

Educators - Accessing the CEC Digital Hub

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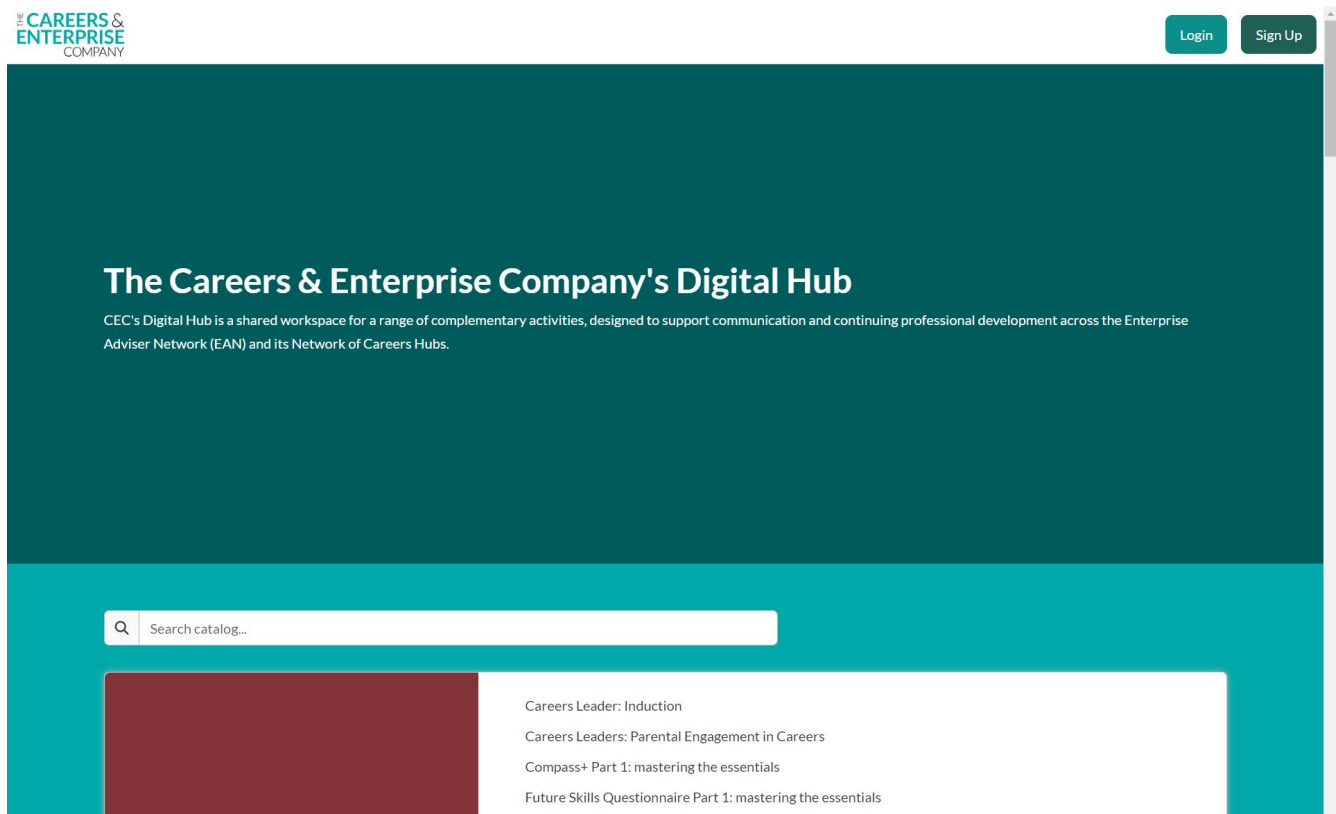
Signing up to the Digital Hub

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. Scroll down to the bottom half of the form, titled 'For all other users':

- Enter your details. If you already use our Compass or Compass+ products, sign up using the same email address you use to log in to Compass or Compass+.
- If you do not use Compass or Compass+, or you are unsure which email address you have previously used on our products, please complete the form using your work email address.

You will also be asked to create a password for your Digital Hub account.

Once you have entered your details, click on the 'Sign Up' button at the bottom of the form:

Find out more about how TechChange processes your data in its [Privacy Policy](#)

OR

For all other users

Already have an account? [Log in](#)

If you are a registered user of CEC's Compass/Compass+ please sign up using the same email address.

First Name
Simon

Last Name
Shah

Email
educator@careersandenterprise.co.uk

Email Confirmation
educator@careersandenterprise.co.uk

Password
.....

Please read and agree to the [TechChange Terms of Use](#).

