

Enterprise Advisers - Accessing the CEC Digital Hub

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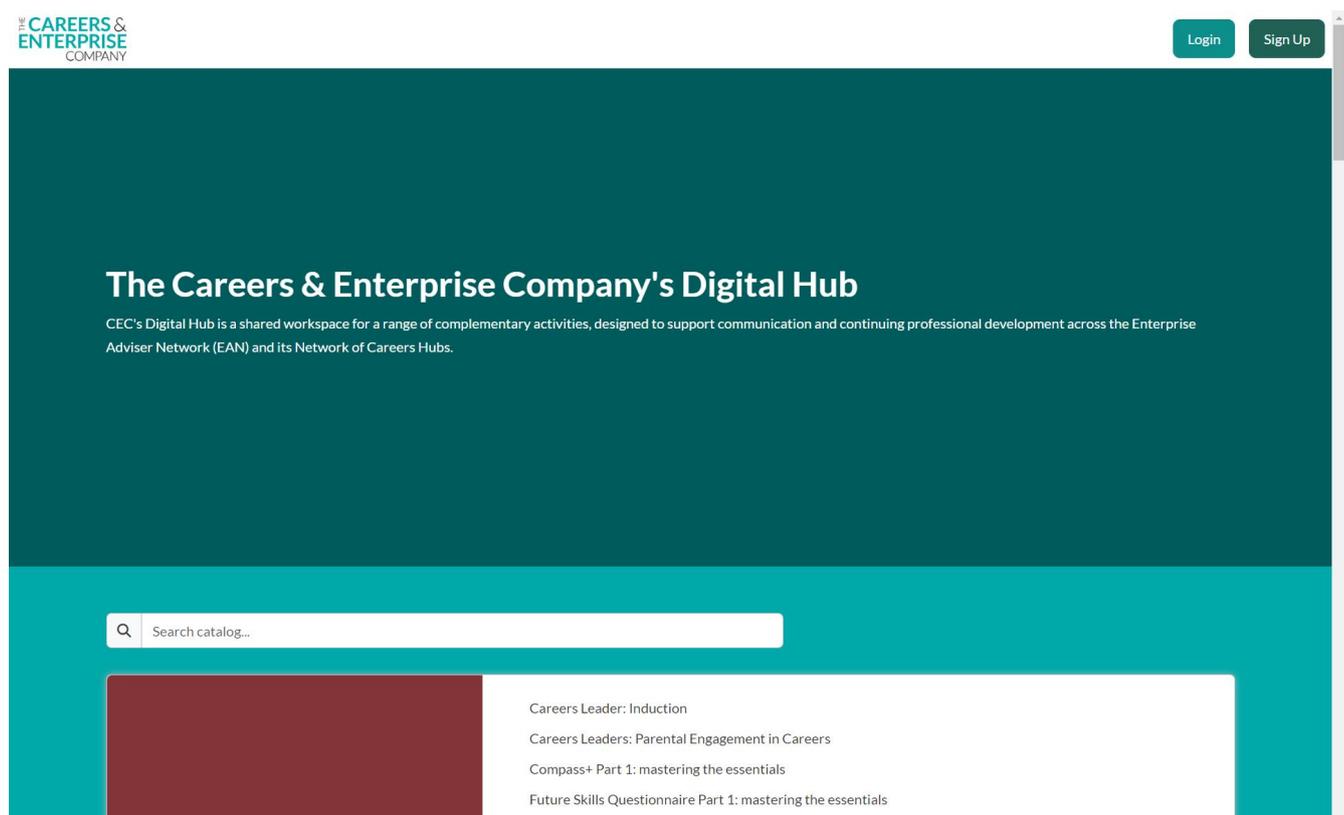
Signing up to the Digital Hub

1. Firstly, make sure you are using the Chrome browser, as the Digital Hub works best on this platform.

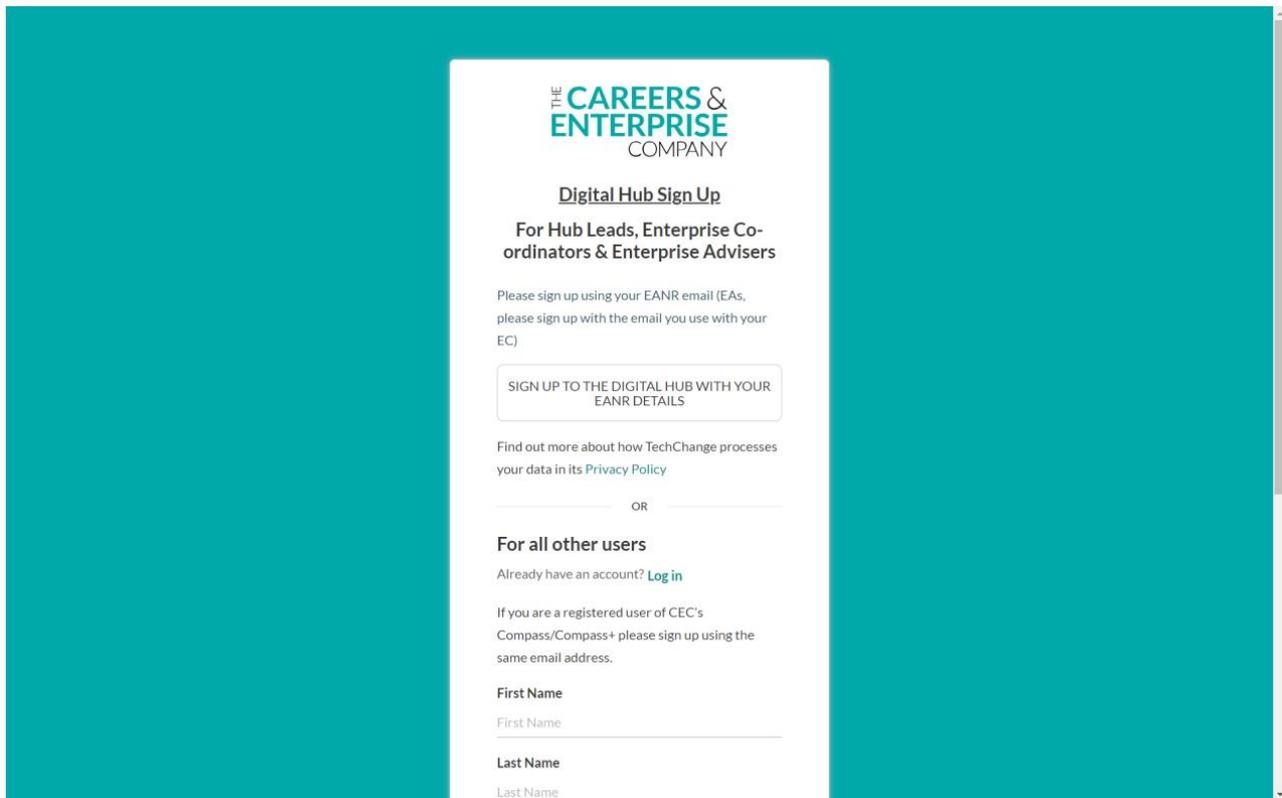
Please also ensure that you are regularly clearing your browser cookies when accessing the Digital Hub to avoid difficulties logging-in.

