

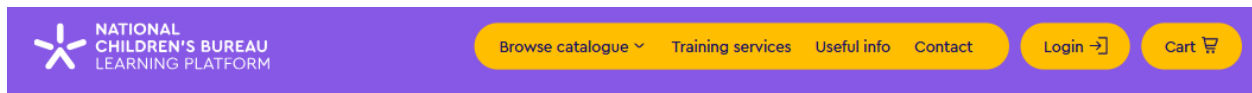
User Guide to access the Family Help – Making it work for disabled children and their families training



Please contact ncbsocialcare@ncb.org.uk if you need further assistance

Step 1: Login

Visit <https://learning.ncb.org.uk/AccountLogin.aspx> and enter the login details used when registering for the event.

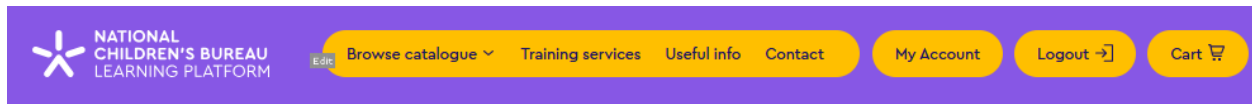


Sign in or Register

Existing Users	New Users
Email	New Users
Password	Create an account in order to register for events and opportunities
Forgot Your Password?	Register for an Account
Login	

Step 2: Access 'Registration Codes'

Click on 'Registration Codes'



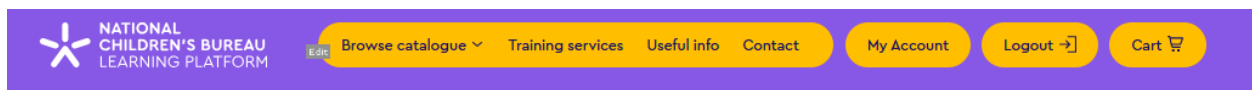
My Account Dashboard

Welcome to your Account Dashboard, This is the starting point for all actions related to your account.

[Registration Codes](#) [Edit Your Account](#)

Step 3: Select the training

Click on 'details' for the training you would like to assign access to.



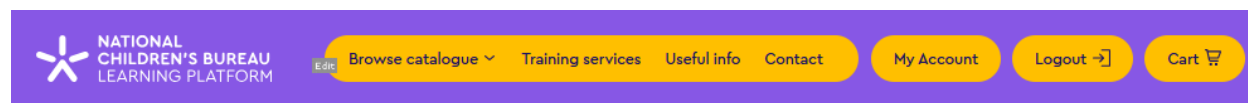
Registration Codes

Below are orders in which you have registration codes.

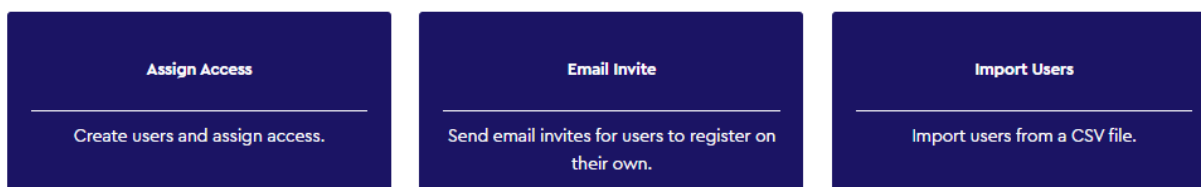
Order ID	Order Date	Products	Total Remaining Codes	Total Used Codes	
18278	29.04.2025	Family Help – Making it work for disabled children and their families (Thursday 22 May) – Family First Partnership – Making it work for disabled children and their families	1	0	Details
18278	29.04.2025	Family Help– Making it work for disabled children and their families (Wednesday 4 June) – Family First Partnership – Making it work for disabled children and their families	1	0	Details

Step 4: Assign access

Select your preferred method of assigning access. Either by creating the account for your colleague or sending them an email to do this themselves.



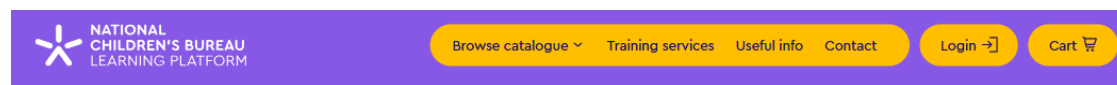
Registration Codes



You can then repeat this process if you need to assign access to another colleague.

Step 5: Colleague login

Once your colleague has been given access, they should be able to login themselves at <https://learning.ncb.org.uk/AccountLogin.aspx>



Sign in or Register

Existing Users

Email

Password

Login

[Forgot Your Password?](#)

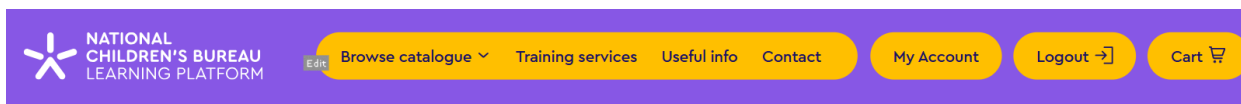
New Users

Create an account in order to register for events and opportunities

[Register for an Account](#)

Step 6: Colleague access to their training

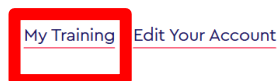
Once your colleague has been given access, they should be able to view their dashboard and click on 'My Training'



My Account Dashboard

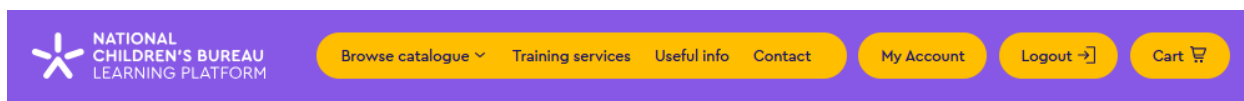
Welcome to your Account Dashboard,

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Step 7: Colleague access to join the training

Click on 'Launch' to launch the Microsoft Teams link. **This button will appear closer to the time of the event.**



Family Help – Making it work for disabled children and their families training

You have successfully registered for the training

Wednesday 21 May – 10.00am – 3.00pm

Please return here at the date/time of the workshop

Click 'Launch' to join the Microsoft Teams meeting

If you have any questions, please email ncbsocialcare@ncb.org.uk

Item	Status	
Joining Link 21.05.2025 10:00 - 3:00 GMT (Virtual) Please click ' launch ' to join the meeting.	<u>Not attended/Incomplete</u>	Launch

You have not yet attended/passed this course.