Sign Up

4. 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:

THE CAREERS & ENTERPRISE COMPANY

Terms and Privacy

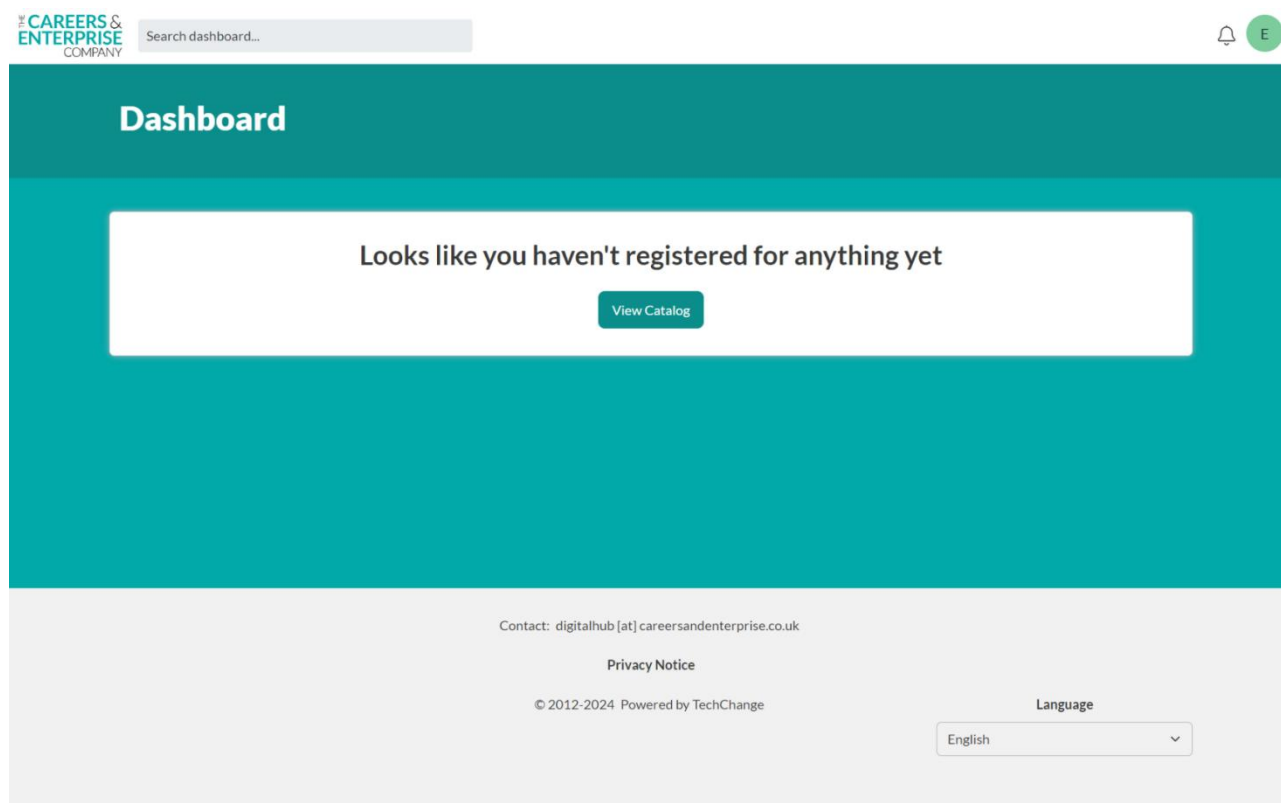
I want to receive marketing emails from The Careers & Enterprise Company | Digital Hub.

