274 435 215

LOGIN

### Welcome

This website enables staff from our local authority partners to self-register on the Care Act courses.

To self-register, please click the 'self-register' button and then fill in your personal and organisation details.  
Once you have done this, your details will be sent to your manager and the Council's HR / training team to validate your details.

Once your details have been validated you will be sent your login details.

To access any of the courses you will need to login. If you do not have an account you will need to self-register or contact us for login details.

Login

### All courses

Number of courses: 1 View:  List  Thumbnail

Show 25 entries Search:

Course name	Duration	Type	Options
Care Act - Introduction and Overview	90 minutes	Online	Details

Showing 1 to 1 of 1 entries

### Self-Registration

To access any of the courses you will need to login. If you do not have an account you will need to self-register or contact us for login details.

Self-register

### Useful links

- Check my computer specifications
- Me Learning website

### Latest news

Social workers forced to cut care packages as £1bn wiped off social care budgets

Adass calls for 'sustained and substantial' funding settlement for social care as fears over stability of care market grow

## The self-registration screen

### User Details

The fields that you see on the self-registration screen will be the same fields used on the 'Add user' screen.

**Note:** If you are using the 'Direct Appraiser' function you can optionally enable:

- The ability for a user to select their direct appraiser
- The ability for a user to create themselves as a direct appraiser



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helpdesk@melearning.co.uk 01273 455 194



LOGIN

## Self-registration

Please start by entering the user name you would like to use for this site and a password. Once you have done this, please complete your personal and organisation details.

Your organisation details will determine the courses that you will be enrolled on when you first login. You will also be able to manually enrol on other courses in the course library.

Please only complete this form once – completing this form several times creates several entries.

For an explanation of how the self-registration process works, please read the 'Validation process' section in the right hand column.

### User details

Please hover over the help icons for guidance on completing this form.

User name*	<input type="text"/>	?
Email address*	<input type="text"/>	?
Title	Select	?
First name*	<input type="text"/>	?
Last name*	<input type="text"/>	?
Mobile number	<input type="text"/>	?
Work number	<input type="text"/>	?
Home number	<input type="text"/>	?
Job title	<input type="text"/>	?
Department	Select	?
Location	Select	?
Sector*	Select	?
Service*	Select	?
Group	Select	?
Name of employer	<input type="text"/>	?
Photograph	<input type="button" value="Choose File"/> No file chosen	?

Fields marked with an asterisk ( \* ) are required.



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### Validation process

#### Approved email addresses

If you register with an approved email address you will instantly receive an email containing a validation link. Clicking on the validation link will activate your account and you will be emailed your login details.

If any email addresses have been approved they will be listed here.

- melearning.co.uk

#### Other email addresses

If no approved addresses are listed or you register with an email address not on the list your request will be sent to the site administrator for validation. The site administrator will then decide whether to accept or reject your registration request. If your request is accepted you will receive an email with your login details. If your request is rejected you will receive an email to confirm this and you will need to contact the site administrator directly.

### Automated course enrolments

Course auto-enrolments are set on Sector and / or Service and / or Groups.

This means that (if you have course auto-enrolment rules set up) the options that a person chooses on this screen will determine what courses they will be enrolled on when they first login.

The image shows a 'User details' form with the following fields:

