



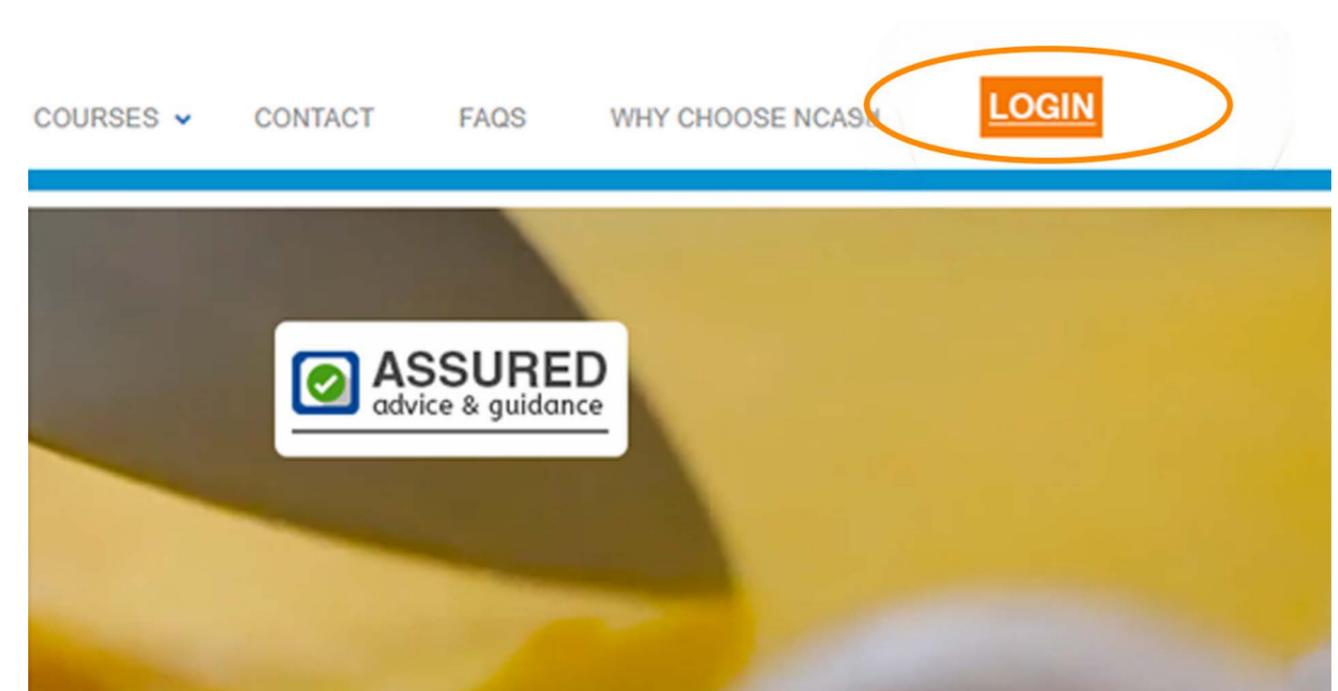
A guide to purchasing multiple training places on the LPG Safety Training Package for EHPs.

