

HOW TO: Approve your students to your college/ university account

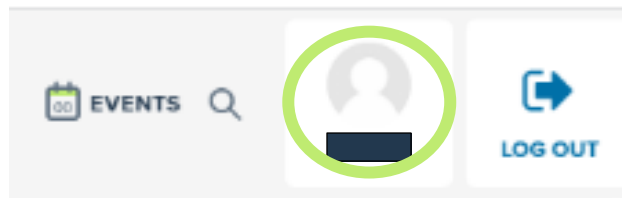
Step 1: To access all of our free, CPD-accredited, industry-led learning on the School, your students will need to have an account. Please give them the [How to register](#) guide to support them with this.

As an admin, you can approve your students to be part of the company (college/university) account. This means you can keep track and report on all your student's learning.

We encourage you to complete this process when you are first getting your students to register for the School.

Step 1: As part of the registration process, your students will be asked to join a company (college/university) on the School. The system will use their email domain to pair them up to your organisation. Once they have requested to join, you will need to approve them to the company account.

Step 2: When you have logged in, navigate to your individual dashboard on the School by selecting your **PERSONAL AVATAR** in the top right corner of your screen (*highlighted in green below*).



This will take you to your individual dashboard which will look as below. Click on the **TAKE ME TO MY COMPANY DASHBOARD** button as indicated below.

Switch between personal and company dashboards easily

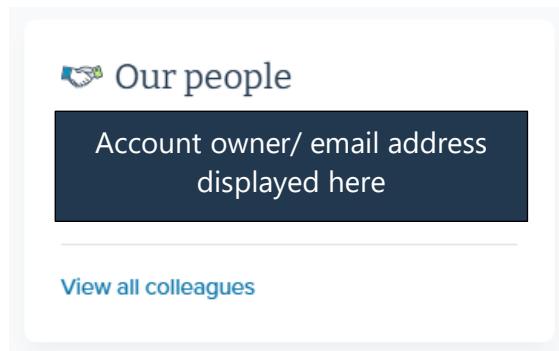
ASSESSMENT	SCORE	BASELINE
BIM		ASSESS >
Lean		ASSESS >
Management		ASSESS >
Offsite		ASSESS >
Sustainability	2.06 2020-06-11	3.42 Reassess

CONTACT THE TEAM

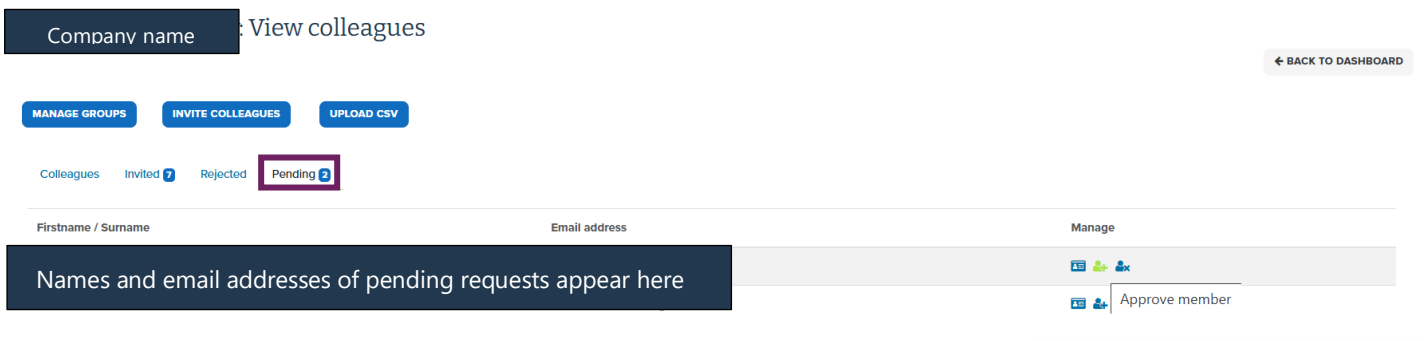
✉ Lucy.hunt@supplychainschool.co.uk
 ☎ 020 7697 1977
 🌐 supplychainschool.co.uk/events
 🐦 @SupplyCSSchool

HOW TO: Approve your students to your college/ university account

Step 3: On the following screen, scroll down to the tab on the left hand side entitled **OUR PEOPLE** and click to **VIEW ALL COLLEAGUES**.



Step 4: To view all the pending requests to join the company, click on the **PENDING** button (*highlighted in the purple box below*). To approve requests, you want to click on the people icon under the manage tab (*highlighted in green below*).



Your students will then have joined the college/ university account and you will be able to keep track of all their learning.

NB: If you do not have this feature you will need to request admin rights from your colleagues or the School team.

CONTACT THE TEAM

- Lucy.hunt@supplychainschool.co.uk
- 020 7697 1977
- supplychainschool.co.uk/events
- @SupplyCSSchool