2021

ClickHSE First Time User Guide
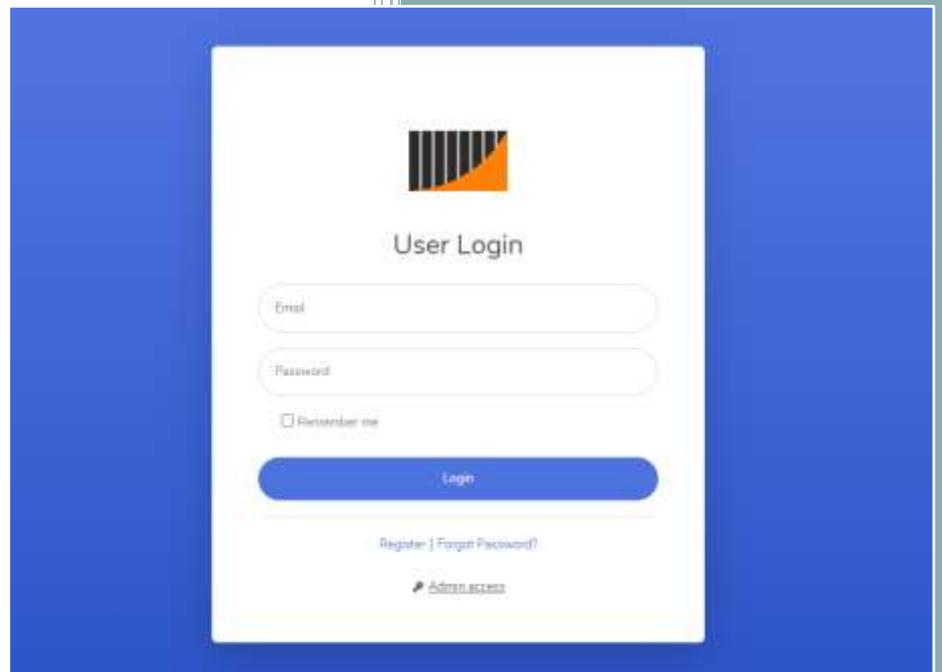
ATF Solutions Ltd

User Guide for First Time Registration

First Time Registration: Welcome to ClickHSE

To Register or Login please go to our web address below:

PLEASE USE THIS LINK: www.clickhse.net

Its important that your web browser is up to date, old browsers such as Microsoft IE are not suitable: Please use Chrome or Microsoft Edge, or FireFox.

We advise to read in full the follow details to avoid any issues with registration or future access; please view all the details below covering 3 easy steps.

Step 1. Go to www.clickhse.net
To register for the first time please click on the REGISTER button as seen below
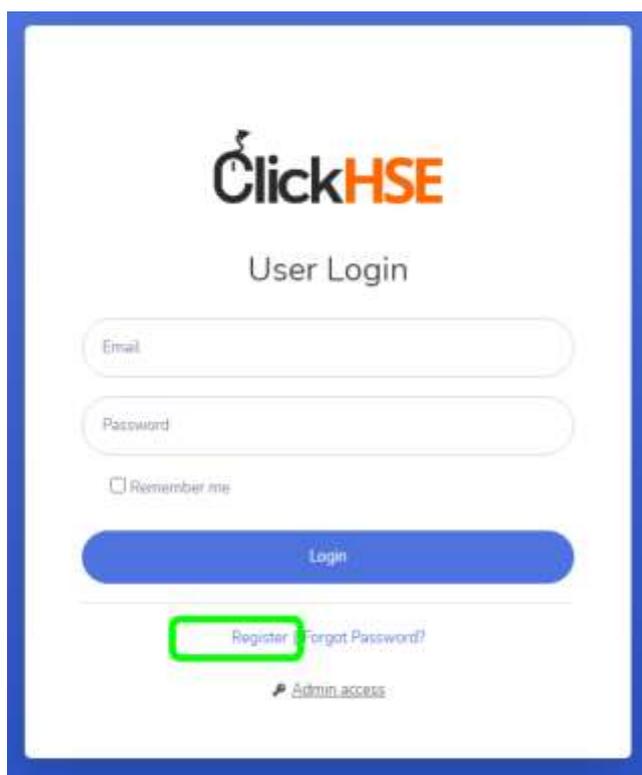
Registration is a onetime process, do not register more than once.

Step 2. Company Number

You will then be presented with a company number screen. Please enter your company numbers as issued to you by your administrator; this will be a Letter, Number, Letter, Number, etc; example only. A1B2C3D4.

Once you validate your company number you can then complete the registration form.

Step 2 Enter Company Number

Step 3 Registration Form

**Step 3. Registration Form**

Please fill out all fields making sure you select your location and department from the dropdown options. Depending on how your company structure is set by your administrator, this may be job role, or department, etc.

