

South Lanarkshire Leisure and Culture Home Portal user guide



Setting up your Home Portal Account

- Open the Home Portal website at <http://courses.sllcbooking.co.uk/homeportal/>
- If this is your first time in using Home Portal, select Register now

Welcome

If you already have a [South Lanarkshire Leisure and Culture](#) account, please login below:

Email address or Card number

Password

[Forgotten your password?](#)

Login

On a course with us? Sign up to South Lanarkshire Leisure and Culture now to follow your progress online!

Register now

- Enter you Card ID
- Select Continue

Register now



Step 1
Locate your
member record



Step 2
Answer security
questions



Step 3
Link additional
members



Step 4
Finalise your
registration



Card ID

enter the participant's card id

Continue

- Add the Members Date of Birth
- Add either the Members email address or Postcode
- Select Continue

Register now

 **Step 1**
Locate your member record

 **Step 2**
Answer security questions

 **Step 3**
Link additional members

 **Step 4**
Finalise your registration



Member's Date of Birth

should be in dd/mm/yyyy format

Now, answer **ONE** of the following:



Member's Email address

enter the participant's email address

OR



Member's Postcode

enter the participant's postcode

Continue

- If you are adding more than one child, you can select the Add another member option and repeat the above steps
- If you are not adding any more members at this point, select 'That's everyone, proceed to finish'

Register now



Step 1

Locate your member record



Step 2

Answer security questions



Step 3

Link additional members



Step 4

Finalise your registration

Anybody else..?

South Lanarkshire Leisure and Culture allows you to group several members into one account.

This means that you only need to login once to see the whole family!



Add another member

My members:

Online

SLLCTESTCARD1

That's everyone, proceed to finish



- Enter your email address
- A password and confirm the password
- Read the Terms and conditions and tick to say you have done so
- Select Continue

Register now



Please enter login details for your account to finalise the process.

	Your Email address	<input type="text" value="brian.watson@southlanarks"/>	<input type="text" value="please enter your email address"/>
	Set a Password	<input type="password" value="•••••"/>	<input type="text" value="please enter your password"/>
	Confirm Password	<input type="password" value="•••••"/>	<input type="text" value="please confirm your password"/>

I have read and accept the [terms and conditions](#).

