

# Account Creation

## Introduction

The ICS Academy Exchange is a learning management system and a repository of learning resources that has been created as a shared resource for the workforce of the Herefordshire and Worcestershire Integrated Care System.

## Accessing the ICS Academy Exchange

1. The ICS Academy Exchange can be accessed from this link from any device.

<https://icsacademyexchange.hubkencore.com/>

Or by scanning this QR Code.

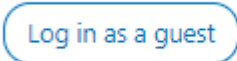


## Guest Access

There are two ways to access the ICS Academy Exchange. The first is Guest Access. Guest access allows anyone to access the ICS Academy Exchange and make use of any resources that don't require an enrolment. This includes the Resource Library.



1. To login in as a Guest click on the Login in as a guest button and continue.



Log in as a guest

## Creating a user Account

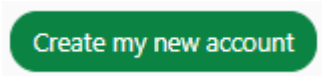
To access to courses that require an enrolment you will need to create a user account.

1. From the login screen click on the Create new account button.



Create new account

2. Next complete the mandatory fields highlighted with a red asterisk.
3. **Note:** you are creating your own user name which can be anything of your choice but could for example be joanna.smith or it could be your email address.
4. **Note:** If your organisation is not listed, please contact [hwicb.icsacademy@nhs.net](mailto:hwicb.icsacademy@nhs.net)
5. **Note:** if you work for an NHS organisation you also need to enter your organisation identifier and your unique organisation identifier number.
6. Once you have completed all the sections click on Create my new account and begin accessing resources.



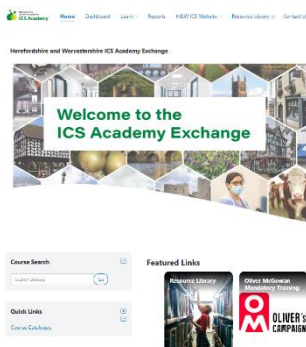
Create my new account

# Course Enrolment

## Course Search

You can find or search for courses from the following places.

- Featured link on the home page
- From the Learn menu link and Find Learning
- From the Course Search
- From the Course Catalogue
- From the Resource Library



1. Choose one of the search options and enter the name of the course in the search box or look through the list of resources.
2. Once located, click on the course link.

## Course Enrolment

1. For courses that are self enrolment, the Enrol me button will now be displayed.

### ▼ Self enrolment (Learner)

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No enrolment key required.

Enrol me

2. Click on the Enrol me button.
3. The **You've been enrolled successfully** message will now appear.



4. You can now begin the course.