

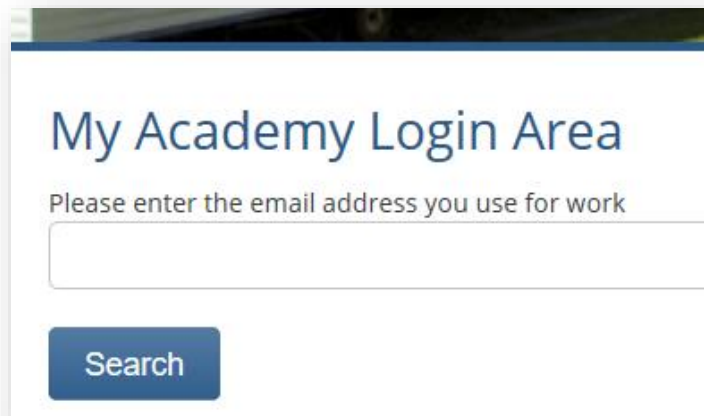
## How to access MY ACADEMY

### First time use: Manager

1. Access the site via <http://www.nccacademy.org.uk/>
2. Access MY ACADEMY to register by clicking on the blue box on the top menu bar.



3. Enter an e-mail address and click SEARCH

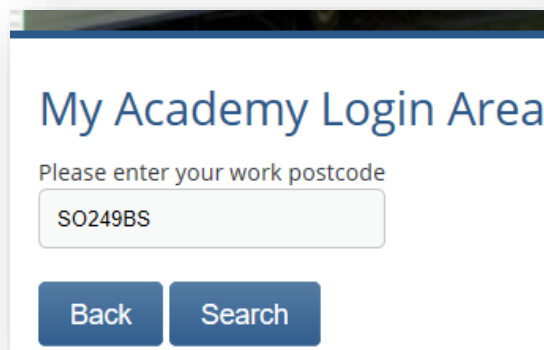


**My Academy Login Area**

Please enter the email address you use for work

**Search**

4. Then enter your postcode and click SEARCH



**My Academy Login Area**

Please enter your work postcode

**Back** **Search**

5. You are then presented with a new company registration form which you need to complete. Fields with an asterisk \* need to be completed.

### My Academy Login Area

#### New Company Registration Form

#### Company Details

<p>Company Name * <input style="width: 90%;" type="text"/></p> <p>NCC or AWS Member  <input type="radio"/> NCC <input type="radio"/> AWS</p> <p>Membership Number  <input style="width: 90%;" type="text"/></p> <p>Company Website  <input style="width: 90%;" type="text"/></p> <p>Telephone * <input style="width: 90%;" type="text"/></p>	<p>Address First Line * <input style="width: 90%;" type="text"/></p> <p>Address Second Line  <input style="width: 90%;" type="text"/></p> <p>Town * <input style="width: 90%;" type="text"/></p> <p>County * <input style="width: 90%;" type="text"/></p> <p>Postcode * <input style="width: 90%;" type="text"/></p>
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#### Contact Details

<p>First Name * <input style="width: 90%;" type="text"/></p> <p>Surname * <input style="width: 90%;" type="text"/></p> <p>D.O.B * <input style="width: 90%;" type="text"/></p>	<p>Relationship</p> <p><input type="checkbox"/> Business Principal</p> <p><input type="checkbox"/> Employee</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Park Manager</p> <p><input type="checkbox"/> Training / HR Manager</p> <p><input type="checkbox"/> Workshop Manager</p>
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6. If you are a MANAGER, you will have a slightly different menu to your team members.
- a. **Manage My People:** This allows you to view all your teams progress and achievements using the drop-down boxes to filter data. You can add people, remove people, check renewal dates.

Manage People
Current Training
Skills Matrix
My Profile
My Training
Change Password

MANAGE MY PEOPLE

## Hello Helen, welcome to My Academy

**This is your personalised academy portfolio. From here, you can view your own training records and access your employee's learner profiles to help you manage their qualifications.**

Your own qualifications, where relevant, are listed at the bottom of the page, confirming the date of the achievement and expiry date.

From the options below, you can access details about both your own current training and those of your employees.

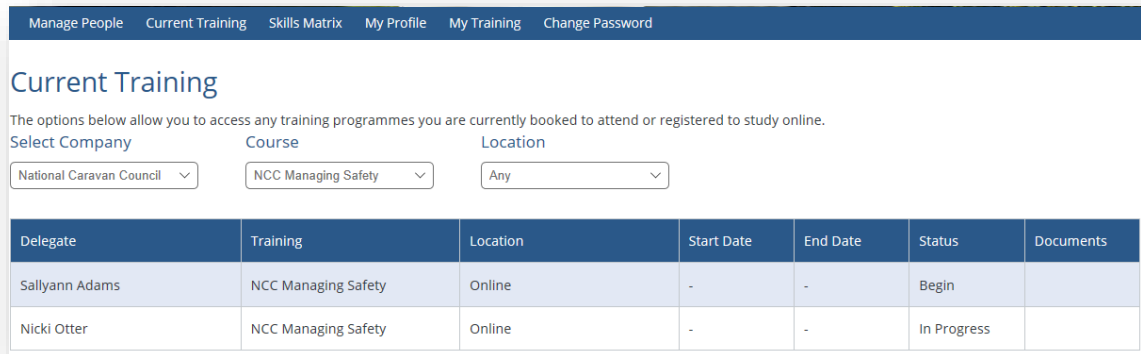
**E-Learning:** access any online e-Courses or e-Assessments you have been registered to take and view the status of your employee's online learning.