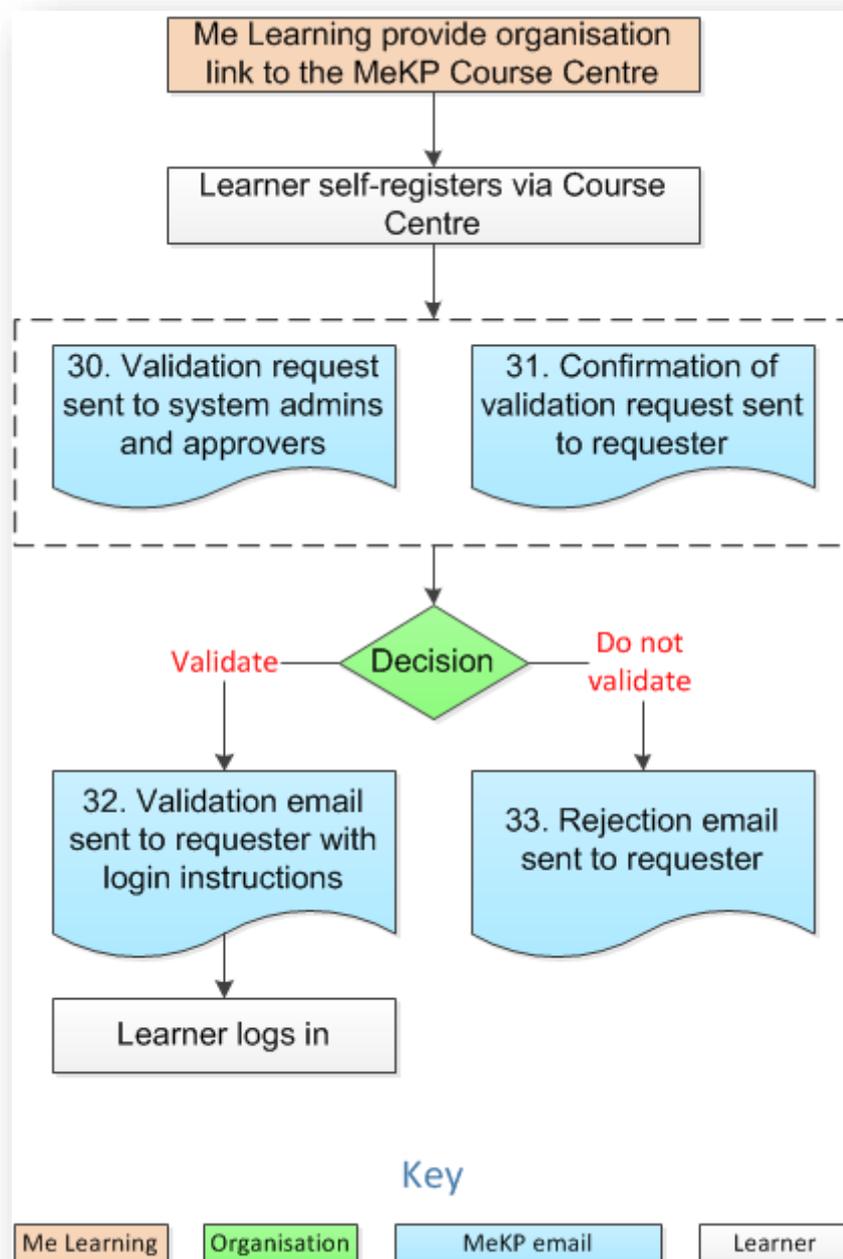
- User name\* (text input)
- Email address\* (text input)
- Title (dropdown menu, currently 'Select')
- First name\* (text input)
- Last name\* (text input)
- Mobile number (text input)
- Work number (text input)
- Home number (text input)
- Personal reference number (CCC only) (text input)
- Sector\*** (dropdown menu, currently 'Select')
- Service\*** (dropdown menu, currently 'Select')
- Group** (dropdown menu, currently 'Select', with options: Administrative, Domestic, Manager, Practitioner, Social Worker, Support Officer)
- Organisation name\* (text input)
- Photograph (text input with a 'Browse...' button)

A red rectangular box highlights the Sector, Service, and Group dropdown menus.

## The self-registration process

This section will now describe the self-registration process.

The self-registration workflow – users registering *without* an approved email address



1. Me Learning provide an organisation the link to their MeKP Course Centre  
If an organisation wants to use the self-registration function, Me Learning will provide the organisation with a 'Course Centre' url.  
This url will enable a user to self-register.