2. To start accessing the Digital Hub, you need to create a Hub account.

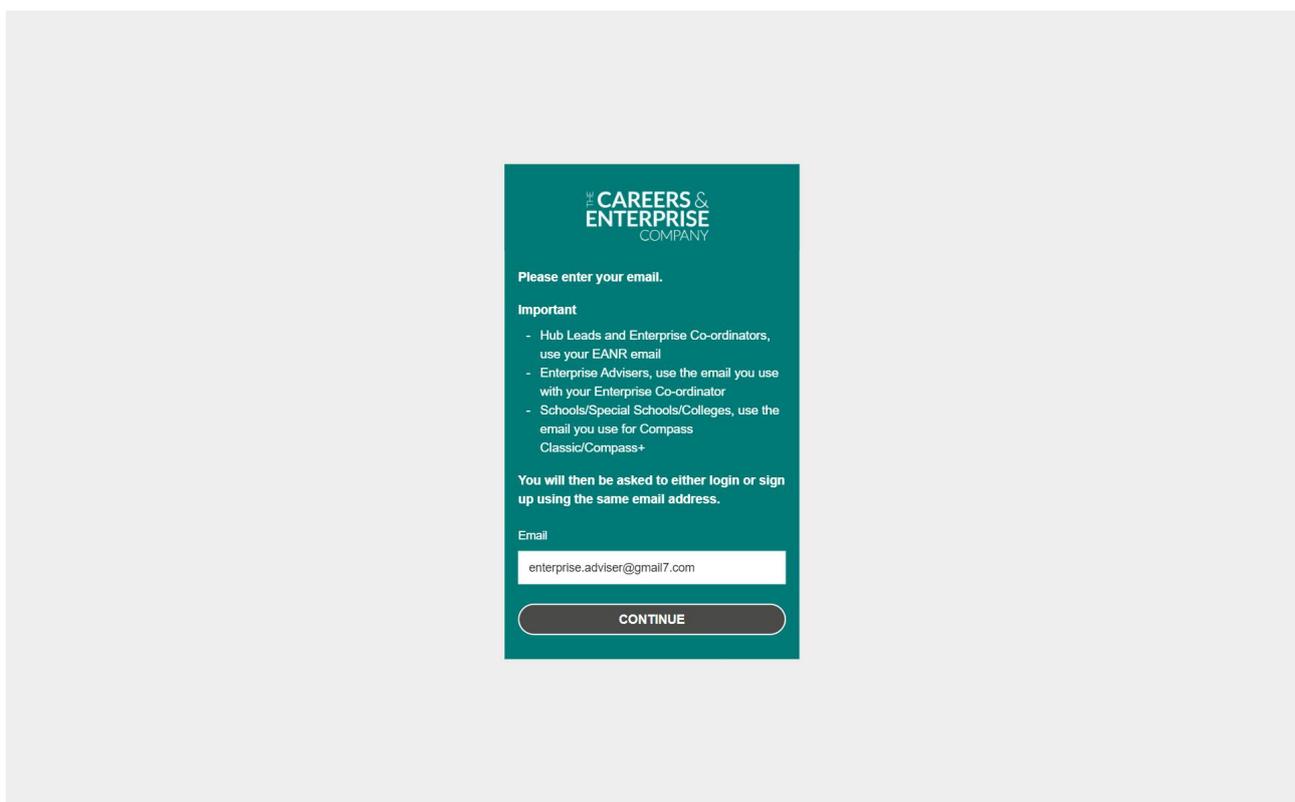
Navigate to <https://cecdigitalhub.community.tc> and click on the 'Sign-up' button to the top-right of the screen:



3. On the next screen, you will be given different sign-up options. Click on the 'Sign up to the Digital Hub with your EANR details' button. The Enterprise Adviser Network Register is a system that tells CEC that you're registered as an Enterprise Adviser:



4. You will now be asked to enter your email address. Enter the email address that you use to communicate with your Enterprise Co-ordinator:



5. You will be sent an email asking you to reset your password using a verification code. Note that the verification code is only valid for one hour. If the verification code expires, instructions on how to use the reset password function are provided in the email:



A request to reset the password for your account has been made on the EA network register

[Reset your password](#) using the verification code: 306245.

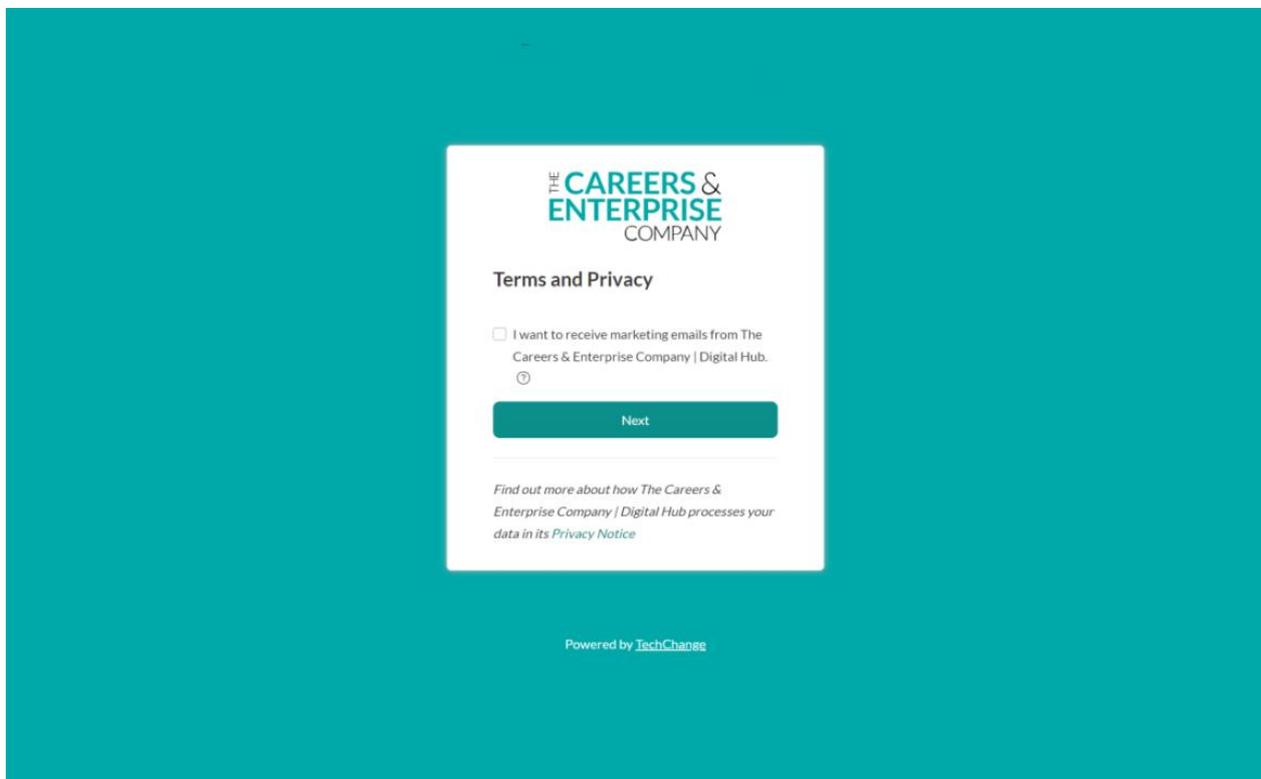
This verification code is valid for 1 hour then it will expire.

