How to Purchase the Online UKATA Asbestos Awareness Course:

STEP 1:
To purchase our Online UKATA Asbestos Awareness training course, please visit **www.bosstraining.co.uk** and click on the '*Online UKATA Asbestos Course*' button on the navigation sidebar.
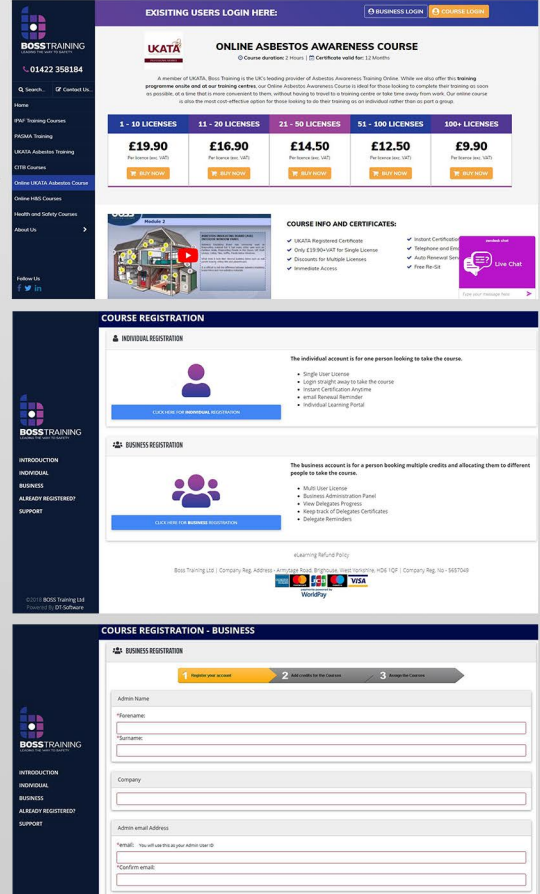
STEP 2:
Once on the page, you will see the different price brackets that vary, depending on the number of course licenses you require. Click on the '*Buy Now'* button for the one that applies to you.

STEP 3:
You will then be asked whether you would like to purchase the course as an *Individual* (one license) or as a *Business* (multiple licenses).

Once you have selected this and filled in your details, you will be taken to the payment screen and then you will be sent your login details to access your account and sit the course.

What is a Business Administration Account?

A UKATA Asbestos Awareness ELearning Business Administration Account allows you to:
- Purchase multiple course licenses
- Allocate, manage and track your delegates progress
- Download copies of certificates
- Email course reminders to your delegates
- Receive automatic renewal emails when your delegates certificates are due to expire
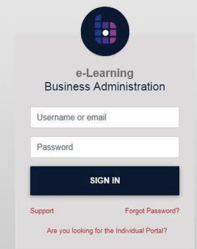
What is an Individual Account?

- An Individual account means you are purchasing the course either for yourself or someone else to complete.

- The name you input when registering for this type of account is the name that will appear on the UKATA Asbestos Awareness ELearning certificate upon completion of the course.

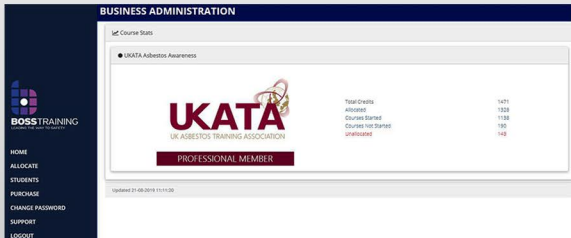# How Does the Business Administration Account Work?

1. Logging In:

Once you have registered for a Business Account and purchased course credits, you will be emailed your username and password to access your account.

Follow the link on the email and log into your account.

2. Homepage:

After logging in you will see the homepage of your account which tells you your total number of course credits, number of allocated courses, how many of the courses have and have not been started and finally the total number of unallocated credits.

3. Navigating Your Account:

On the left hand side of the screen you will see the navigation bar for your account with 7 options to choose from. These are:

Home - Takes you back to the first account screen

Allocate - This is where you assign your course credits to your delegates

Students - This is where you can view all the delegates that you have allocated a course to and download copies of certificates, send out reminders, reset their password and delete delegates who no longer need the course.

Purchase - This is where you can purchase additional course credits

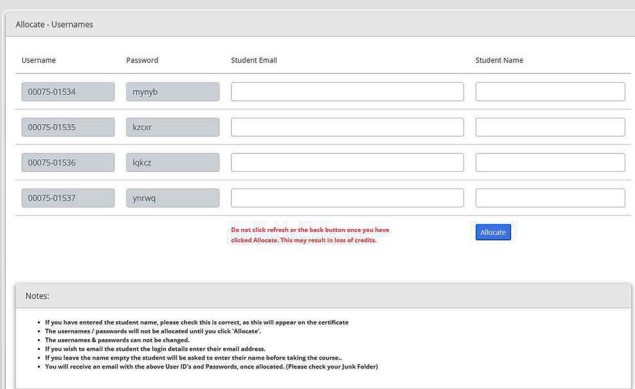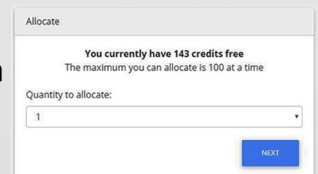**Change Password -** You can change your account login details

Support - This is where you can get in contact with us if you require assistance

Logout

4. Allocating Courses:

To allocate courses to your delegate click on the allocate button. You will then be able to select how many course logins you would like to create from a drop down list. Once you have chosen, click the blue 'Next' button.

You can then fill in your students name and email address of who you would like to take the course.
(Take care at this point as the details cannot be amended when the 'Save' button is clicked).

If you don't know who will be taking the course, click the 'Allocate' button without filling in the student name box. This will create 'blank' login details that any delegate can use as it will ask them to input their own name when they log in.

When you are happy that all the details are correct, click the blue 'Allocate' button and this will send out the login details.

5. Students Page:
The 'Students' section in your Business Account allows you to:
- View students course percentage
- See their certificate expiry date
- Download copies of certificates
- Send out course reminders
- Check if they have passed or failed
- View the date you sent them the course
- Remove incomplete courses from your account
- Reset a students password

The screenshot on the right shows what a typical 'Students' section will look like once you have allocated courses and some of your delegates have begun to complete the training.

Student Section Key:

 Allows you to **download** a copy of a certificate

 Allows you to **delete** a student and add the credit back into your account (providing they haven't reached 100%)

 Allows you to **change a students password** if they have lost their current one

 Allows you to send out an automatic **email reminder** to prompt your student to complete the course

 Allows you to download a list of all your students into a **spreadsheet**

Individual Account

If you are purchasing the UKATA Asbestos Awareness ELearning course for yourself, it is best to set up an individual account rather than a business.

An individual account allows you to:
- Purchase one course
- Login and download a copy of your certificate
- Renew your certificate on a yearly basis without setting up another account
- Receive automatic renewal email when your certificate is due to expire