

## The “Eight Steps” to Completing the Consumer Code E-Learning Training

### LABC New Home Warranty Registered Builders

#### Step One

To register click on the link below:

<https://thelearninghub.cyberu.com/selfreg/register.aspx?c=consumercodelabc>

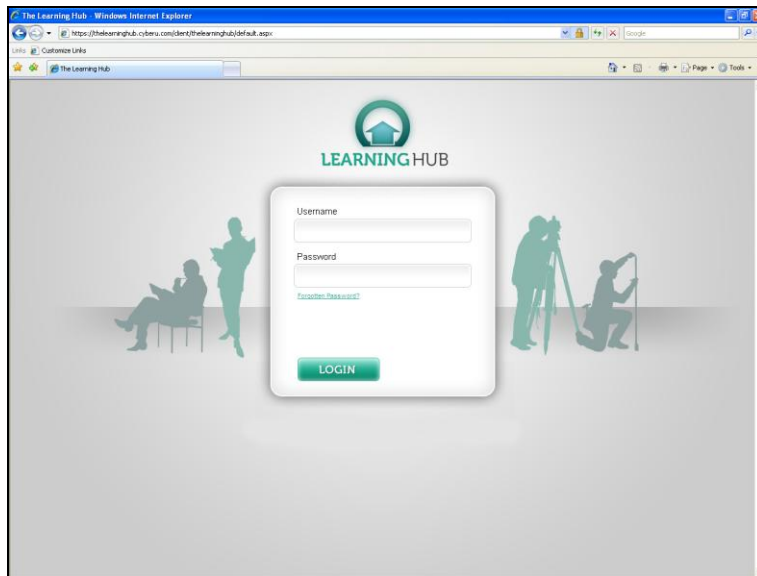
#### Step Two

The following screen will show – follow the instructions in the grey box at the left hand side of the screen:

Upon hitting “submit” the following page will appear and the system will alert our administrator to approve your registration. You will then receive an e-mail with your log in details (you may need to check your junk mail in box). We will respond as quickly as possible, however depending on the volume of requests, this approval may take up to 24 hours:

### **Step Three**

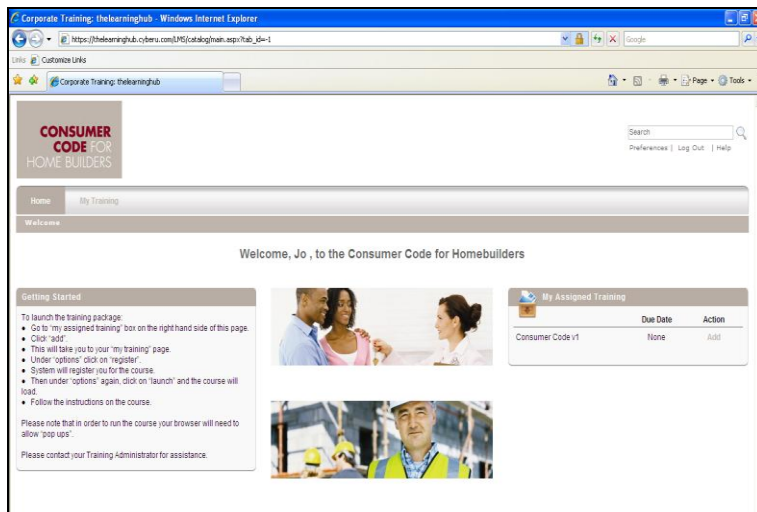
Upon receiving your log in and password click on the website address within the e-mail (<https://thelearninghub.cyberu.com/client/thelearninghub/default.aspx>). The following page will appear:



Enter your username and password (please note there is the opportunity to have 5 attempts to get this correct, if this is exceeded the system will lock you out for 1 hour before you can try again, this is a security measure and therefore not even your administrator can override this).

If for any reason you have forgotten your password – please select “forgotten password” underneath the second box and a new password will be emailed to you.

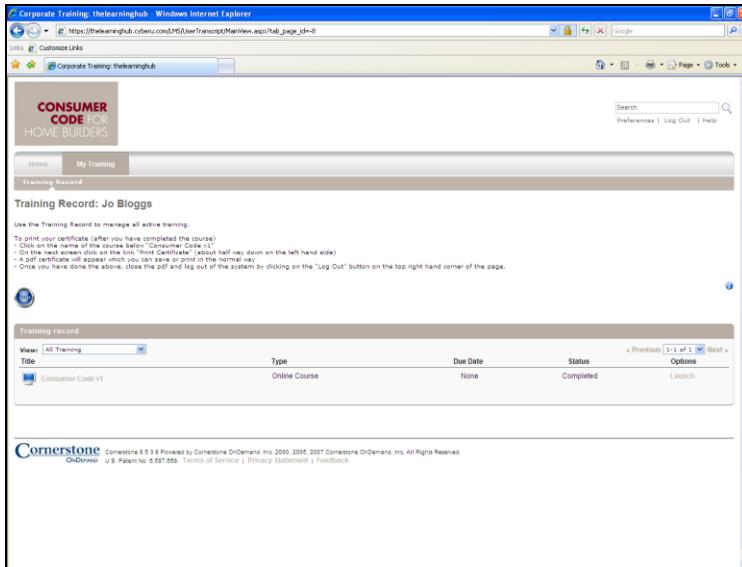
Click LOGIN and the following screen will appear