If the verification code has expired, please use the reset password function to set your password -

<https://support.auth.careersandenterprise.co.uk/eanr>

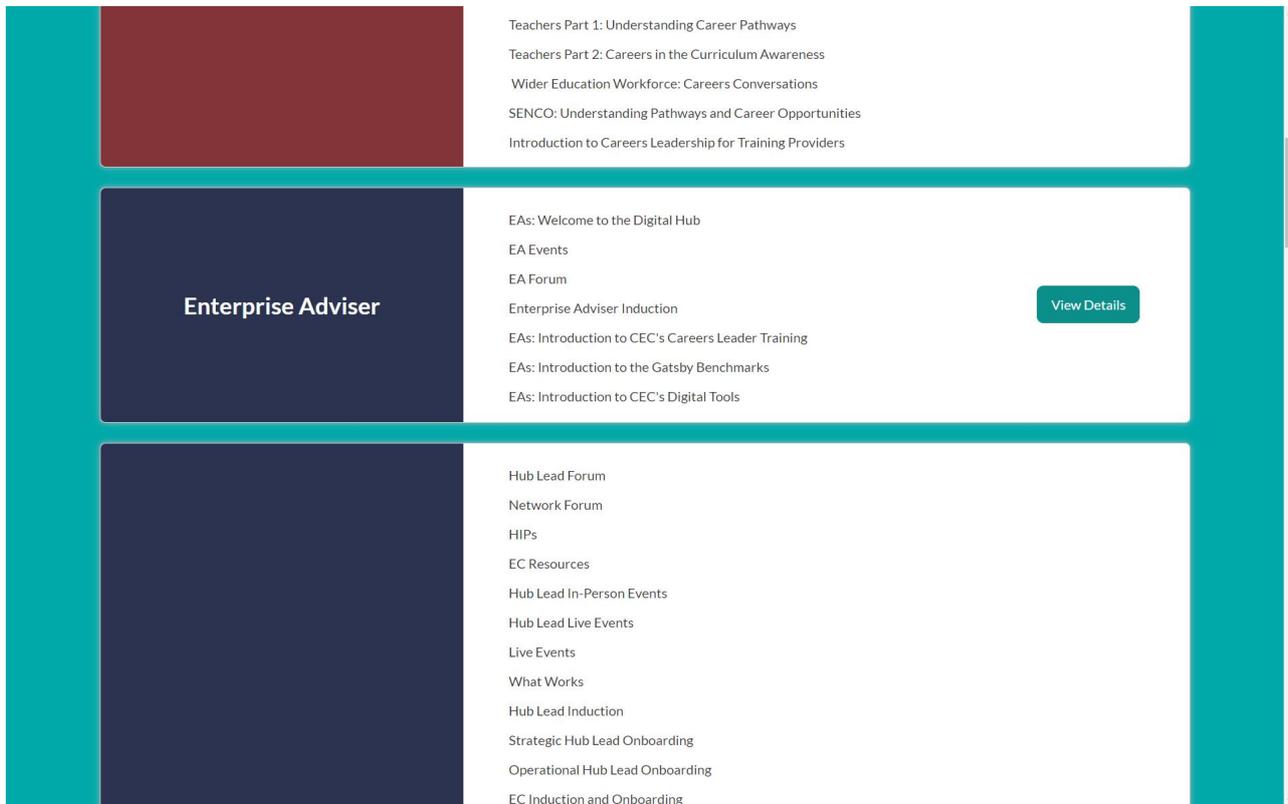
-- The Careers & Enterprise Company team

6. You will then be asked to read the CEC Terms and Privacy notice and indicate whether you wish to receive marketing emails. Click 'Next' to continue:

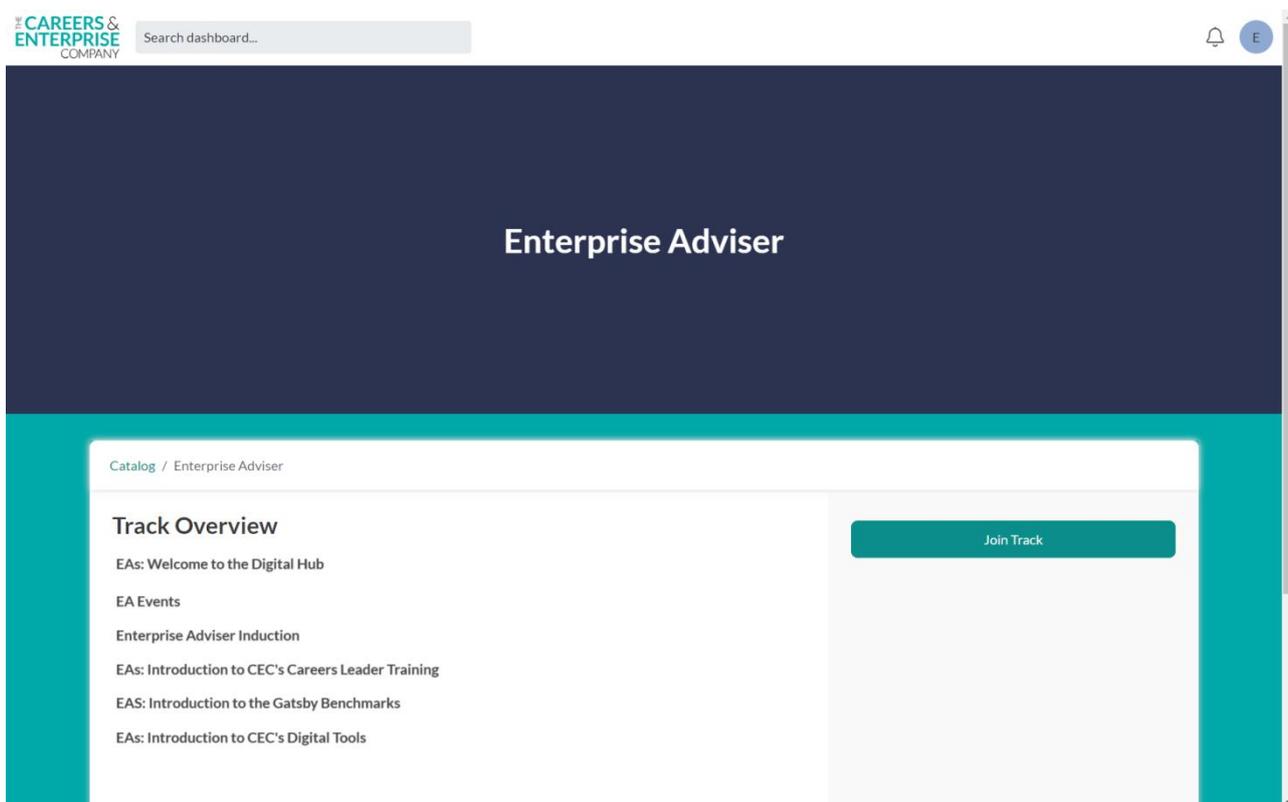


7. Once logged-in to the Digital Hub, you will see a list of all available tracks. A track is a collection of content developed specifically for each type of Hub user.