The screenshot shows a web browser window with the URL [http://bexley.melearning.university/course\\_centre](http://bexley.melearning.university/course_centre) highlighted in the address bar. The page title is "Me Learning Knowledge Platform" and the subtitle is "Your personal learning site". The email address [CALearningSupport@bexley.gov.uk](mailto:CALearningSupport@bexley.gov.uk) is displayed. A "LOGIN" button is visible in the top right corner. The main content area features a "Welcome" message and a "Self-register" button. Below this, there is a section for "All courses" with a search bar and a table of course listings. The table has columns for "Course name", "Duration", "Type", and "Options".

**Welcome**

This website enables staff from our local authority partners to self-register on the Care Act courses.

To self-register, please click the 'self-register' button and then fill in your personal and organisation details. Once you have done this, your details will be sent to your manager and the Council's HR / training team to validate your details.

Once your details have been validated you will be sent your login details.

To access any of the courses you will need to login. If you do not have an account you will need to self-register.

[Self-register](#)

**All courses**

Number of courses: **10**

View:  List  Thumbnail

Show  entries

Search:

First Previous 1 Next Last

Course name	Duration	Type	Options
Care Act - Introduction and Overview	90 minutes	Online	<a href="#">Details</a>
Care Act - Information and Advice	60 minutes	Online	<a href="#">Details</a>
Care Act - Assessment and Eligibility	60 minutes	Online	<a href="#">Details</a>

**Useful links**

- [Check my computer specifications](#)
- [Me Learning website](#)

**Latest news**

Lamb: 'Families won't tolerate learning disability reforms being ditched post-election'

Fate of care minister's proposals to strengthen rights of people with learning disabilities will lie in hands of next government...

14/02/2017

2. The learner self-registers via the course centre  
 The learner needs to complete the self-registration page.

The fields available here will be the same as those used on the 'Add user' screen.



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## Me Learning Knowledge Platform



Your personal learning site

helpdesk@melearning.co.uk 01273 455 194

LOGIN

## Self-registration

Please start by entering the user name you would like to use for this site and a password. Once you have done this, please complete your personal and organisation details.

Your organisation details will determine the courses that you will be enrolled on when you first login. You will also be able to manually enrol on other courses in the course library.

Please only complete this form once – completing this form several times creates several entries.

For an explanation of how the self-registration process works, please read the 'Validation process' section in the right hand column.

User details

Please hover over the help icons for guidance on completing this form.

**User name\***  ?

**Email address\***  ?

**Title** Select ?

**First name\***  ?

**Last name\***  ?

**Mobile number**  ?

**Work number**  ?

**Home number**  ?

**Job title**  ?

**Department** Select ?

**Location** Select ?

**Sector\*** Select ?

**Service\*** Select ?

**Group** Select ?

**Name of employer**  ?

**Photograph** Choose File No file chosen ?

### Validation process

**Approved email addresses**

If you register with an approved email address you will instantly receive an email containing a validation link. Clicking on the validation link will activate your account and you will be emailed your login details.

If any email addresses have been approved they will be listed here.

- melearning.co.uk

**Other email addresses**

If no approved addresses are listed or you register with an email address not on the list your request will be sent to the site administrator for validation.

The site administrator will then decide whether to accept or reject your registration request.

If your request is accepted you will receive an email with your login details.

If your request is rejected you will receive an email to confirm this and you will need to contact the site administrator directly.

The user records their personal details

If course auto-enrolments have been set, these fields will determine what courses the person is enrolled on when they first log in

Once the form has been completed the user sends the login request to the site administrators / approvers. If they have registered with an approved email address however they will receive the validation email themselves.

Fields marked with an asterisk ( \* ) are required.