This registration is a onetime process, next time you visit ClickHSE you wont require your company number, simply login using your email and password.

Please add a valid email address, this can be a work or private email such as Gmail or Yahoo etc as you will be asked to authenticate your USER Profile in a separate email at which point you will be prompted to create a secure password. **PLEASE CHECK SPAM or JUNK FOLDERS**

Once logged in you will see your home dashboard, to view courses, click on My Courses.

Learner Dashboard: Click on My Courses.
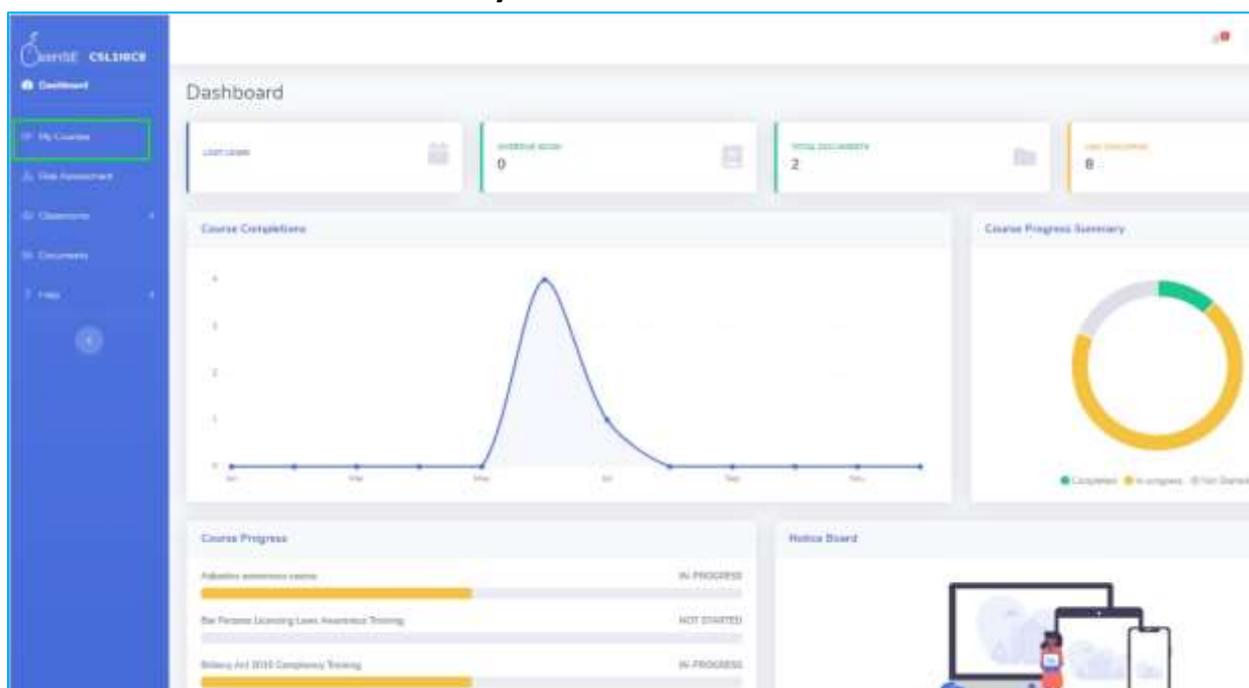
Course Dashboard: Select your course and click on View Course.

Should you need to exit a course at any point you can always return to the same page by using the *Book Marking* feature. Therefore, offering bite sized training. To logout of the system click top right under your user profile.

IMPORTANT - DO NOT LEAVE a course open without any activity for too long, as this may close your session. Exit and bookmark, as this allows you to re-join the course at any, therefore, there will be no loss to your progress.

Logout/Change Profile:

Top right of the dashboard is your Profile Settings and Logout button

Notes/Help:

If you forget your password you can ask for a reminder to be sent to your registered email account.

If you have forgotten both your User ID and Password you can request this to be re-set by your company administrator:

Accreditation

The content of all AT&F courses have been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines and offers a minimum of 1 hour of CDP credit, along with RoSPA approval.

Certification
On successful completion of your course you will be able to print your own CPD accredited certificate via your courses home page.

System Requirements:
Browser Choice: **Google Chrome**, Microsoft Edge, or FireFox (DO NOT USE OLD Versions of Internet Explorer) this is no longer supported.

We believe the best browser is CHROME or Microsoft EDGE.

Mobile Devises:
Last but not least, although our courses use mobile code, using your iPhone or Android can create issues due to connectivity and other apps running in the background, therefore, we always recommend using a desktop or laptop/tablet for the best experience.