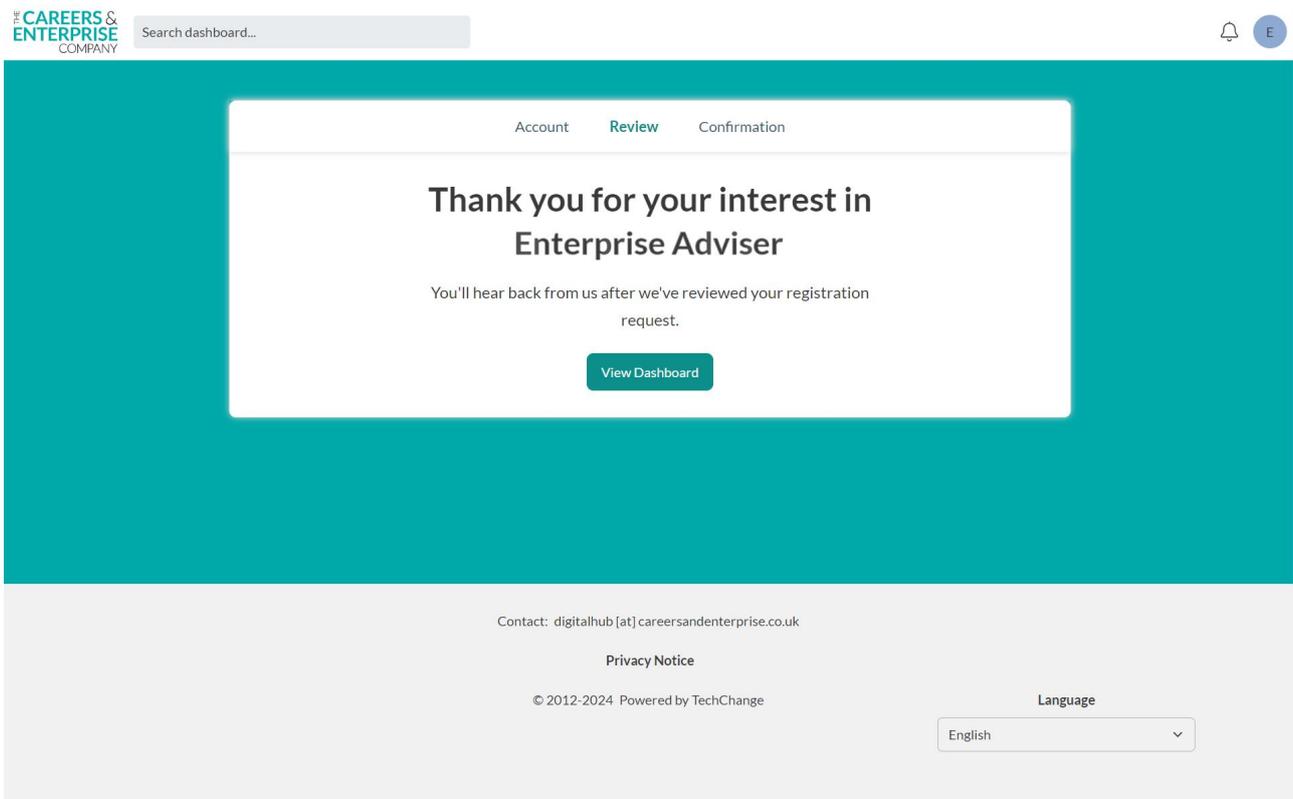
Scroll down to the Enterprise Adviser track and click on the 'View Details' button to the right of the screen:



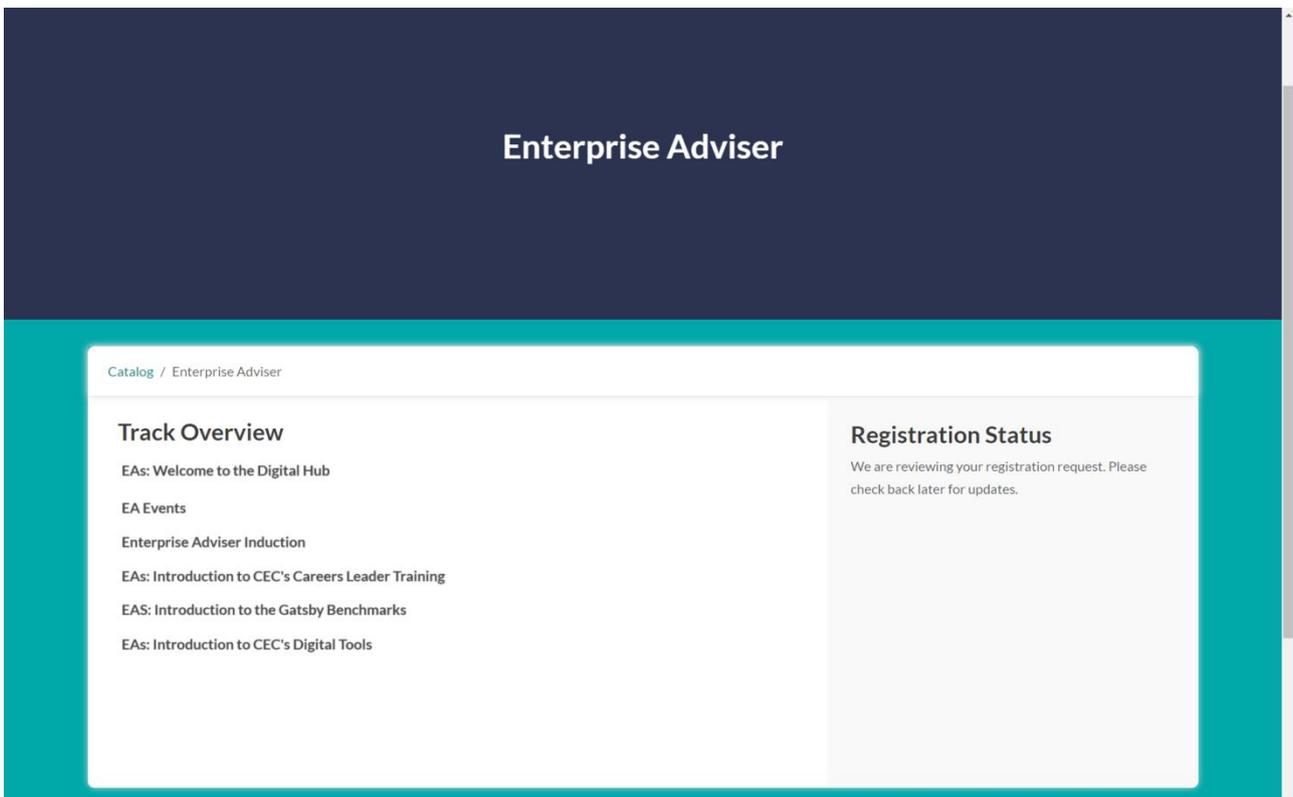
8. You will see the Enterprise Adviser track overview screen. Click on 'Join Track' to apply to join the Enterprise Adviser track:



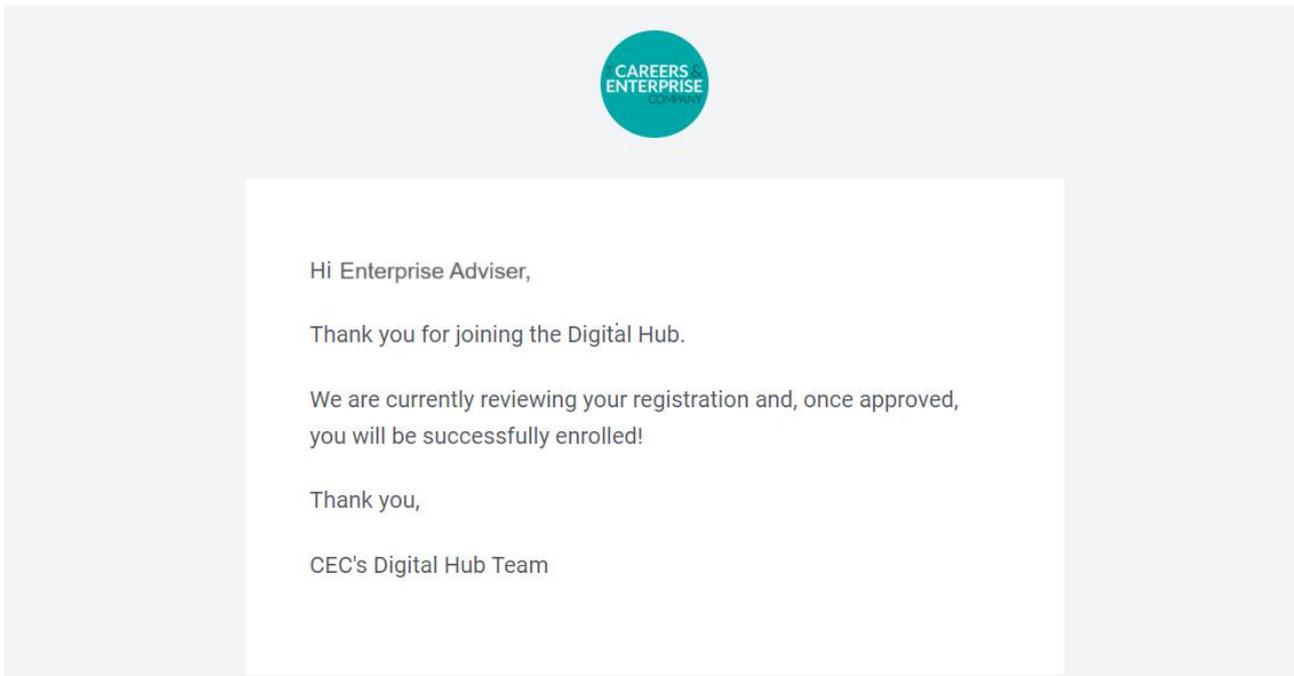
9. A message will inform you that your registration request is being considered. Your application to join the Enterprise Adviser track will be sent to CEC for approval:



10. Click on the 'View Dashboard' button. When you click on 'View details' again in the Enterprise Adviser track, you will see to the right of the track overview screen that your registration status is being reviewed:



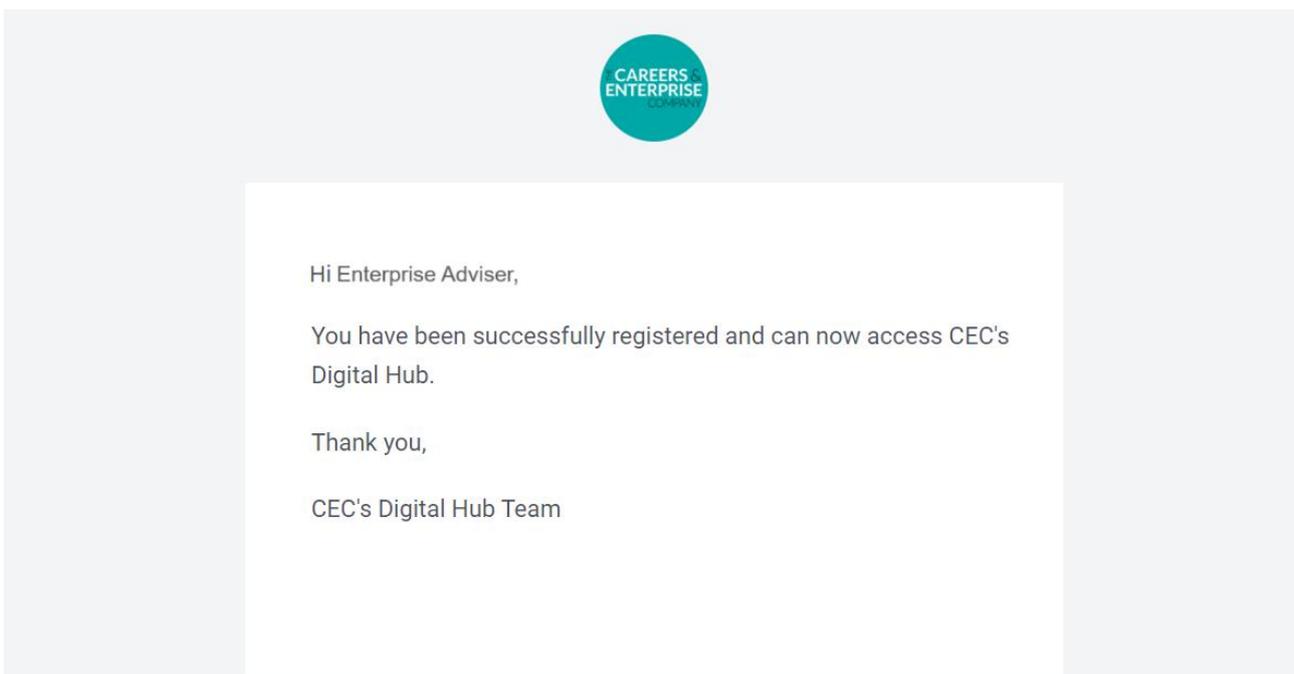
11. You will also receive an email confirming that you have joined the Digital Hub and that your registration is pending approval:



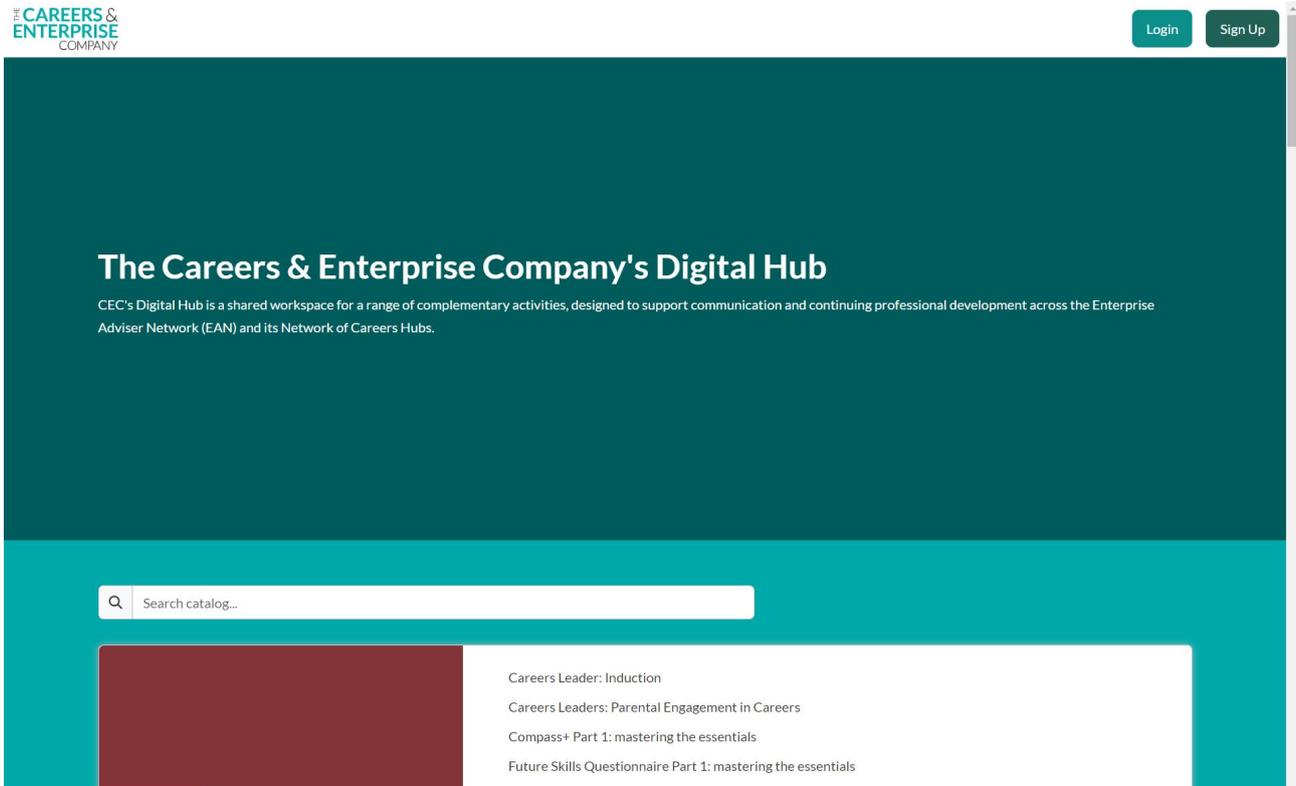
You can now log-out of the Digital Hub while your registration is being reviewed.