**Tutor-Led:** will display all face-to-face courses you or your employees have been booked on to attend.

**Manage My People:** allows you to manage your employees training records. From here, you can view the qualifications your employees have achieved and when their qualifications are due for renewal.\*

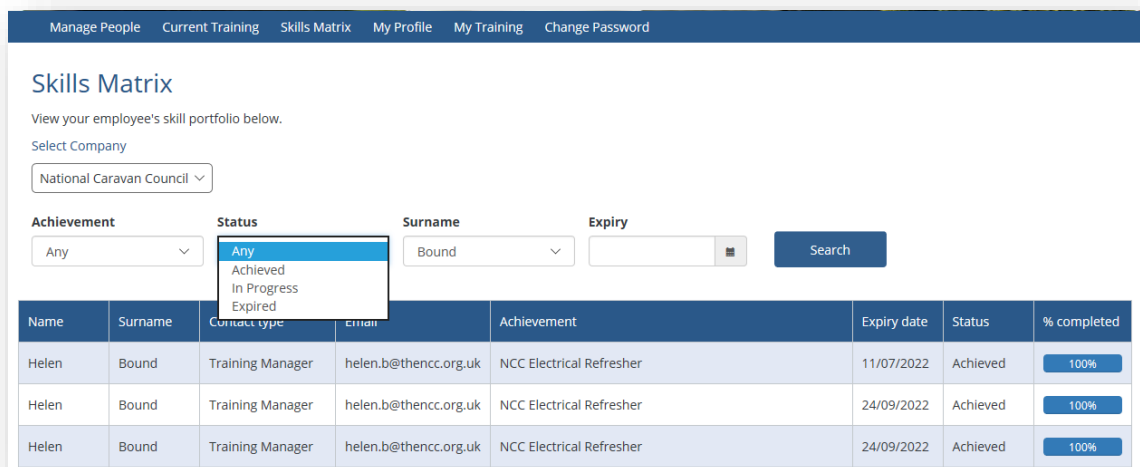
**Notices**

- b. **Current Training:** This is a summary of all your teams training, either completed or in progress or to begin. It will also include your own training and can be filtered by the drop-down boxes.



Delegate	Training	Location	Start Date	End Date	Status	Documents
Sallyann Adams	NCC Managing Safety	Online	-	-	Begin	
Nicki Otter	NCC Managing Safety	Online	-	-	In Progress	

- c. **Skills Matrix:** This is where you can view your employee's skill portfolio, looking at the status of training.



Name	Surname	Contact type	Email	Achievement	Expiry date	Status	% completed
Helen	Bound	Training Manager	helen.b@thencc.org.uk	NCC Electrical Refresher	11/07/2022	Achieved	100%
Helen	Bound	Training Manager	helen.b@thencc.org.uk	NCC Electrical Refresher	24/09/2022	Achieved	100%
Helen	Bound	Training Manager	helen.b@thencc.org.uk	NCC Electrical Refresher	24/09/2022	Achieved	100%

- d. **My Profile** Here you can edit your profile details, add an image, change contact details.  
 e. **Change Password.** You can change your own password here. Your employees will be able to change their own passwords on their own accounts.


7. Once you have registered your company and created a password you can then login each time with your email address and password

## First time use: Employees Login

1. There is a different dashboard view when you login as an employee and you can see your training on the opening screen plus a tab for your achievements.



**Name:**  
Helen Bound  
**Email:**  
helen.b@thncc.org.uk  
**Direct Line:**  
01252796069

EDIT PROFILE 

ACHIEVEMENTS 

CHANGE PASSWORD 

Hello Helen, welcome to My Academy

This is your personalised academy portfolio. Access your e-learning courses and assessments below or keep track of any face-to-face courses you are scheduled to attend.

Your qualifications are listed at the bottom of the page, confirming the date of achievement and expiry date to help you manage when they are due for renewal.

The two options below allow you to access any training programmes you are currently booked to attend or registered to study online.

**E-Learning:** access any online e-Courses or e-Assessments you have been registered to take.

**Tutor-Led:** will display all face-to-face courses you have been booked on to attend.

Notices



We would recommend you access any of our online courses with Google Chrome or Mozilla Firefox on your laptop or desktop. A recent update to Microsoft Edge has caused a few access problems when opening and running any of our courses.

Ensure your pop-ups are enabled and if you're accessing courses via your mobile device you will need to download [Articulate Player](#).

You can access Pop-up support here

[Firefox](#) [Chrome](#) [Internet Explorer](#) [Safari](#)

- 22/01/2018

### Current Training

Course	Location	Start Date	End Date	Status	% Completed	Documents
NCC Electrical Refresher e-Assessment	Online	-	-	In Progress		
NCC An Introduction to Risk Assessment	Online	-	-	In Progress		
NCC An Introduction to Risk Assessment	Online	-	-	Begin		
NCC An Introduction to Risk Assessment- Assessment Questions	Online	-	-	In Progress		
NCC CHH COP- Module 0 - Core Commitments	Online	-	-	In Progress		
NCC CHH COP- Module 0 - Core Commitments	Online	-	-	Begin		
NCC CHH COP- Module 1 - Marketing & Advertising	Online	-	-	Begin		
NCC CHH COP- Module 10 - Complaints Handling	Online	-	-	In Progress		
NCC CHH COP- Module 11 - Misuse of holiday Homes	Online	-	-	Begin		

2. You will also login with your email address and the password that has been set-up for you. If you have forgotten it you can contact us at [info@nccacademy.org.uk](mailto:info@nccacademy.org.uk) or 01252 796090 You can then change your password using the tab on the opening screen.

The NCC Training Academy 24/01/2018