www.ncass.org.uk

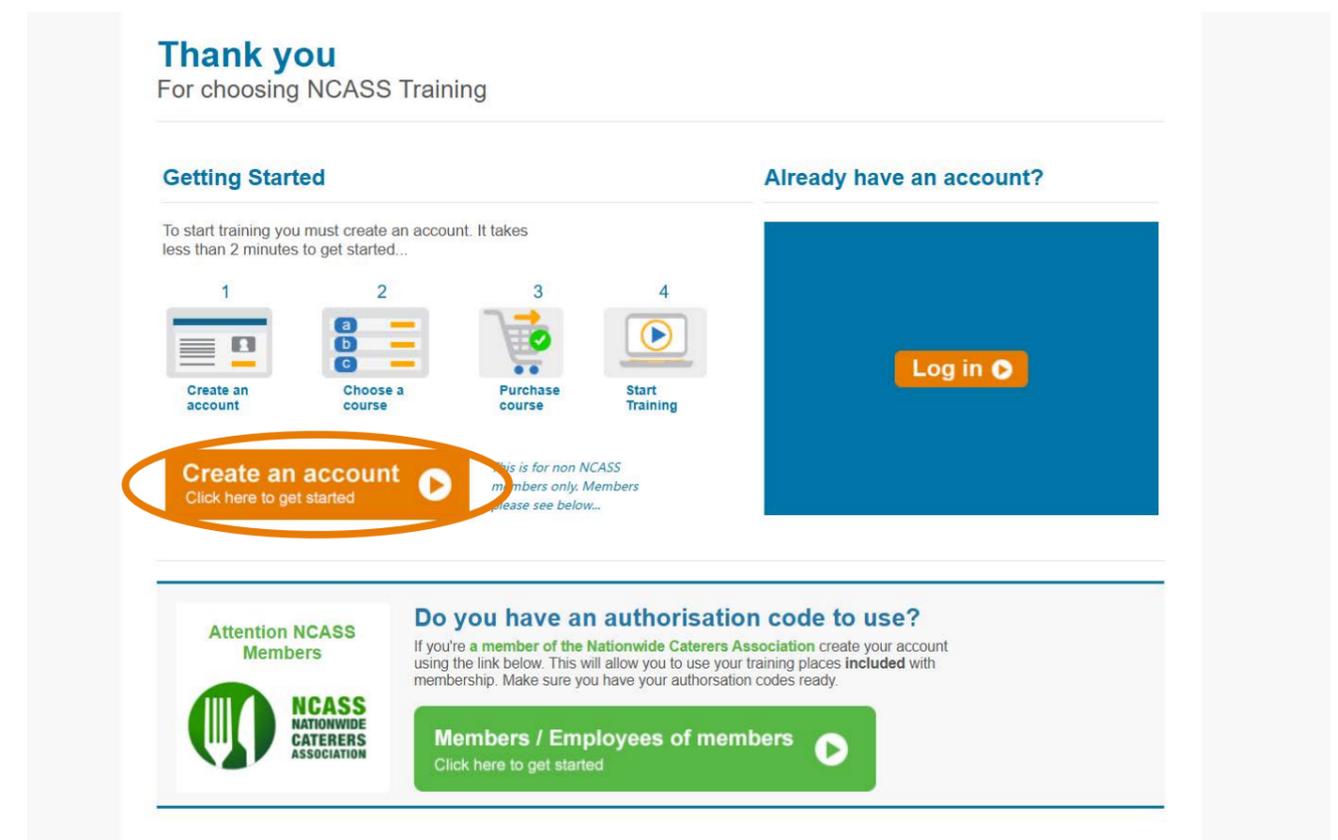
Use this guide to purchase multiple training places for Environmental Health Professionals (EHPs) in one transaction.

Follow the step-by step instructions within this handy guide to purchase the required training places, without having to create the individual accounts for each trainee. Purchase all the places you need and then allocate them accordingly. Its quick and easy.

1. Go to <https://www.ncasstraining.co.uk/> and select the orange button 'Login' to create an account.



2. Select create an account.



3. Complete the Non NCASS Member Registration form and select proceed. Keep a note of your password as you will need to refer to this later on to log-in.

The screenshot shows a registration form titled "Non NCASS Members Registration" with the sub-header "Step 1: Contact & Login Details". The form includes the following fields and options:

- Company Name
- Your Name (Firstname Lastname)
- As you want to appear on your certificate:
 - By checking this tick box you affirm that the person named above is the person that is going to be taking the course
- Your Status (dropdown menu: --Please Select--)
- Business Type (dropdown menu: --Please Select--)
- Why did you choose NCASS as your training provider? (dropdown menu: --Please Select--)
- How did you find us? (dropdown menu: --Please Select--)
- Telephone
- Mobile
- Email
- Password (with a note: Minimum 6 characters)

4. Then select 'Proceed' to login into the training dashboard.

The screenshot shows a confirmation page with the following content:

- Thanks for signing up!
- What happens next?
Press Proceed to login.
- A green "Proceed" button with a right-pointing arrow.