Next

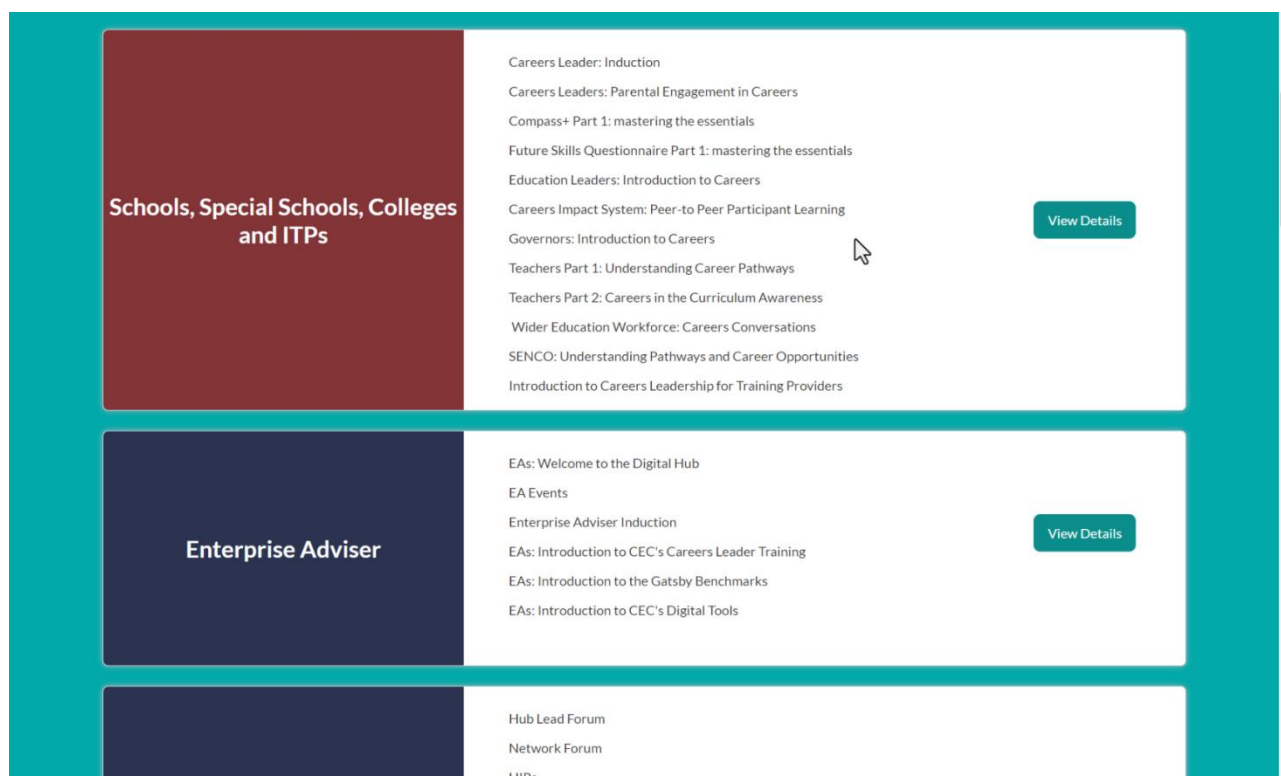
Find out more about how [The Careers & Enterprise Company | Digital Hub](#) processes your data in its [Privacy Notice](#)

Powered by [TechChange](#)

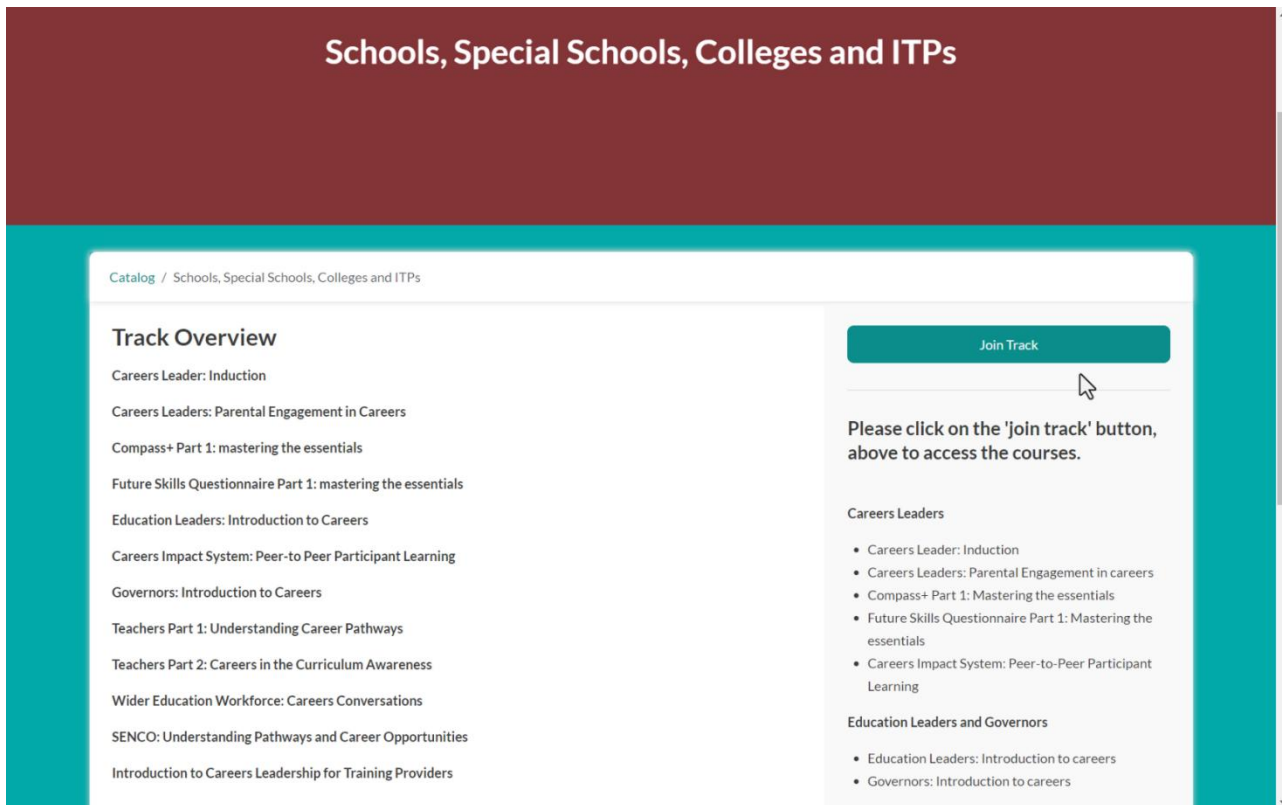
5. You will then see a message informing you that you have not yet registered to access any Digital Hub content. Click on 'View Catalog' to continue:



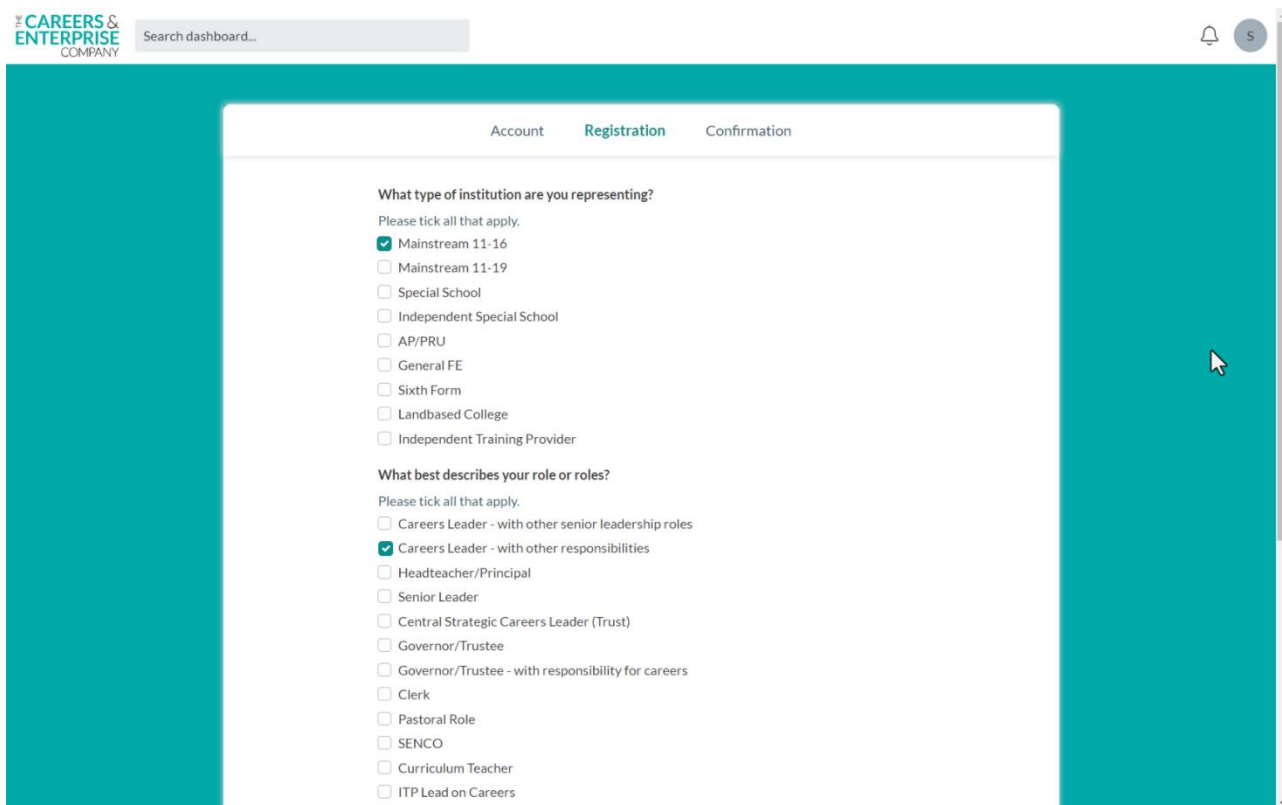
6. You will see a list of all available tracks. A track is a collection of content developed specifically for each type of Hub user. Scroll down to the 'Schools, Special Schools, Colleges and ITPs' track. You will see a list of available content in the track for Educators. Click on the 'View Details' button to the right of the screen. :