Send login request
>

Cancel
>



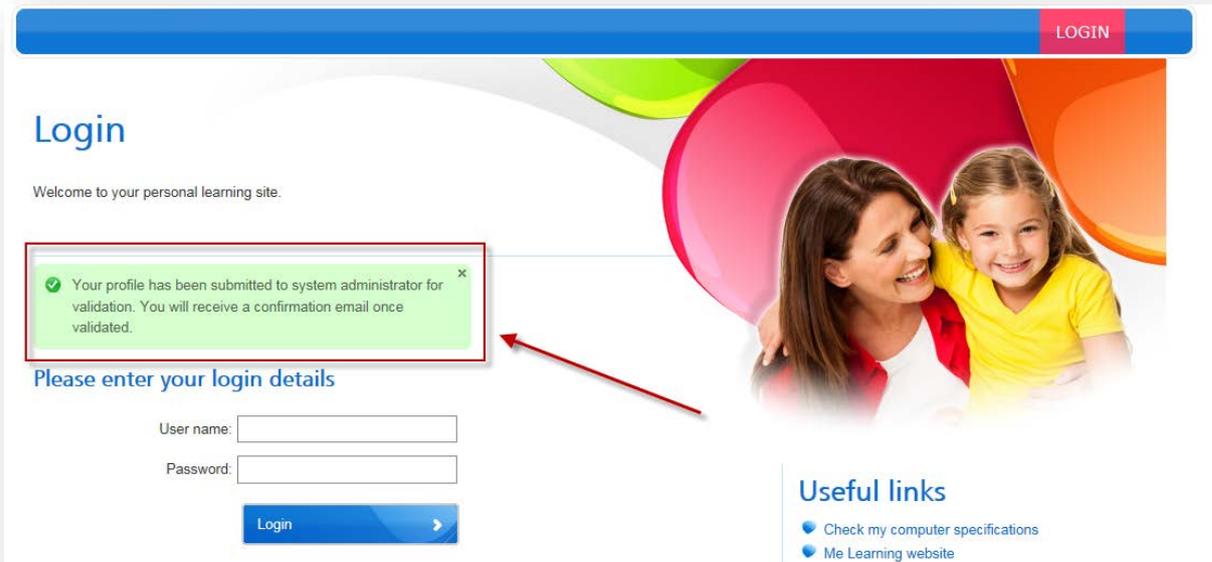
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3. Two automated emails are sent – one to the approver and one to the person self-registering  
When a user clicks on the 'Send login request' button on the 'self-registration' screen two emails are automatically generated:

- The user validation email – sent to admins / approvers
- The self-registration confirmation email – sent to the user

**Note:** After clicking the 'Send login request' button the user is returned to the Login screen. There will be a message on the screen informing them that their details have been sent for validation:



## User validation email

Please see the validation email template below (this can be updated via the 'Manage email templates' screen - email template [number 30](#)).

### Me Learning

#### User validation request after self-registration

Dear administrator / course approver

[FULLNAME] has self-registered.

To enable them to access their course(s), you will need to validate their access request.

Prior to validating their request, please check that all the person's details are correct.

Kind regards,

The Me Learning team  
[www.melearning.co.uk](http://www.melearning.co.uk)

### Self-registration confirmation email

Please see the 'self-registration' confirmation email template below (this can be updated via the 'Manage email templates' screen - email template [number 31](#)).

## Me Learning

### Your registration request is awaiting validation

Dear [FIRSTNAME]

Thank you for registering with [SITE\_NAME]

An email has been sent to the system administrators requesting that they validate your details.

Once your details have been validated, your account will be activated and you will also receive a confirmation email with your login details.

Kind regards,

The Me Learning team  
[www.melearning.co.uk](http://www.melearning.co.uk)

4. A decision is made whether to validate the user

When a learner self-registers the approver:

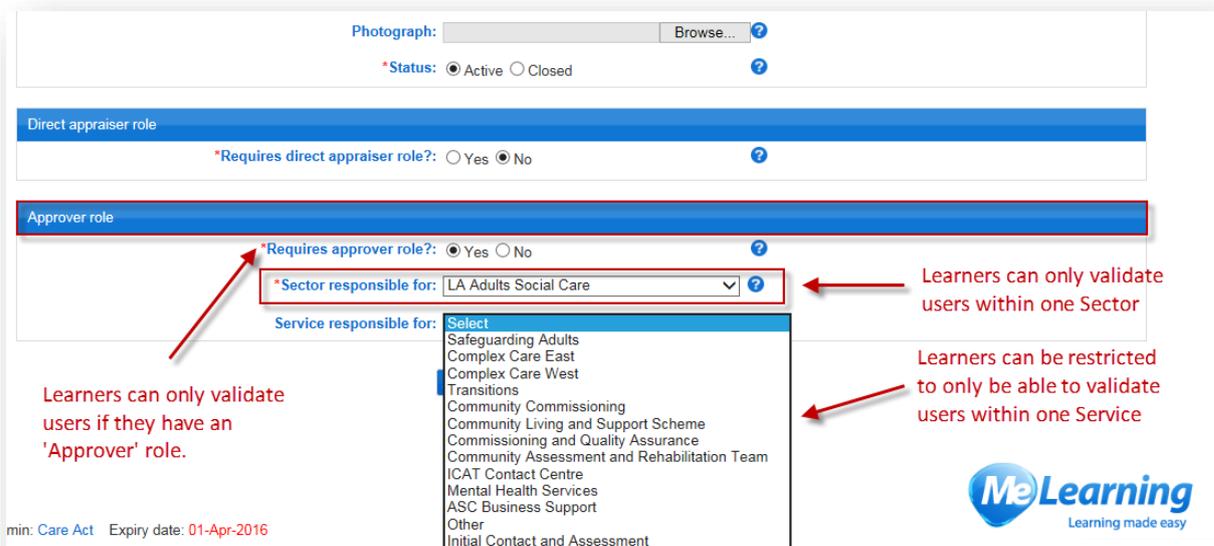
- Will receive the 'User validation' email
- Will receive a MeKP message (this is automatically marked as 'read' when the user has been validated)
- Will see an orange 'User validation' icon at the top of their screen



#### FAQ: Who can validate a person who self-registers?

Administrators and specific learners can validate users who self-register.

- For an **administrator** to be able to validate a user they must be given permission to access the Sector and / or Service the user has been assigned / chosen for themselves
- For a **learner** to be able to validate a user they:
  - Must be given an 'approver' role via the 'Add user' screen
  - Must be responsible for users with a Sector (i.e. a learner can only validate users in one Sector)
  - Can **optionally** only be responsible for users within a Service within a Sector



Learners can only validate users if they have an 'Approver' role.

Learners can only validate users within one Sector

Learners can be restricted to only be able to validate users within one Service

min: Care Act Expiry date: 01-Apr-2016



## 5. Validate the user's self-registration request

To validate a user:

- Click on the 'User validation' link at the top
- Optionally view the user's details via the 'Details' column (to see whether the person's details are acceptable')
- Click the 'thumbs up' icon in the validate column

The 'Manage user validations' screen is accessed by clicking on this link.

You can validate or reject everyone in the list

Validate an individual's request by clicking the 'thumbs up'.

	Full name	Email	Work number	Sector	Service	Validate	Reject	Details
<input type="checkbox"/>	Maria Reilly	maria.reilly@bexley.gov.uk	0203 045 4261	LA Adults Social Care	Other	<input type="button" value="thumbs up"/>	<input type="button" value="thumbs down"/>	<input type="button" value="person"/>
<input type="checkbox"/>	Peter Test	pm1@melearning.co.uk		LA Adults Social Care	ASO Business Support	<input type="button" value="thumbs up"/>	<input type="button" value="thumbs down"/>	<input type="button" value="person"/>

To validate multiple users:

- Click into the checkboxes (or if you wanted to select all users, click in the check-box within the blue-header bar)
- Select the 'action' of 'Validate users'
- Click 'Go'

The result will be:

- The person will be removed from the 'User validations' screen
- The person will receive their welcome email (see next page)
- The user validation message (on the Messages screen) will be automatically marked as read

### Successful validation confirmation email

Please see the 'Successful validation' confirmation email template below (this can be updated via the 'Manage email templates' screen - email template [number 32](#)).

## Me Learning

**Welcome to the Me Learning online training system - your account has been activated**

Dear [FIRSTNAME]

Welcome to the Me Learning online training system.