5. Select Login. Enter email address and password to log into training account.

The screenshot shows the "Getting Started" page. It includes a progress indicator with four steps: 1. Create an account, 2. Choose a course, 3. Purchase course, and 4. Start Training. A large orange "Log in" button is circled in orange. Below the progress indicator is a "Create an account" button with a play icon and the text "Click here to get started". To the right, there is a blue box with a "Log in" button. At the bottom, there is a section for "Attention NCASS Members" and a "Do you have an authorisation code to use?" section.

6. Select 'Bulk buy courses' – if purchasing more than one training place including a place for the purchaser.

The screenshot shows the "The NCASS Training Dashboard". It includes a navigation bar with "Hello Fiona West", "Dashboard", "My Account", "Order History", "Contact Us", "Terms & Privacy", and "Logout". The main content area includes a welcome message, a link for guidance, and contact information. At the bottom, there is an "Add courses" section with two orange buttons: "Purchase courses to complete yourself" and "Bulk buy courses or purchase courses for others to complete". The "Bulk buy courses" button is circled in orange. Below the buttons, there is explanatory text for each option.

Have others to train?

Use our bulk buying system to purchase multiple courses that can be easily distributed to others and keep track of their progress.

- 1** Purchase multiple training courses
Choose courses and quantities to suit your needs
- 2** Distribute your unique codes
Trainees will use these codes to access courses
- 3** Monitor usage & trainee progress
See who's using the codes and how they're getting on.

[Click here to purchase courses for others to complete](#)

Have questions?
Call 0300 124 6866.

7. This option will take you to the training dashboard to select courses. Scroll down the dashboard and select the relevant workshop date – adding places to the cart (basket).

LPG safety workshop for environmental health professionals - 12th June Session



A dedicated online LPG safety workshop which outlines real life scenarios, common problems, and enforcement scenarios. This will be delivered by the NCASS Gas Safety Consultant, a qualified LPG engineer with extensive experience in the trade. The workshop will be accessible via a Microsoft Teams link on the selected dates. ALSO INCLUDES - The online 'Safe Use of LPG in Mobile and Outdoor Catering course' which provides the basics of mobile LPG safety and is essential for anyone working with or assessing the suitability of mobile LPG setups. Note: Access to the Safe Use of LPG online course will be arranged within 2 working days of package purchase.

£100.00

Add to Cart

LPG safety workshop for environmental health professionals - 26th June Session



A dedicated online LPG safety workshop

£100.00

8. In the basket add the multiples and the total cost will update automatically

£25.00

MIBB

Add to Cart

Current Order

LPG safety workshop for environmental health professionals - 12th June Session

1 £100.00 (excl VAT)

Grand Total £100.00 (excl VAT)

Check Out

9. If asked to tick the box to confirm that you are attending the course please tick the box and proceed (even if you are purchasing the training places for someone else). It won't make any difference as you can still allocate the places to your colleagues (the trainees). After payment it will prompt you to add the individual trainee email addresses. They will then be automatically sent an authorisation code to set up a training account and access the on line training course etc.