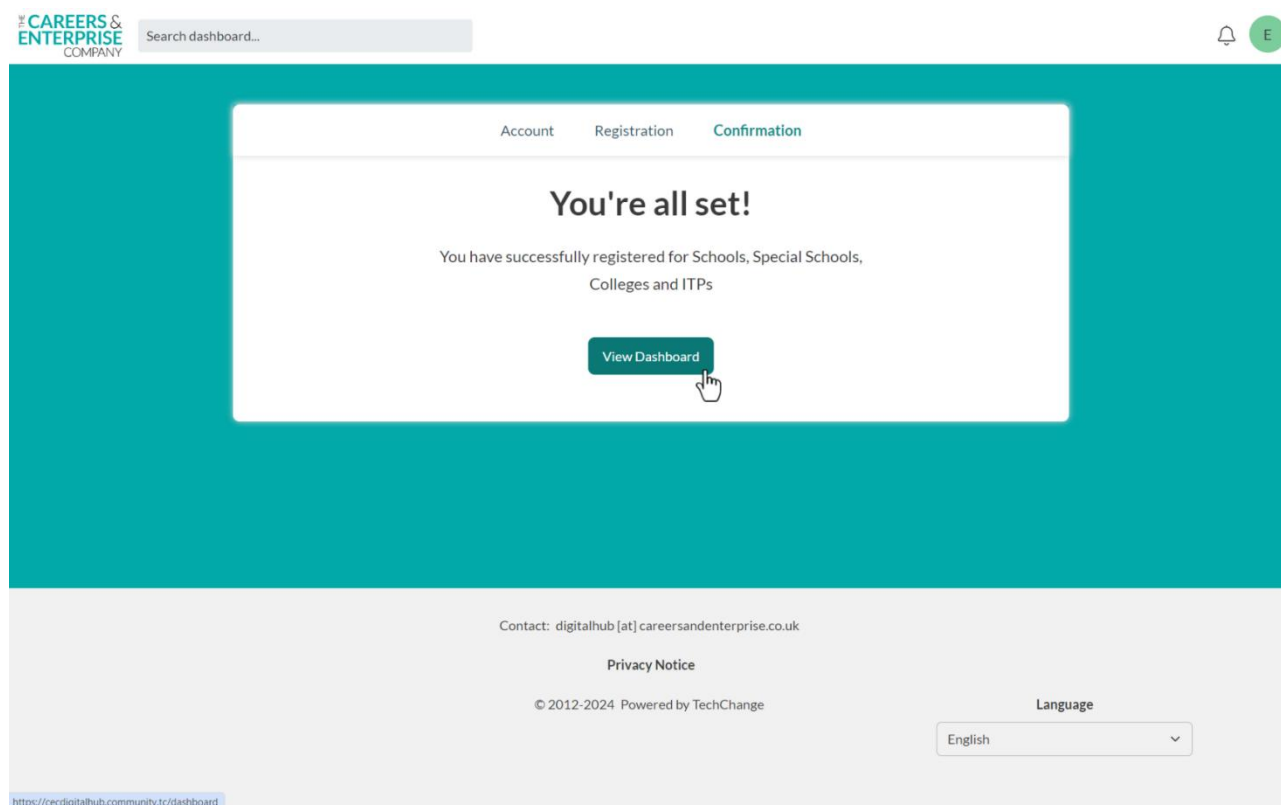
7. On the next screen, click on the 'Join track' button:



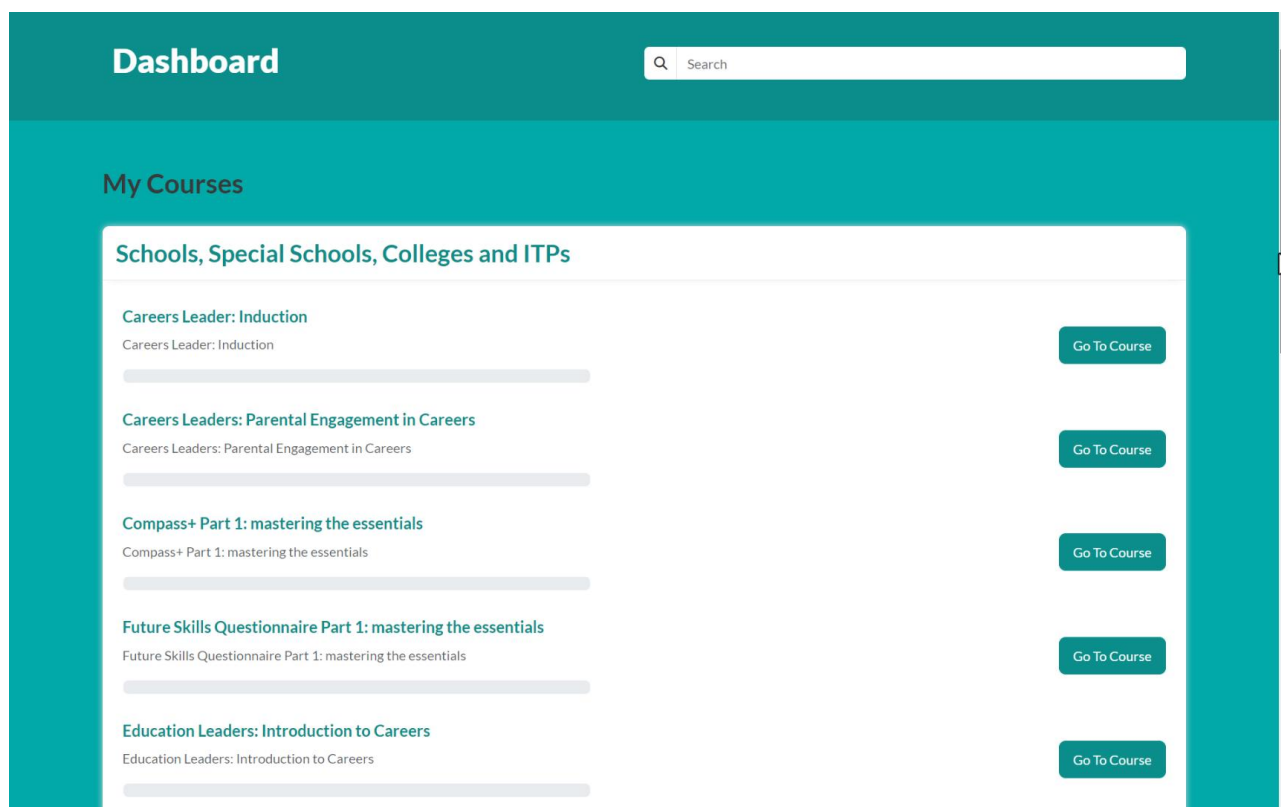
8. You will see a registration form. Choose the type of institution you are representing, and what best describes your role or roles. Then click on 'Submit':