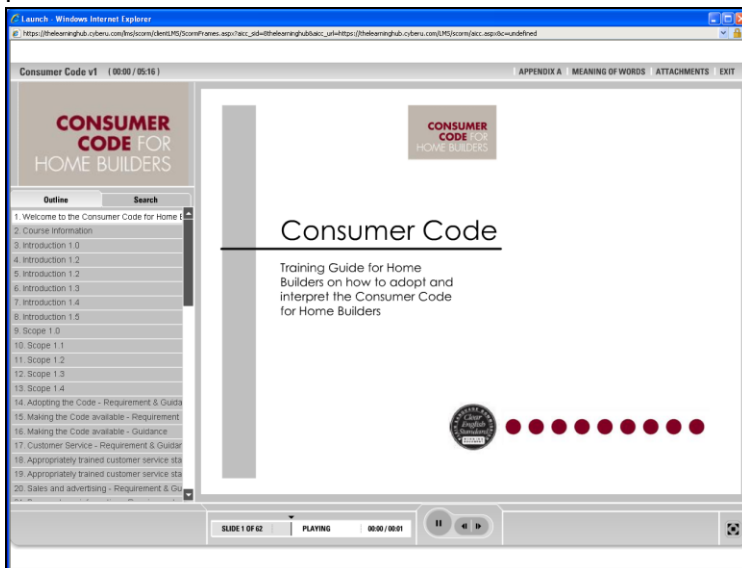
### **Step Four**

Follow the instructions on the left hand side of the page under “Getting Started”. So to launch the training package:

- Go to “my assigned training” box on the right hand side of this page.
- Click “add”.
- This will take you to your “my training” page as below.



- Under “options” on the right hand side click on “register”.
- The system will register you for the course.
- Then under “options” again, click on “launch” and the course will load and the following screen will appear



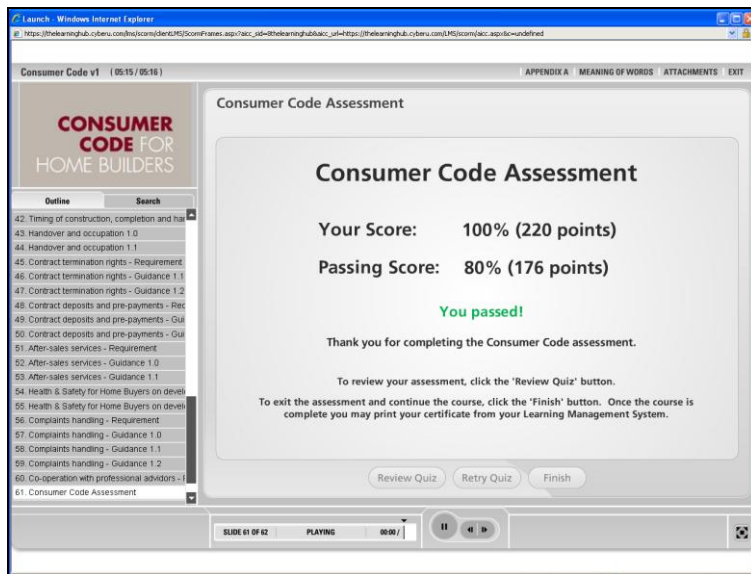
### **Step Five**

Follow the instructions on the course.

**Please note that in order to run the course your browser will need to allow “pop ups”. Please contact your Training Administrator for assistance with this.**

### **Step Six**

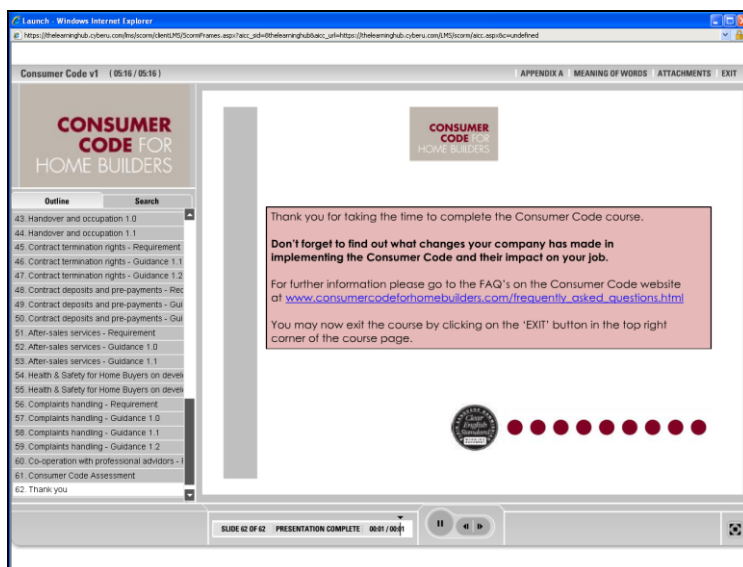
Upon completing the Consumer Code E-Learning Test the following screen will appear (with the user's relevant details).



