## External User – Course Catalogue/Enrol into courses Instructions (denied access enrolment)

Please follow the steps below to sign up to GOSH DEN and enrol into the [INSERT COURSE TITLE] course:

1. You can access the DEN via this link https://den.gosh.nhs.uk

The DEN is not compatible with Internet Explorer, so you'll need to use either Google Chrome or Microsoft Edge. You can download either of these yourself if you don't have them on your computer.

2. Please click on 'Sign up here' to create an account with GOSH DEN.



3. Please enter your email address and date of birth and 'Agree to our Terms of Service & Privacy Policies'.



4. You will see a pop up just like this and you will receive an email with a security token, please enter the security token and click submit.

Please check your	Inbox		×
Thease effectively out	IIIDOX		
We have sent a security token	to the email address you l security token below.	have provided. Please e	nter the
Security Token			
	Resend	Submit	

5. Once your ID has been validated, please enter your personal information as requested below, you will then be redirected to the main page to enter your login details.

eate Account - Additional Information	formation requested below.		
ersonal Information			
Email Address *	Date of Birth		
First Name *	Family Name *		
▲ First Name is required			
Password (1) *	Confirm Password 🛈 *		
©		0	

6. Your '**Username'** is your email address, please enter your email address and password to sign in.

LOG IN	
Username	
Password	
	Wel
Sign In	
Forgot Password?	

7. Once you have successfully logged in, you will see the main page of '**Course** Catalog'.



8. On the left-hand side 'Refine your search' please type in the title of the course and click onto the course where it says 'Enroll Now'.

Refine your search View: | 25 | 50 | All genetic counsellor 9 Availability Immediately Not currently scheduled Future Register Tell Me More about Enrollment Open Becoming a Genetic... Blended Enrollment Open Soon 20-09-2021 Type of Course V Premium Courses Free Courses 1 Category V

9. Once you have clicked on 'Enroll Now' button, you will see a pop up and you will need to click on to the 'Enroll Now' button again and this will take you direct to the course.



Course Catalog

10. Another pop up will appear, letting you know that you need to wait for admin approval.

		Home Catalog	My Dashboard	
×	Tell Me More about E	٢	×	ed Learning Session
ne yo me		Success You are successfully enrolled, an Admin will b before you can continue.	e approving access	rse Starts : 20-09-2021 Iment Open : 31-08-2021
Inmedia		Close		Enroll Now
Future				
ster	About this course			
Enrollm	*Note:			
Enrollm	-This course is open to both internal and ext Overview	ernal users.		
of Cou	Welcome to this Blended Learning course organised by the Genetic Counselling team at Great Ormond Street Hospital (GOSH). This course aims to provide you with the k genetic counsellors (GC) on what it is like to be a GC.			
Premiur	The course materials will be available for you to	work through from 20th September 2021, and	the live session will take	place on 20th October 2021.
Frée Col	It is important for you to work your way throug	h all of the online pre-session materials before t	he live session on 20th	October.

- 11. You will receive a confirmation email by your instructor once your access has been approved.
- 12. After you get the confirmation email, go to 'My Dashboard' and then click 'Continue Course' (the course might appear under 'Upcoming' see three options below: History/Current/Upcoming)

My Dashboard			
	History Current Upcoming		
Welcome to the Great Ormond Street Hospital for Children Digital Education Network	Welcome to GOSH Digital Education Network DEN View Course Description 1072GLANEO_107221072709_OnlineASynchronous_27720211230 Grade: r/a Last Accessed: n/a Ends: 28-07-2022	0% Course Progress Continue Course Move to History	

13. You will then be taken to your GOSH DEN course.

Content: Calendar Discussions Gradebook Messager Analytics			
Course Faculty	8	Course Content	
Show more Details & Actions		O table to students     E visible to st	
Class register View eventione on your Course Ref. Course Groups Create and manage groups		Day Great © visitive to students	
Course image Edit diselary settings Course in open Students can access this course	2] Course Image     Q     Course Image     Q     Course Is open     Sudents can access this course	Day Two while to students	
Im Backboard Collaborate			
토말] Announcements <u>Create announcement</u>			