**Client Registration Form**

***🡺 🡺 Please read the notes below before completing this form. All fields must be completed.***

|  |  |  |
| --- | --- | --- |
| ***1. Key Contact information*** |  |  |
| Name of organisation |  |  |
| Full address including postcode |  |  |
| Key Contact Name |  |  |
| Key Contact Telephone Number |  |  |
| Key Contact e-mail address |  |  |
| Nature of business e.g. Housing Association, Domiciliary Care etc., |  |  |
| Size of business (no of staff, sites) |  |  |
| Services provided |  |  |
| Organisation URL |  |  |
|  | | |
| ***2. Course Administrator details*** |  |  |
| Title (Mr, Mrs, Ms, Miss, Prof, Dr) |  |  |
| Surname |  |  |
| First name |  |  |
| Job title |  |  |
| Location / department |  |  |
| Postcode (of location / department) |  |  |
| Telephone Number |  |  |
| Administrator’s e-mail address |  |  |
| Choose a Username |  |  |
| Choose a Password |  |  |
| Security question |  |  |
| Security answer |  |  |
| **Agreement to Terms & Conditions & Privacy Statement** | | |
| **By completing this form, I agree to the Terms and Conditions and the Privacy Statement as published on the website** [**www.embrace-learning.com**](http://www.embrace-learning.com)  **Please sign here ……………………………………………………………………………………………** | | |
| You must agree to our Terms & Conditions and our Privacy Statement before you can be registered on our Learner Management System. | | |

***Notes***

**1.** **Organisation URL** - this is used to enable us to produce a banner for your organisation’s launch page which will appear on the screen when your learners log in.

**2.** **Course Administrator** - The course administrator is the person who will have access to the LMS for reporting and, where applicable, the authorising of course requests. They are the organisation’s contact for course admin issues. If it’s the same person as the key contact, then please copy the relevant details from section ***1.*** into section ***2.*** and add theremaining information.

**3.** This is the standard information that all learners are asked to provide on registration. If the course administrator wishes to enrol on courses, then they will need to register again with a different username.

**4.** **Administrator’s e-mail** - the email address is used in two ways.

* When a new password is requested, it will be sent to this email address.
* Where the administrator is authorising course requests, it is the email address that will receive all course authorisation requests.

**5.** **Username** – this cannot be altered once chosen (most of the other details can). It must be unique on our system and it is entered each time the administrator logs in, so don't make it too long. About 6-8 characters is sufficient. Spaces and other special characters are not allowed.

**6.** **Password** - the password should have no fewer than six characters. Ideally include a mixture of numbers and upper and lower case characters to increase security and do not use anything obvious! Spaces are not allowed.

**7.** **Security question/answer** - the security (secret) question and answer are used to provide a system generated password if the original one has been forgotten.

**8. The password and security answer are case-sensitive. You will need to enter them in the exact format you have chosen each time you are prompted to do so i.e. at log in.**