

## **Guidance regarding bulk upload for registrations to the Elearning for Health platform**

All individuals who wish to access the free online Elearning for Health Asthma Tiered Training (Levels 1-3) must have their own individual account for the Elearning for Health Platform.

In order to register for the platform individuals must register for an account. It is important for each individual to have an individual unique email address to be allocated a username and account profile. The link for individual registration is [here](#).

If you are a large setting, for example a school, educational establishment or an activity/sports club then there is the opportunity for the organisation to use a bulk upload process to remove the requirement for individuals to register for their own accounts. This process can be utilised to passport individuals through the registration stage. Please note that once individuals have been registered through the bulk upload process they will still need to log in and complete the training in the usual way on an individual basis to receive confirmation of completion of the accredited training.

For settings interested in passporting staff through the access registration process then there is a simple form to be completed and return to the Elearning for health team which captures the following information:

- First Name
- Last Name
- E-mail address (individual/unique email addresses only as our system will not allow duplications)
- Job role
- GMC/NMC/GDC number (only mandatory for Doctors, Nurses and Dental Staff)
- Work Postcode

In addition settings wishing to use this bulk upload facilities to register their staff members for access to the training will also be required to identify a nominated individual who will be overseeing the completion of the training for their staff team. This persons name and contact details will need to be included in the form in the Admin rights section of the form at the top of the document.

Once the bulk upload form has been completed with the required information, please return via e-mail to [support@e-lfh.org.uk](mailto:support@e-lfh.org.uk) with the subject title 'Bulk Upload'.

As soon as Elearning for health have processed the information included in the bulk upload form, they will notify each user separately via email with their username and password, allowing staff members to access the required training programmes via their own personalised access account.

Please note that once individuals have been registered through the bulk upload process they will still need to log in via their allocated username and password and complete the training in the usual way on an individual basis to receive confirmation of completion of the accredited training.

Some settings have suggested that effective ways of doing this has been to dedicate time during staff meetings or CPD sessions to enable staff time to individually complete the training module(s)

***If you would like to use the bulk upload facility for registrations for multiple staff members in your setting, please contact Louise Dauncey at [steesbafs@nhs.net](mailto:steesbafs@nhs.net) and we will send you the form to complete and return to Elearning for Health.***