10. Proceed to the 'Check Out' and add payment details. Confirm card details.

Your card details

Name Fiona West

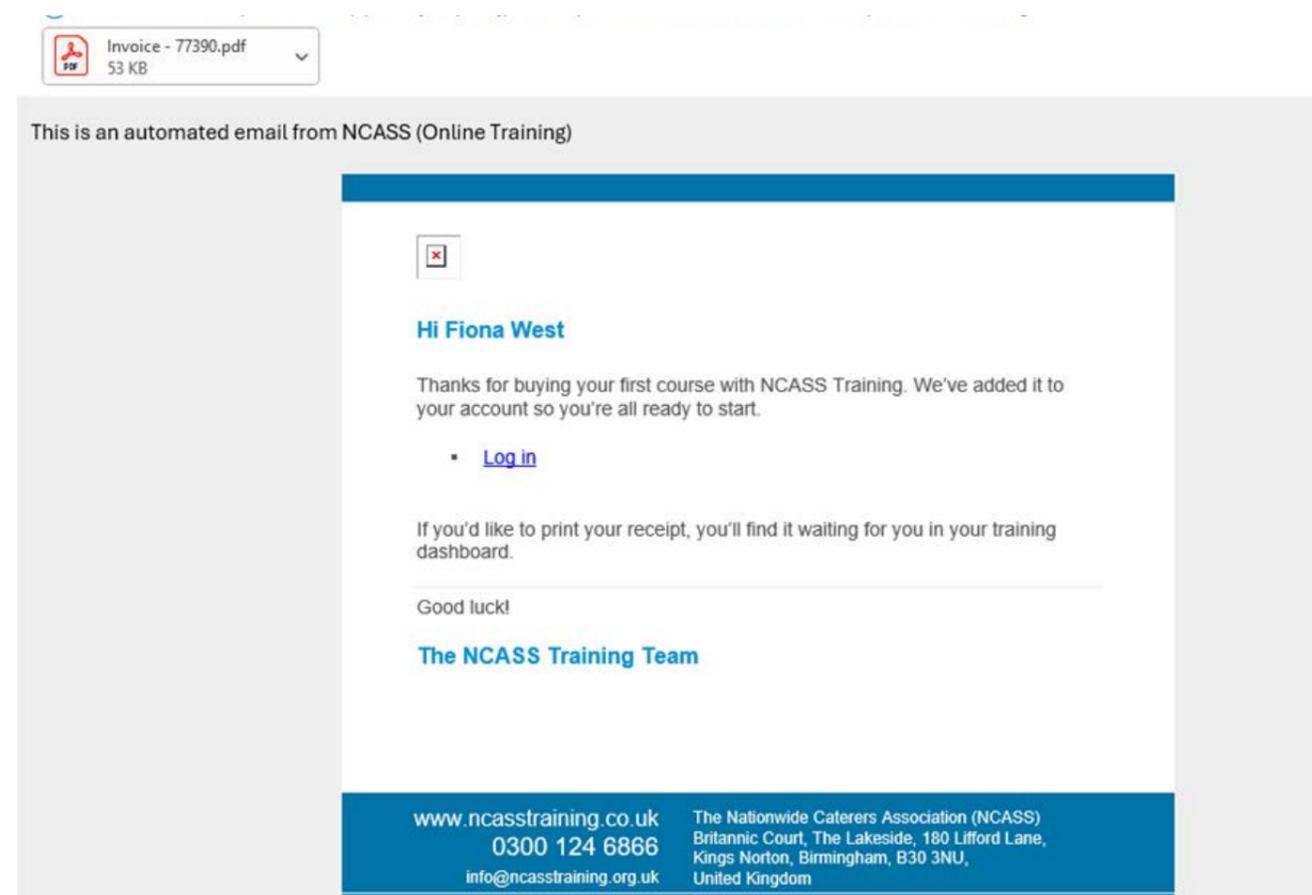
Card 0000 0000 0000 0000

Expiry MM / YY

CVC 123

Confirm card details

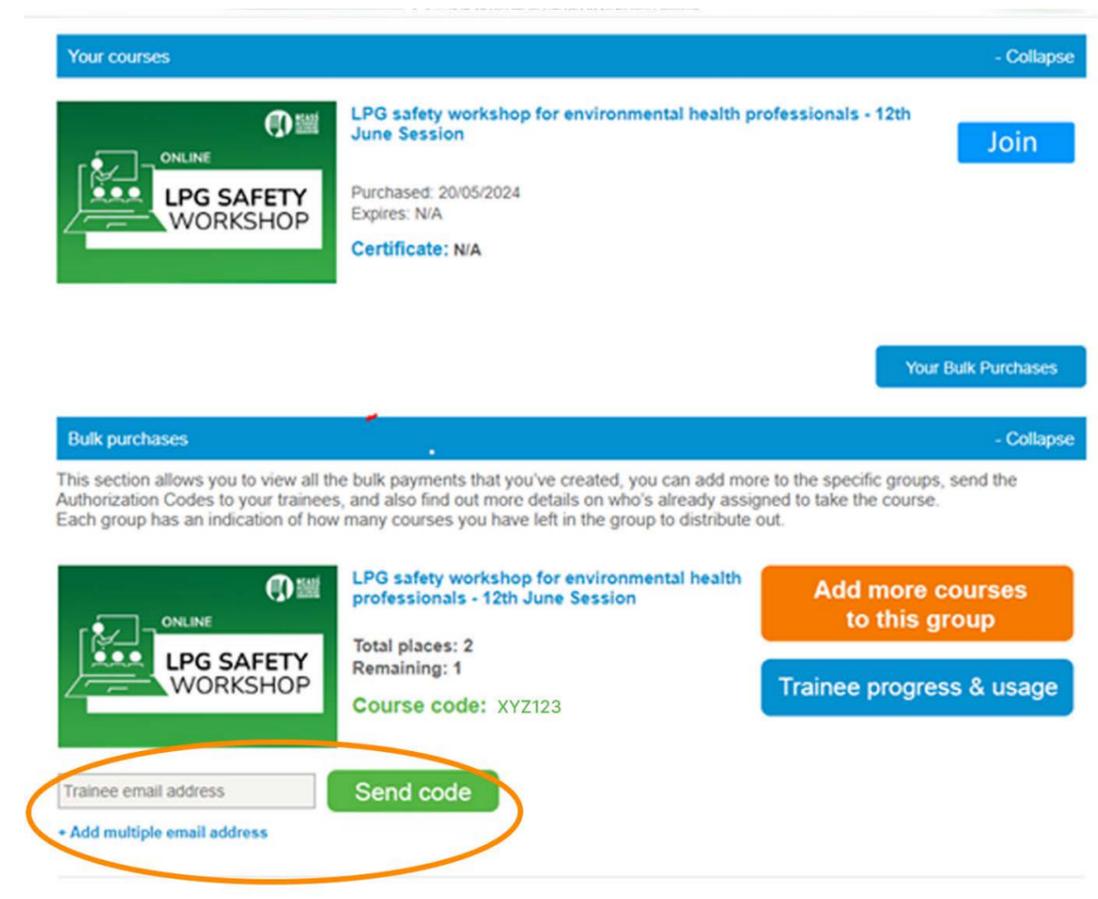
11. The purchaser will receive an automated email with their invoice attached



12. Important step – you must now allocate the training places and send the authorization code to the trainees. Select login to go back into the dashboard or log in at <https://www.ncasstraining.co.uk/>.

The dashboard will highlight 'your courses'. Add the trainee email addresses into the box as indicated below. If the purchaser is also a trainee, then their email address must be added here.