Logging in to the Digital Hub

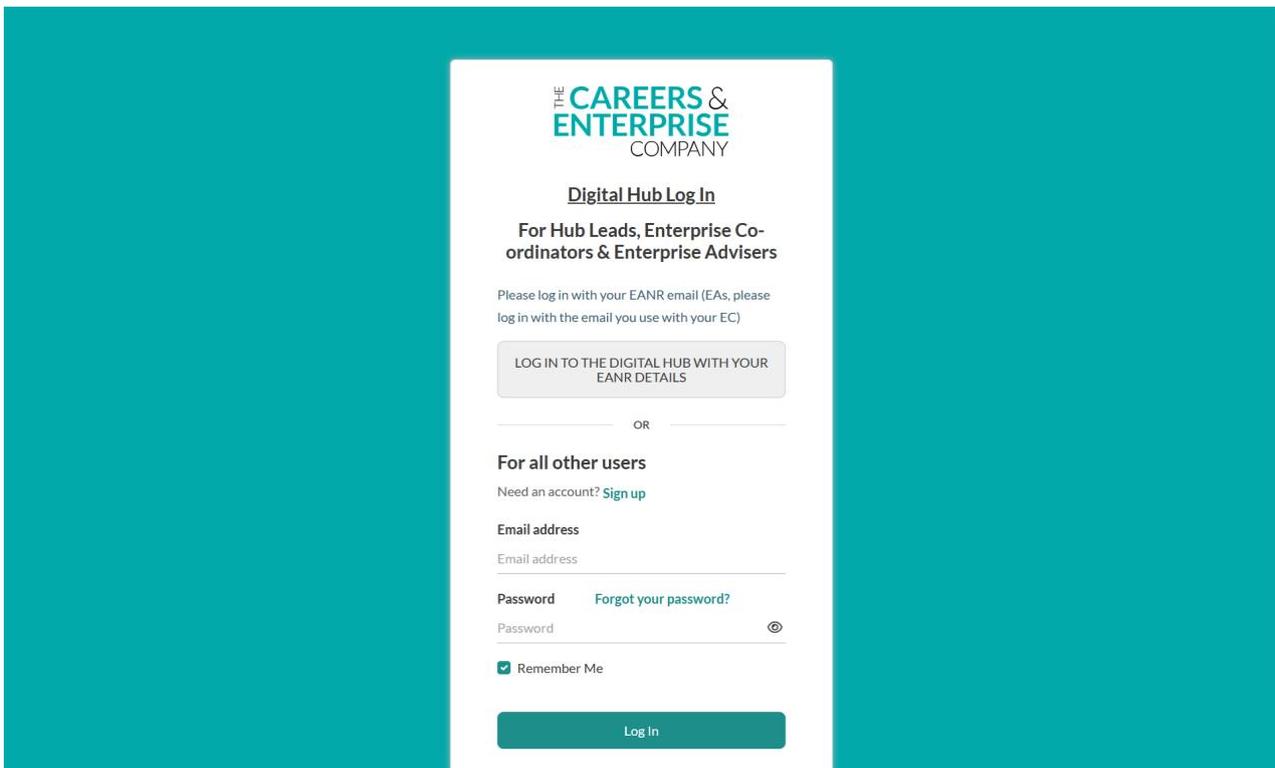
1. Once your application to join the Enterprise Adviser track has been approved, you will receive an email from CEC. If your application is not approved within 24 hours, please contact digitalhub@careersandenterprise.co.uk:



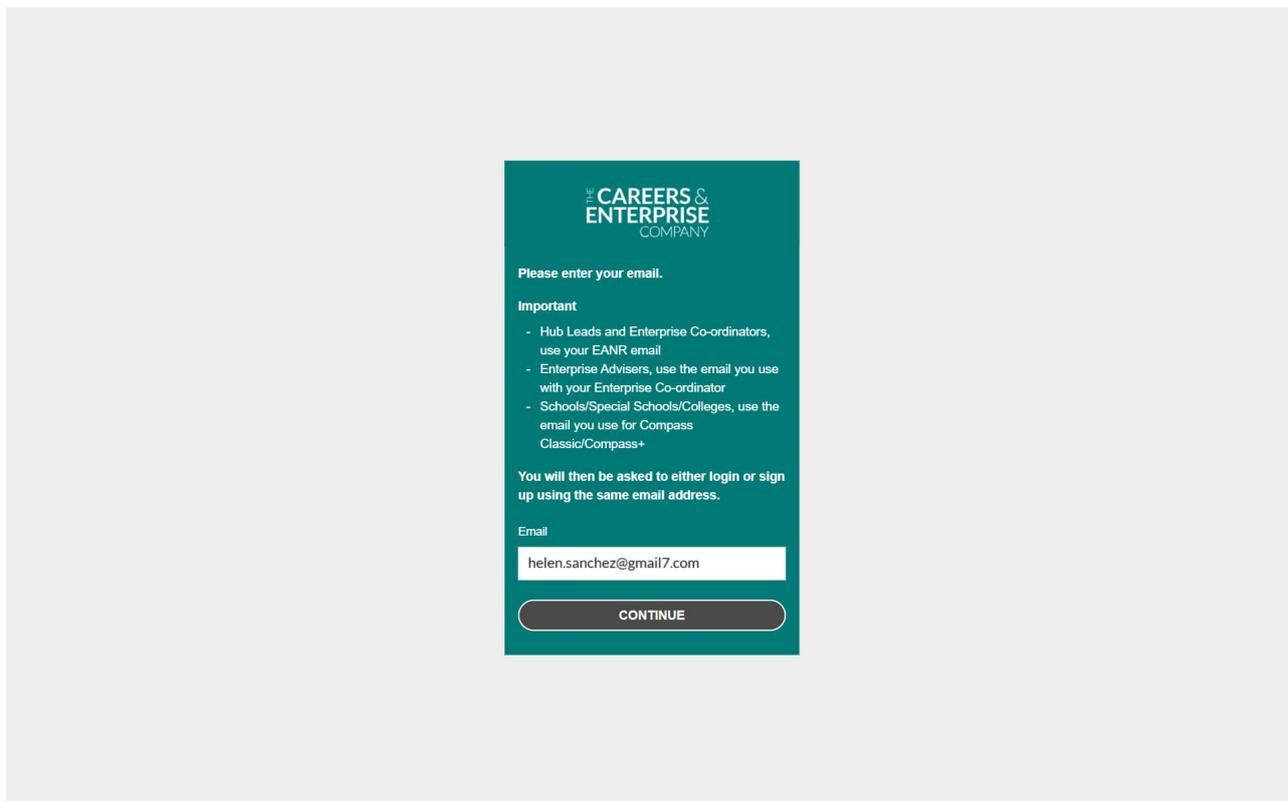
2. You should now be able to log in and access the content for Enterprise Advisers in the Digital Hub. Firstly, click on the 'Log-in' button to the top-right of the screen:



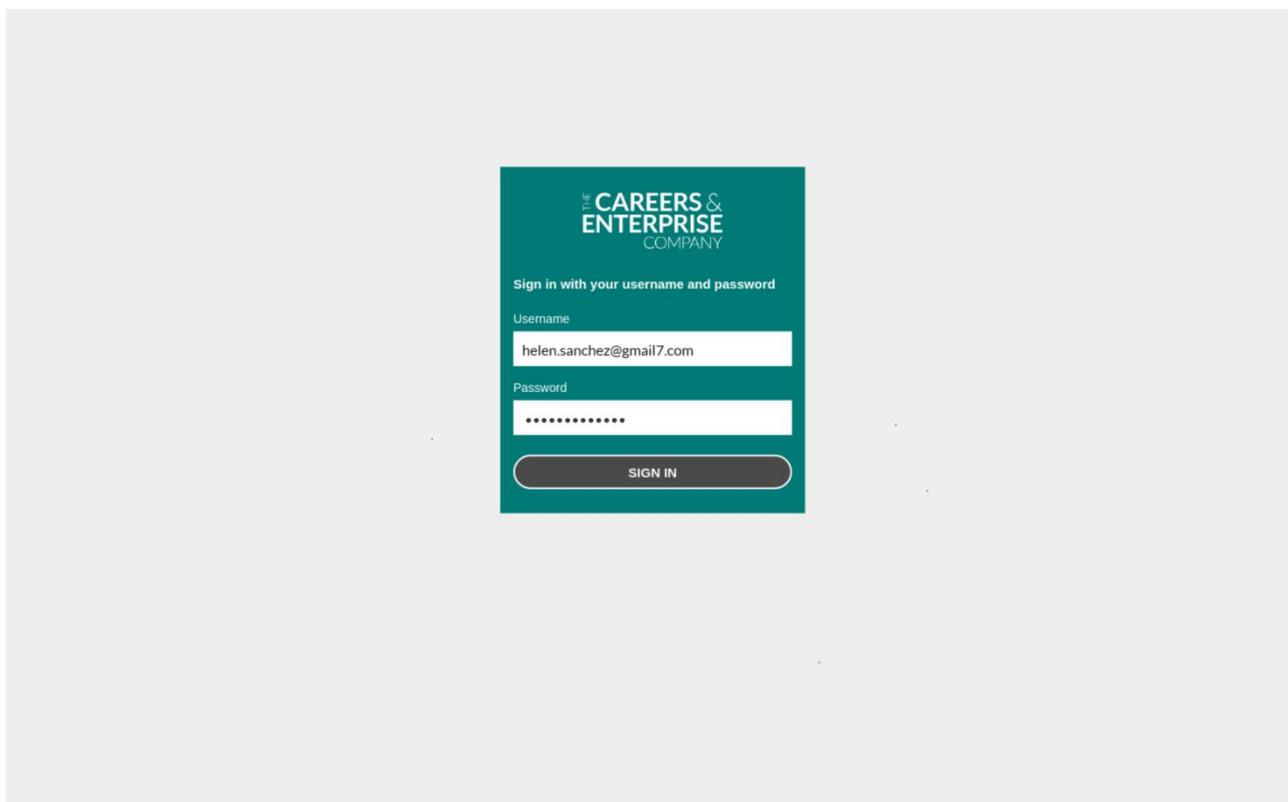
3. Click on the 'Log in to the Digital Hub with your EANR details' button:



4. Then enter your email address and password. Remember, these are the new login credentials that you were asked to create during the sign-up process:

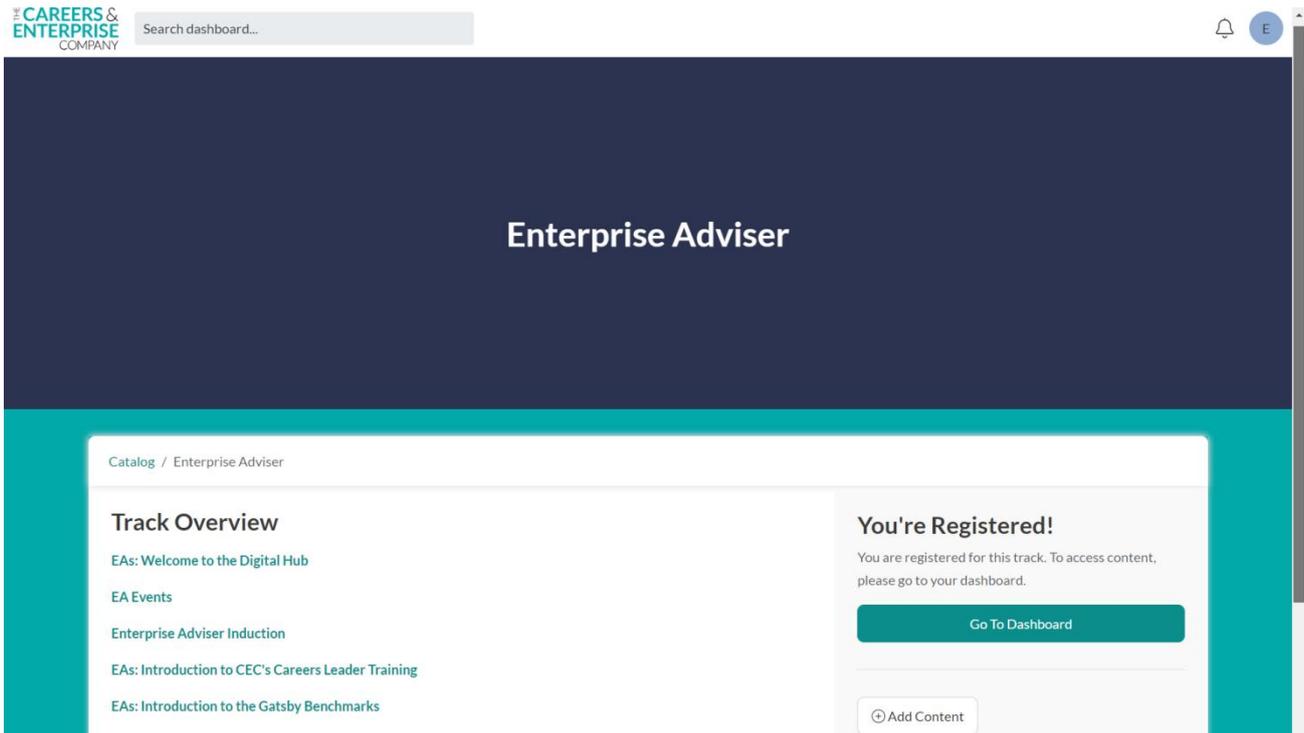


The screenshot shows a teal-colored modal window with the 'THE CAREERS & ENTERPRISE COMPANY' logo at the top. Below the logo, the text reads 'Please enter your email.' followed by an 'Important' section containing three bullet points: '- Hub Leads and Enterprise Co-ordinators, use your EANR email', '- Enterprise Advisers, use the email you use with your Enterprise Co-ordinator', and '- Schools/Special Schools/Colleges, use the email you use for Compass Classic/Compass+'. Below this, it states 'You will then be asked to either login or sign up using the same email address.' There is an 'Email' label above a text input field containing 'helen.sanchez@gmail7.com'. At the bottom is a dark grey button labeled 'CONTINUE'.