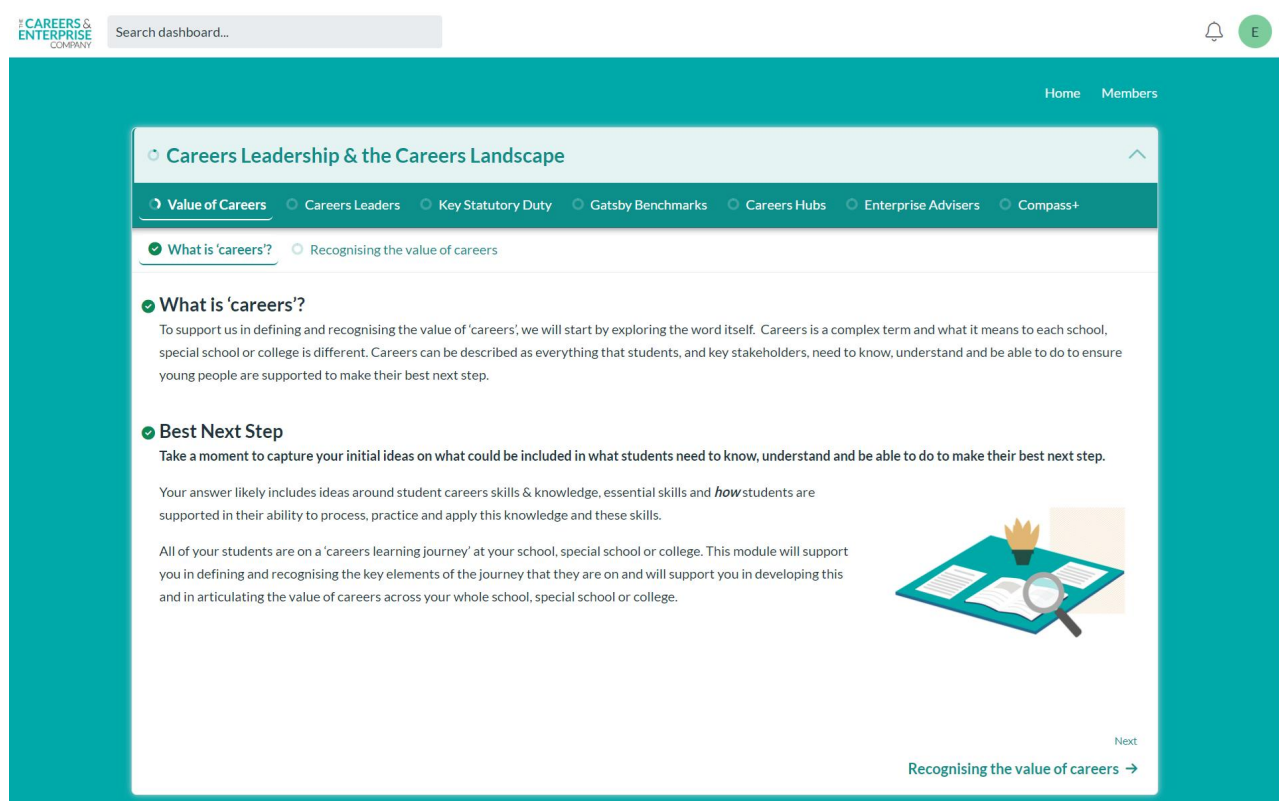
9. An acknowledgment screen will confirm that you have successfully registered for the 'Schools, Special Schools, Colleges and ITPs' track. Click on 'View Dashboard':