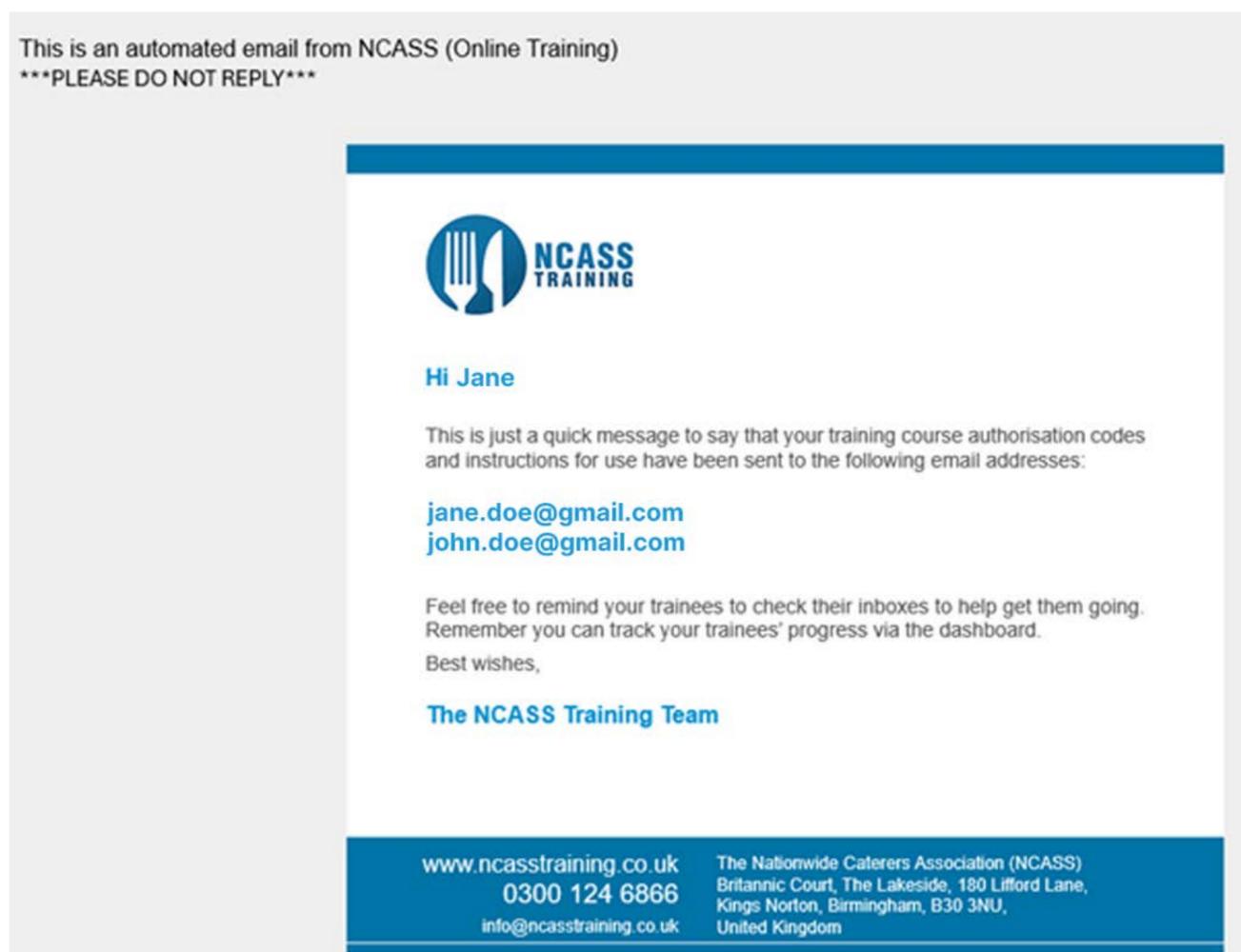
The trainee will then receive an automated email with the authorization code to use when they log into the training account.