Your account has been activated and you can now access your courses.

Please login using the details provided below:

User name: [USERNAME]

Password: [PASSWORD]

Login link: [\[URL\]](#)

We hope that you find the course(s) instructive, challenging and enjoyable.

Kind regards,

The Me Learning team  
[www.melearning.co.uk](http://www.melearning.co.uk)

## 6. Reject the user's self-registration request

To reject a user:

- Click on the 'User validation' link at the top
- Optionally view the user's details via the 'Details' column (to see whether the person's details are acceptable')
- Click the 'thumbs down' icon in the validate column

The 'Manage user validations' screen is accessed by clicking on this link.

You can validate or reject everyone in the list

Reject an individual's request by clicking the 'thumbs down'.

	Full name	Email	Work number	Sector	Service	Validate	Reject	Details
<input type="checkbox"/>	Maria Reilly	maria.reilly@bexley.gov.uk	0203 045 4261	LA Adults Social Care	Other	👍	👎	👤
<input type="checkbox"/>	Peter Test	pm1@melearning.co.uk		LA Adults Social Care	ASO Business Support	👍	👎	👤

To reject multiple users:

- Click into the checkboxes (or if you wanted to select all users, click in the check-box within the blue-header bar)
- Select the 'action' of 'Reject users'
- Click 'Go'

The result will be:

- The person will disappear from the 'User validations' screen (as the default view is 'Hide rejected validations')
- The person will receive their rejection email (see next page)
- The user validation message (on the Messages screen) will be automatically marked as read

### Unsuccessful validation confirmation email

Please see the 'Unsuccessful validation' confirmation email template below (this can be updated via the 'Manage email templates' screen - email template [number 33](#)).

## Me Learning

### Your account activation request has been rejected

Dear [FIRSTNAME]

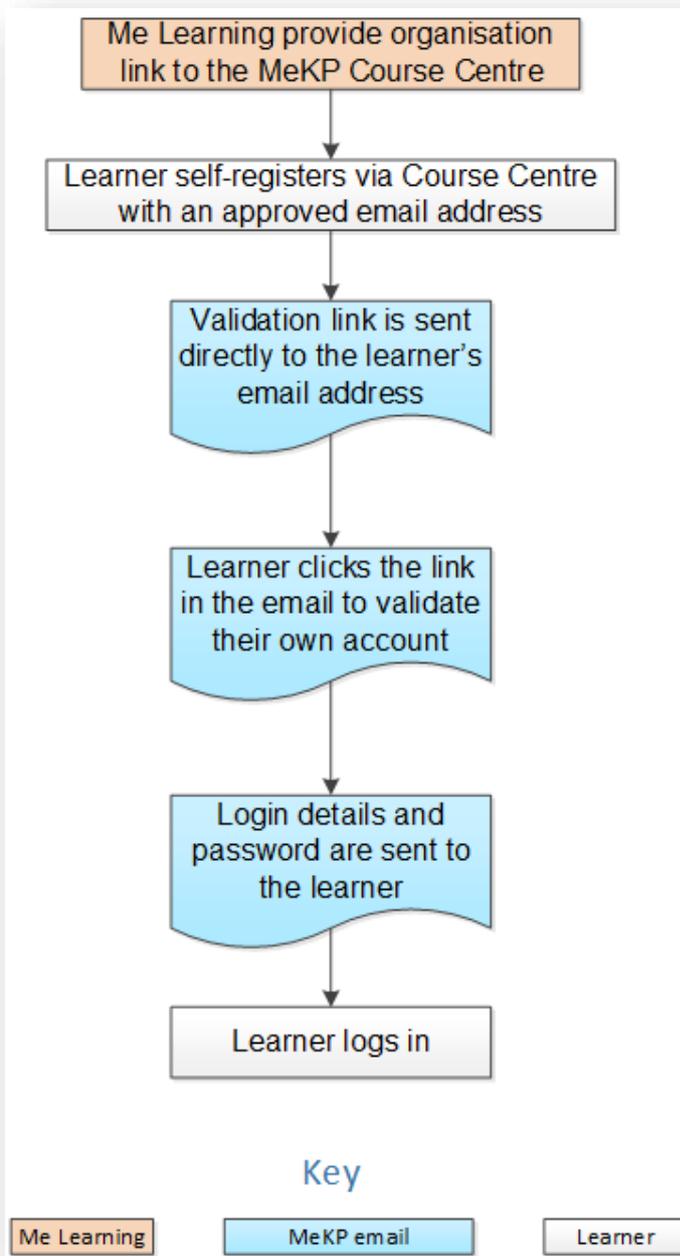
Your account activation request has been rejected.