Confirm

- You will now be sent an email to confirm your account
- Click on the link

Register now



Step 1
Locate your
member record



Step 2
Answer security
questions



Step 3
Link additional
members



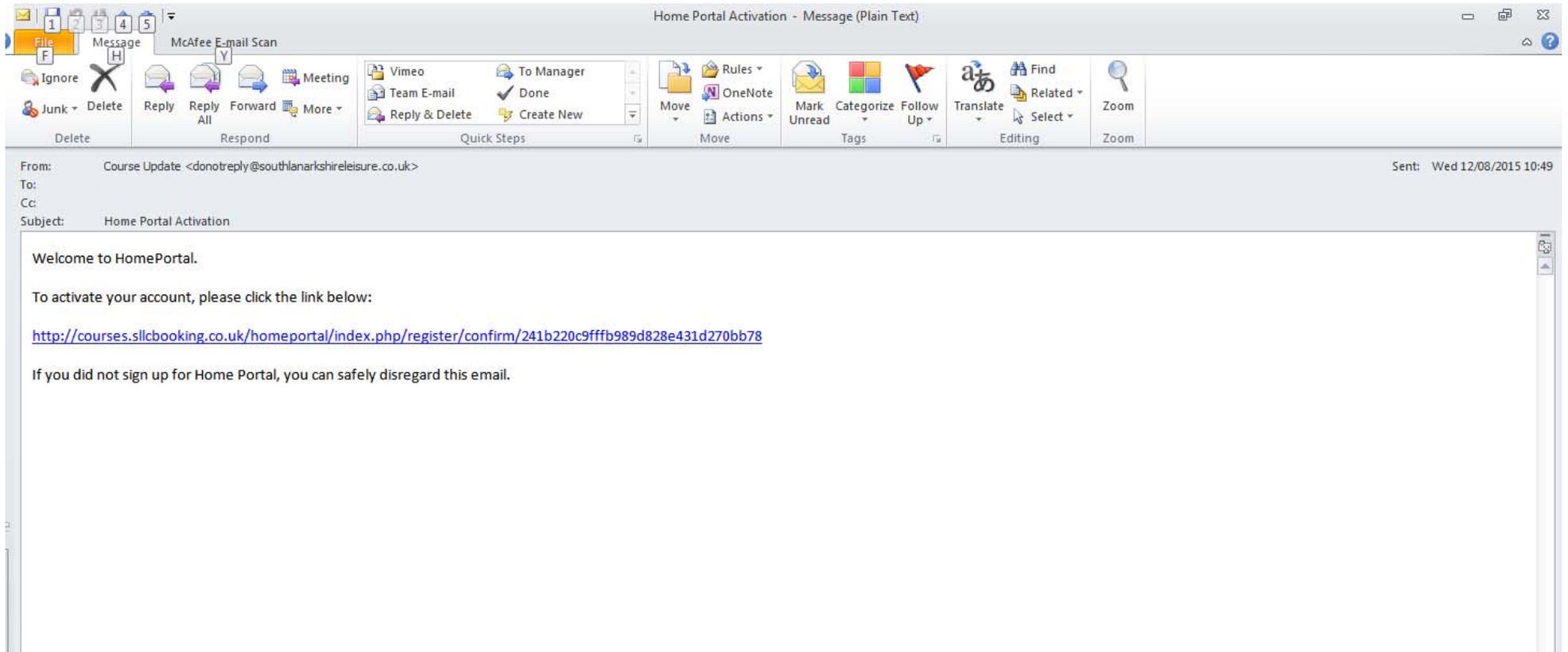
Step 4
Finalise your
registration

Thank you, we have now sent you an email to confirm your account.

Please click the link in the message to complete your registration.

[Go to the South Lanarkshire Leisure and Culture homepage.](#)

- Click on the link within the email, to confirm your account
- This will take you back to the Home Portal website for you to Login



Logging into Home Portal

- Visit <http://courses.sllcbooking.co.uk/homeportal/>
- Enter your Card ID or email address
- Enter your Password
- Select Login

Learn2 Courses

Welcome

If you already have a [South Lanarkshire Leisure and Culture](#) account, please login below:

Email address or Card number

Password

[Forgotten your password?](#)

On a course with us? Sign up to South Lanarkshire Leisure and Culture now to follow your progress online!

South Lanarkshire Leisure and Culture Ltd, North Stand, Cadzow Avenue, Hamilton, SCOTLAND, ML3 0LX. Telephone No. 01698 476126 Email: [Select from our list of Swim Officers](#)

Scottish Charity, No. SC032549. Registered in Scotland, Company Reg. No. 225702

[Privacy Policy](#)



- The Overview tab displays
- The basic information for everyone on your Home Portal account will be displayed
- This includes: the class they are in, the day and time of their class, how much of the class exit criteria they have completed, the type of membership they have
- The option to see More detail regarding this person

The screenshot shows the 'Learn2 Courses' interface. At the top right, there is a 'Logout' button. On the left side, there is a navigation menu with buttons for 'Overview', 'Brian', 'Settings', and 'Add People'. The main content area is titled 'Overview' and contains a sub-header 'Brian'. Below this, a message states: 'Below are all of the classes currently being attended. Anything requiring your attention will be marked with a yellow box.' A table lists the classes being attended:

Brian				
test class	Wednesday 12:00	83%	∞ Direct Debit customer	More...

- By selecting the More button, you are presented with:
 - exit criteria for that persons course (competency),
 - the level achieved
 - the date achieved
 - Course History


[Logout](#)

Overview

Brian

test class

Course History

Settings

Add People

Brian

test class Wednesday 12:00

Alan

83%



N/A NP Prog Achd Comp

Direct Debit customer
(no set end date)

3 - 4 years

Competency	N/A	Needs practice	Progressing	Achieved	Competent
3 - 4 YEARS					
Kick across the tank on front with the use of 1 float <small>Updated: 12/08/2015</small>					✓
Kick across the tank on back with the use of 1 float <small>Updated: 12/08/2015</small>				✓	
Blow bubbles in the water <small>Updated: 12/08/2015</small>					✓
Put face in the water <small>Updated: 12/08/2015</small>			✓		
Totally submerge <small>Updated: 12/08/2015</small>					✓

- From within the Course History tab, you can see
 - The current class
 - Previous classes
 - Start dates
 - End dates
 - Course attended
 - Option of more detail of the current course

Learn2 Courses
Logout

Overview **Course History**

Brian
View current and previous classes that you have attended.

Class Name	Date Started	Date Completed	Course
test class	12/08/2015	No end date	Group Swim Lessons More...

test class
Course History

Settings
Add People

- The settings tab allows you to change your password

Learn2 Courses
Logout

Overview
Brian
Settings
Add People

Settings

Use this form to change your South Lanarkshire Leisure and Culture password.

?	Existing Password	<input type="password"/>	please enter your password
?	Set a new Password	<input type="password"/>	please enter a new password
?	Confirm Password	<input type="password"/>	please confirm your password

Change Password

- The Add People tab allows you to add more people to your Home Portal account
- By doing this, you will not need an account for each child, but just this one account to view all your children on our selection of courses

Learn2 Courses
Logout

Overview
Brian
Settings
Add People

Add members

Step 1
Locate your member record

Step 2
Answer security questions

Step 3
Link additional members

Step 4
Finalise your registration

Card ID enter the participant's card id

Continue