13. The trainee will receive the following automated email with their authorisation code and instructions.



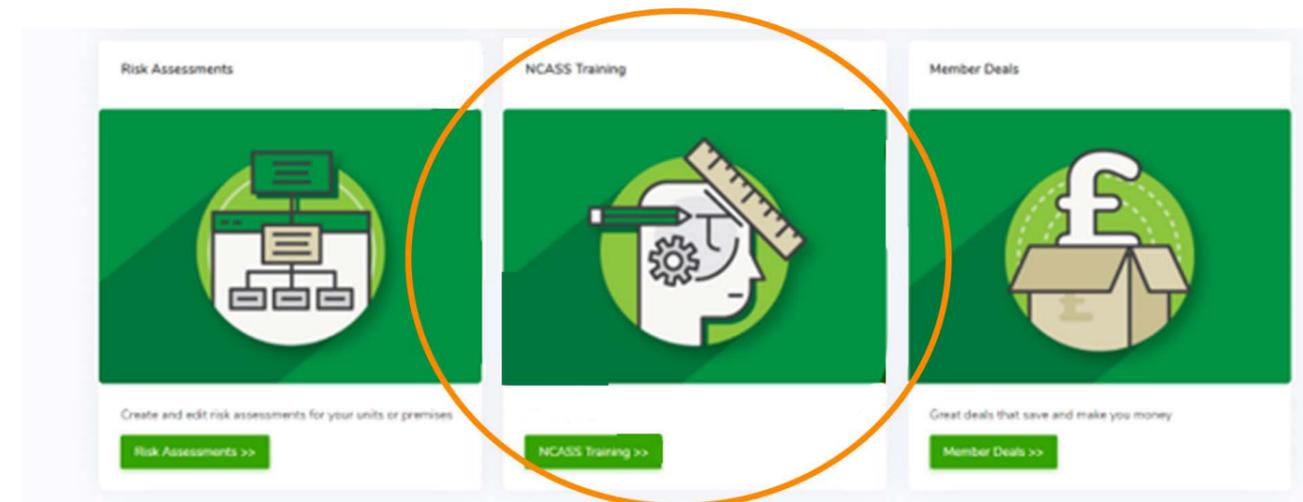
The purchaser / allocator of the bulk codes will receive the following email.



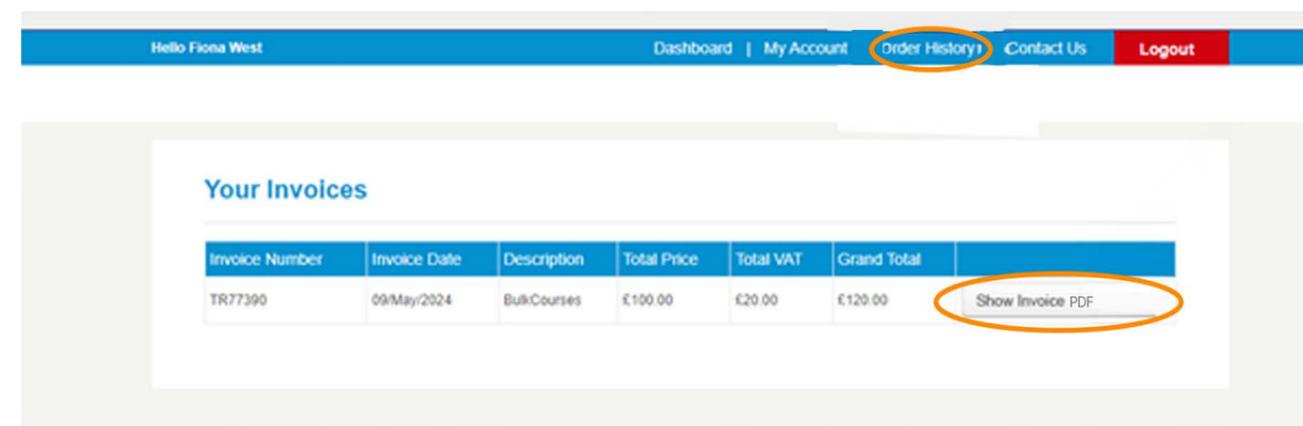
Important Information

If when logging into the dashboard it reports the fact you already have a password (because you have previously set up a training account or a Connect account), then please use the 'Forgot Password' functionality to reset your password.

If when you login you are taken to the member dashboard then select the tab 'NCSAS Training' which will take you into the training dashboard.



Within the dashboard the invoice/ expenses receipt can be retrieved and printed.



Contact Us

Call us: **0300 124 6866**

Email us: **info@ncass.org.uk.**

    @ncass_uk

www.ncass.org.uk