If you have any questions or would like to know the reason why, please contact us.

Kind regards,

The Me Learning team  
[www.melearning.co.uk](http://www.melearning.co.uk)

The self-registration workflow – users registering *with* an approved email address



1. The learner self-registers via the course centre

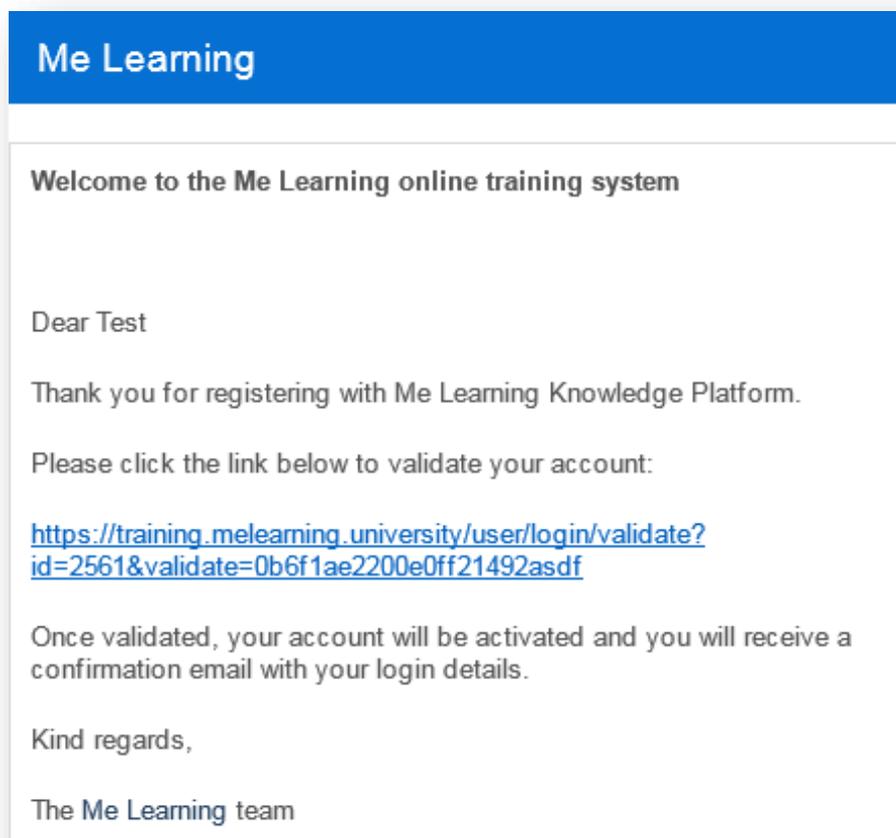
The learner completes the self-registration page using one of the approved email addresses listed on the page. This list can include as many approved email addresses as required.

2. An automated email is sent to the learner's email address containing a validation link.

When a learner clicks on the 'Send login request' button on the 'self-registration' screen an email is automatically sent to the learner only. This email contains a link which when clicked will validate the learner account.

**Email containing a self-validation link**

Please see the 'Email that is sent from site-admin to learner with learner validation link' email template below (this can be updated via the 'Manage email templates' screen - email template number 36).



3. The learner clicks the link in this email

When a learner clicks on the link this triggers a second automatic email which sends the learner their login details and password. Their account is now active and they are able to login and access the courses.