There is the opportunity to review the quiz, retry the quiz (if not passed) and to exit the course by clicking on 'Finish'.

Upon completion an e-mail will follow to confirm that you have completed the course.

When you click on 'Finish' the following screen will appear

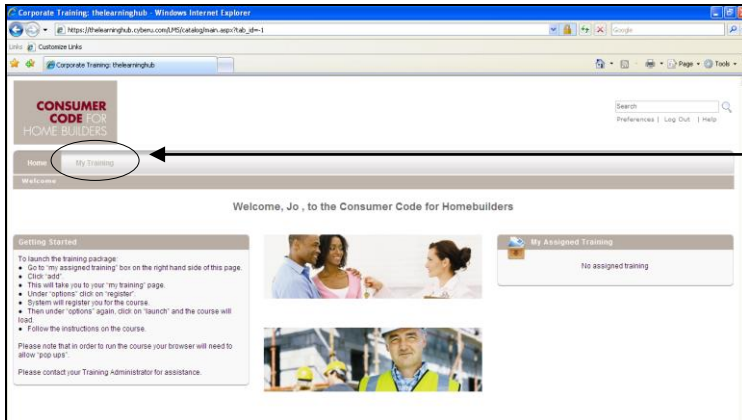


Click on "Exit" on the top right hand corner of the screen.

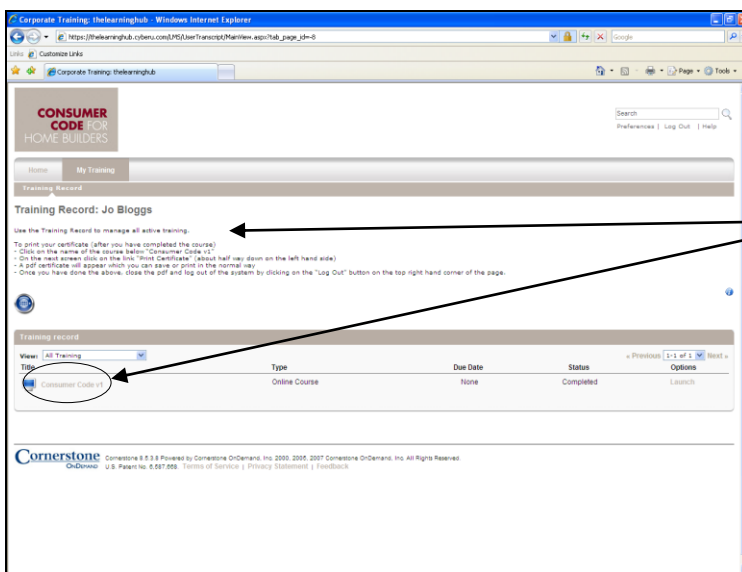
A box will appear from the top and click on "Exit now"

## **Step Seven**

Upon exiting the E-Learning Test the screen below will appear:

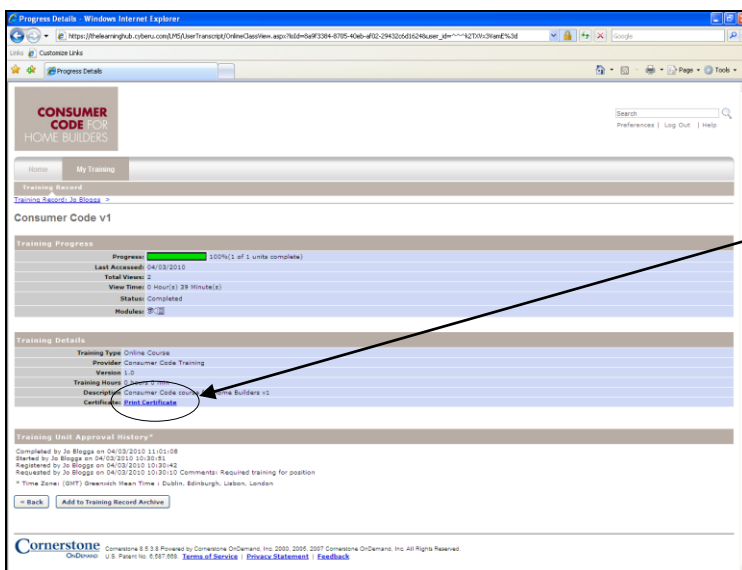


Select the 'My Training' tab and the following screen will appear:



## Step Eight

Upon following the instructions in Step Seven the following page will appear.



Your certificate will load.



This can be printed and/or saved in the usual way

Once you have finished, close the Certificate and click on 'Log out' towards the top right hand side of the page.