## **Purchasing and accessing products**

To purchase an instant access product on Digital Learn, you will need to have a My Advance HE account. This account provides access to our digital services, including our digital learning platform, programme and event bookings, Fellowship applications and certification record.

## I don't have a My Advance HE account

If you do not have a My Advance HE account, you can <u>register for one at https://my.advance-he.ac.uk/</u>. We'll ask you to provide some key information that we require to set up your Advance HE account such as your employer relationship and job category. You can find out more about the information you need to provide on the My Advance HE sign up page.

## I already have a My Advance HE account

If you already have a My Advance HE account, follow the link provided on the product page to log in.

1. On the product page, select "Place in shopping basket" then select "Go to shopping basket" to proceed with the checkout process.



2. On the shopping basket page, review the shop terms and conditions and select 'Agree to terms and conditions' to proceed. Select 'Checkout' to purchase the product.



3. Once you have selected 'Checkout' you will be presented with your receipt.

Shopping Basket	
Co to shop Co to order history  Receipt for User Name  Addressing Harassment and Sexual Misconduct  Affecting Students in Higher Education	Subtotal:
Fixed (a) 1 Var (20 %) Total:	

4. You can now access your product. Select 'My dashboard' on the top menu bar. You will find your product under the heading 'Course overview'. All products allocated to your Digital Learn account will be located within your dashboard.

Any problems? There's a 'Help' button on the main menu bar of Digital Learn. Or alternatively, you can contact us through: <u>https://www.advance-he.ac.uk/contact-us</u>