

## Institution Onboarding Information

Welcome to the eccElearning platform.

The content for the Spine Academy in Spinal Surgery Course is now ready to access. Below, you will find the links to access your learning material, and details of the student registration process.

### Links to the Course Material and Dashboard

Course Registration and Access	<a href="https://spineacademy.ecclearning.com">https://spineacademy.ecclearning.com</a>
Course Administration and Student Progress Dashboard	<a href="https://dashboard.ecclearning.com">https://dashboard.ecclearning.com</a>

### Student Enrolment Process

1. eccElearning will supply a list of pre-paid activation keys (PPAKs) for your students. As there are four sessions to this course, each student will receive four separate keys. Each key unlocks the access to the relevant course material.
2. Spine Academy will distribute the PPAKs to each student.  
NOTE: If all of the session keys have been provided by eccElearning, only the keys for the first session can be used. Spine Academy should contact eccElearning when they would like to allow student access to the next session. eccElearning will un-block the keys for each of the remaining sessions in turn, allowing the student to activate the relevant PPAK and gain access to the content.
3. The student registers their details using the *Course registration and access* link provided above. After registering their details, they will receive an email to activate their account. This is a time-limited email, if they fail to activate their account within the time period, they will need to go through the registration process again. If the activation email is not received, please ask the student to check their SPAM folder.
4. Following registration and successful activation, the student will need to activate the supplied PPAK relevant to the session they need to access. Detailed instructions for PPAK activation can be found here - <https://courses.ecclearning.com/ppak/>
5. Following PPAK activation the student will then have access to the course content.

### Course Administration and Student Progress Dashboard

eccElearning will grant named account access to the dashboard as advised by Spine Academy, for the period of the contract. Spine Academy should provide the name, email address and level of access required (Course Director or Course Faculty) to eccElearning.

- Course Director provides access to all areas of the dashboard including assigning a tutor/supervisor to a student.
- Course Faculty provides access to view student progress only.

## Course Content

Included with the Dashboard access, eccElearning will grant named account access to the content for Course Director and Course Faculty roles, for the period of the contract.

## Support

eccElearning support can be reached via email [support@eccelearning.com](mailto:support@eccelearning.com). Supported hours are Mon-Fri (excluding UK Bank Holidays) 9:00 – 17:00 GMT/BST.