**Suggested template for sending a single code to a customer**

Dear

Please see below the elearning enrolment key for your learner.

Please could you allocate the key to your learner and forward it with the instructions below.

This module must be completed before your learner’s face to face training and a copy of the certificate will need to be shown to the trainer on the day.

|  |  |
| --- | --- |
|  Enrolment Key | Learner Name (to be completed by you) |
|  |  |

Instructions for Learner:

In order to register and complete your E-Learning module you will need to follow these instructions:

Go to https://elearnhere.co.uk/register

1. Complete the registration details.

2. Log in.

3. Insert your enrolment key.

4. Click on the course title to start the course.

PLEASE NOTE THAT YOU ONLY NEED TO INSERT YOUR ENROLMENT KEY ONCE. AFTER THIS YOU SIMPLY LOGIN AND CLICK ON THE COURSE NAME WHICH IS HIGHLIGHTED IN BLUE.

If you have any issues with registering/login please email support@elearnhere.co.uk or call 07551 776132.