10. You will see the list of available courses on the Dashboard screen. Click on 'Go to course' to start that course:

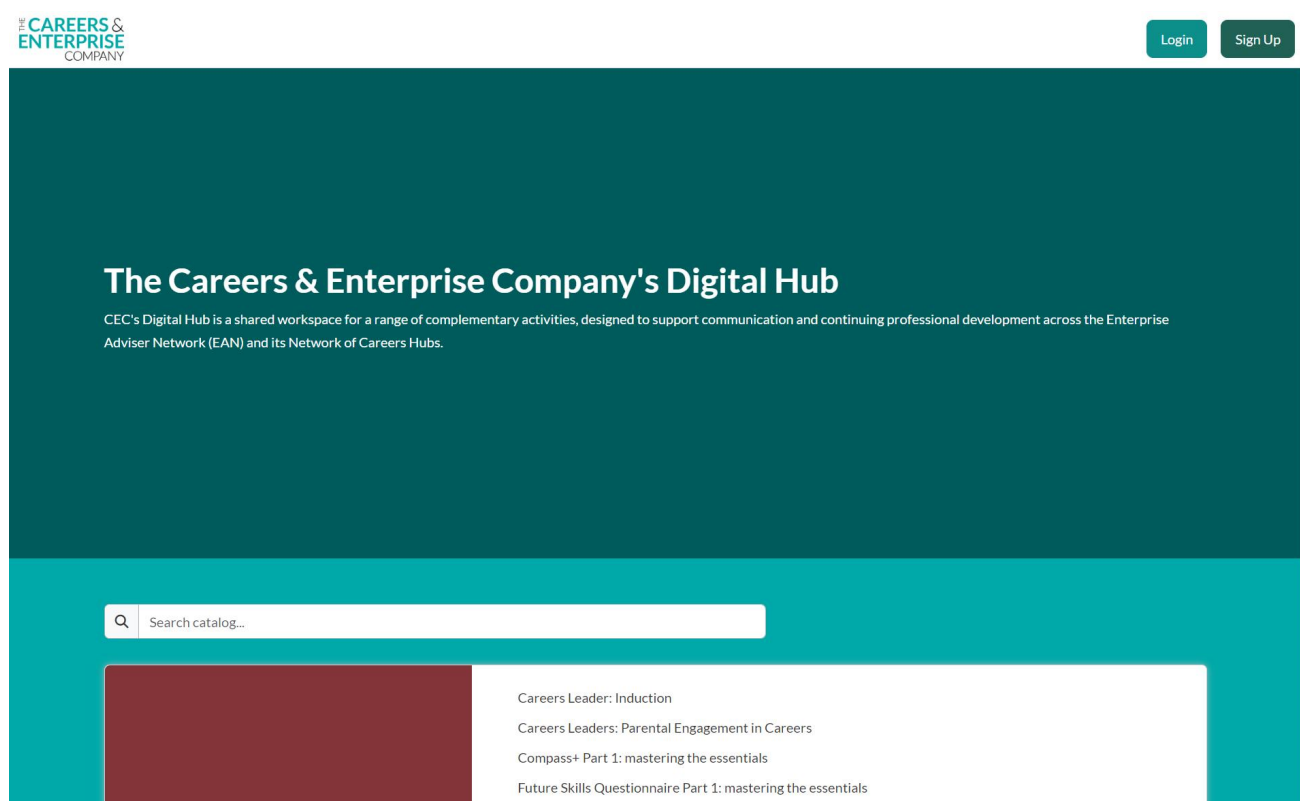


11. You are now free to complete the course modules at your own pace. Your progress will be saved in the Hub, so if you log out, you will be able to continue with the course from where you finished last time:



Logging in to the Digital Hub

1. To log in to the Digital Hub, click on the 'Log-in' button to the top-right of the screen:



2. Scroll down to the bottom half of the form, titled 'For all other users' and enter the details that you used when signing-up to the Digital Hub:

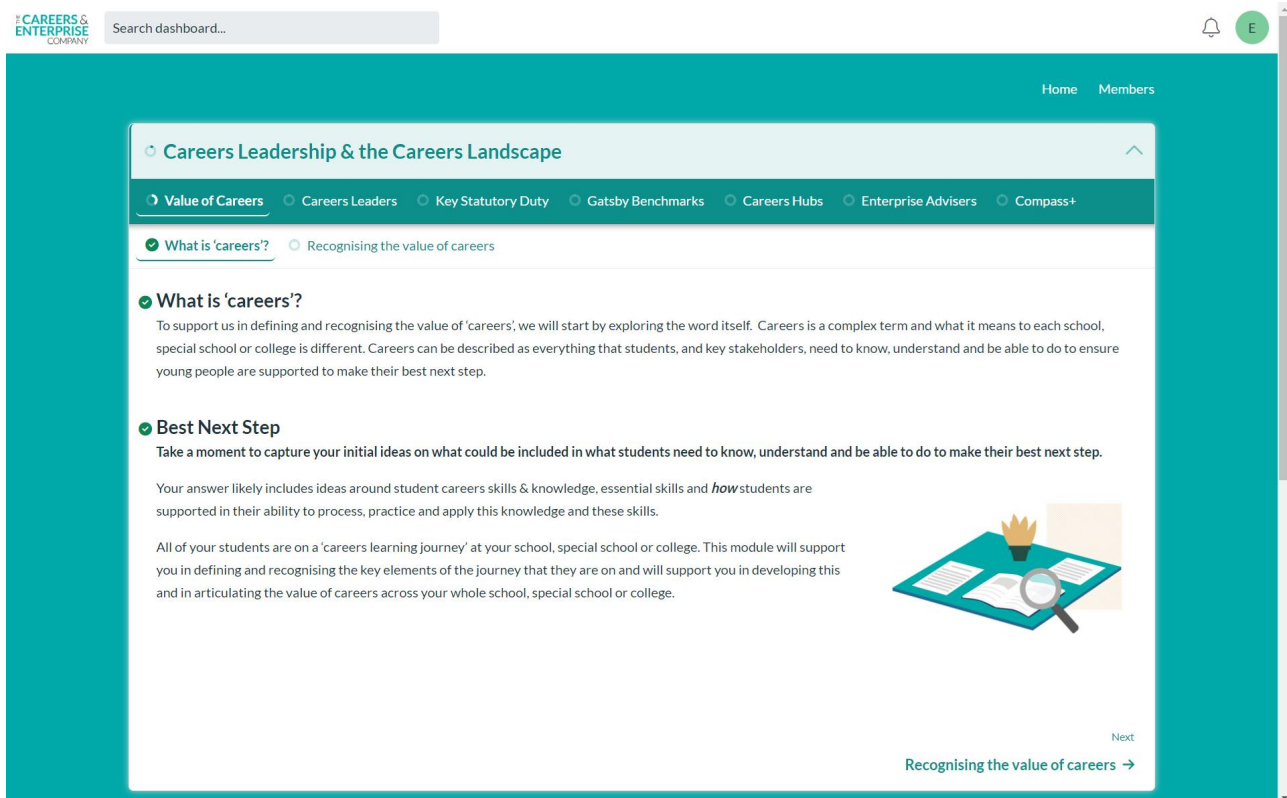
The screenshot shows a login form for 'THE CAREERS & ENTERPRISE COMPANY'. The form is titled 'Digital Hub Log In' and is specifically for 'Hub Leads, Enterprise Co-ordinators & Enterprise Advisers'. It includes a note: 'Please log in with your EANR email (EAs, please log in with the email you use with your EC)'. There are two main login options: 'LOG IN TO THE DIGITAL HUB WITH YOUR EANR DETAILS' and 'OR'. Below this, the 'For all other users' section is highlighted. It contains a 'Need an account? Sign up' link, an 'Email address' field with the example 'educator@careersandenterprise.co.uk', a 'Password' field with a 'Forgot your password?' link, a 'Remember Me' checkbox, and a 'Log In' button.

3. Once logged-in, you will see the list of content in the 'Schools, Special Schools, Colleges and ITPs' track. Click on 'Go to course' to start that course:

The screenshot shows a user dashboard with a teal header containing the word 'Dashboard' and a search bar. Below the header, the 'My Courses' section is visible. Underneath, there is a specific track titled 'Schools, Special Schools, Colleges and ITPs'. This track contains a list of five courses, each with a 'Go To Course' button to its right:

- Careers Leader: Induction** (Careers Leader: Induction)
- Careers Leaders: Parental Engagement in Careers** (Careers Leaders: Parental Engagement in Careers)
- Compass+ Part 1: mastering the essentials** (Compass+ Part 1: mastering the essentials)
- Future Skills Questionnaire Part 1: mastering the essentials** (Future Skills Questionnaire Part 1: mastering the essentials)
- Education Leaders: Introduction to Careers** (Education Leaders: Introduction to Careers)

4. 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

If you are having problems logging-in, please email digitalhub@careersandenterprise.co.uk.