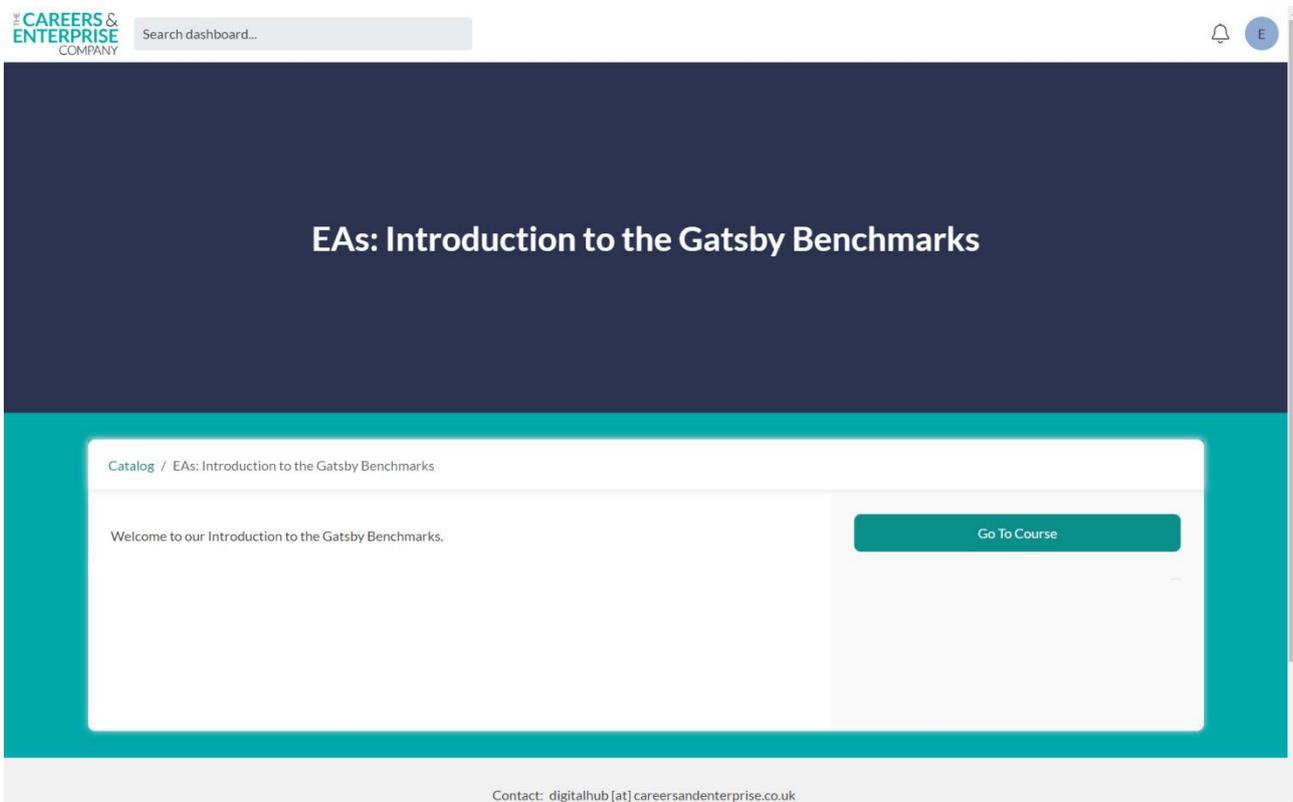


The screenshot shows a teal-colored modal window with the 'THE CAREERS & ENTERPRISE COMPANY' logo at the top. Below the logo, the text reads 'Sign in with your username and password'. There are two input fields: 'Username' with the value 'helen.sanchez@gmail7.com' and 'Password' with a masked field of ten dots. At the bottom is a dark grey button labeled 'SIGN IN'.

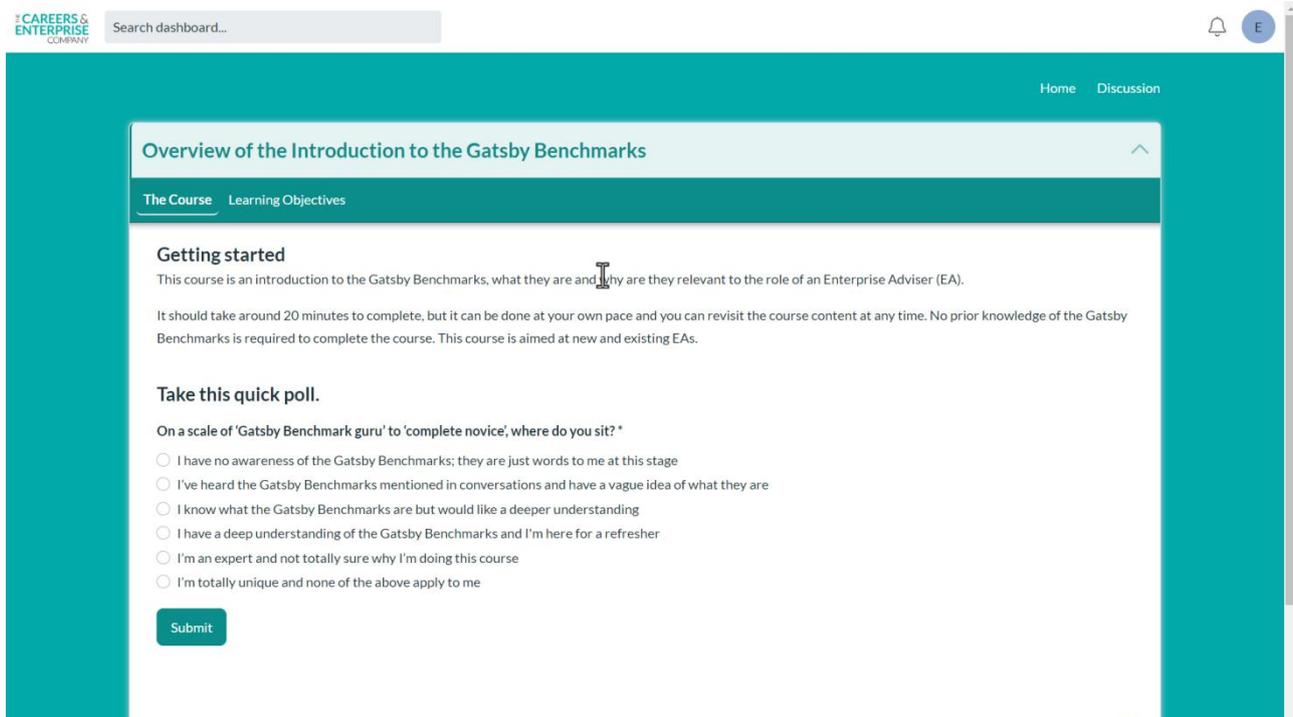
5. Once logged-in, scroll down to the Enterprise Adviser track, where you will see your Enterprise Adviser content list. Click on 'View details'. You will see your Enterprise Adviser content listed as hyperlinks:



6. Click on a course link to access that course. You will see a course description page, giving more details about the course:



7. Click on 'Go to course' to start the course. You are now free to complete the course modules at your own pace. Your progress will be automatically saved in the Hub, so if you log out, you will be able to continue with the course from where you finished last time:



Logging-in troubleshooting

When signing-up, if you don't receive your email with the temporary password, please:

1. Check your spam folder.
2. If the temporary password email is not in your spam folder, please email digitalhub@careersandenterprise.co.uk.
3. If you have forgotten your password, please also email digitalhub@careersandenterprise.co.uk.