

# Driver CPC Member - Driver Self Sign Up and How to Enrol eLearning Modules



A short guide highlighting how a driver will create their account and how, once created, you can allocate their eLearning courses to their account.

## Driver Account Self Sign Up

1

Direct your driver to your eFront branch url that will have been shared with you by the Driver CPC team.

2

Once loaded they need to click "Sign up here!".

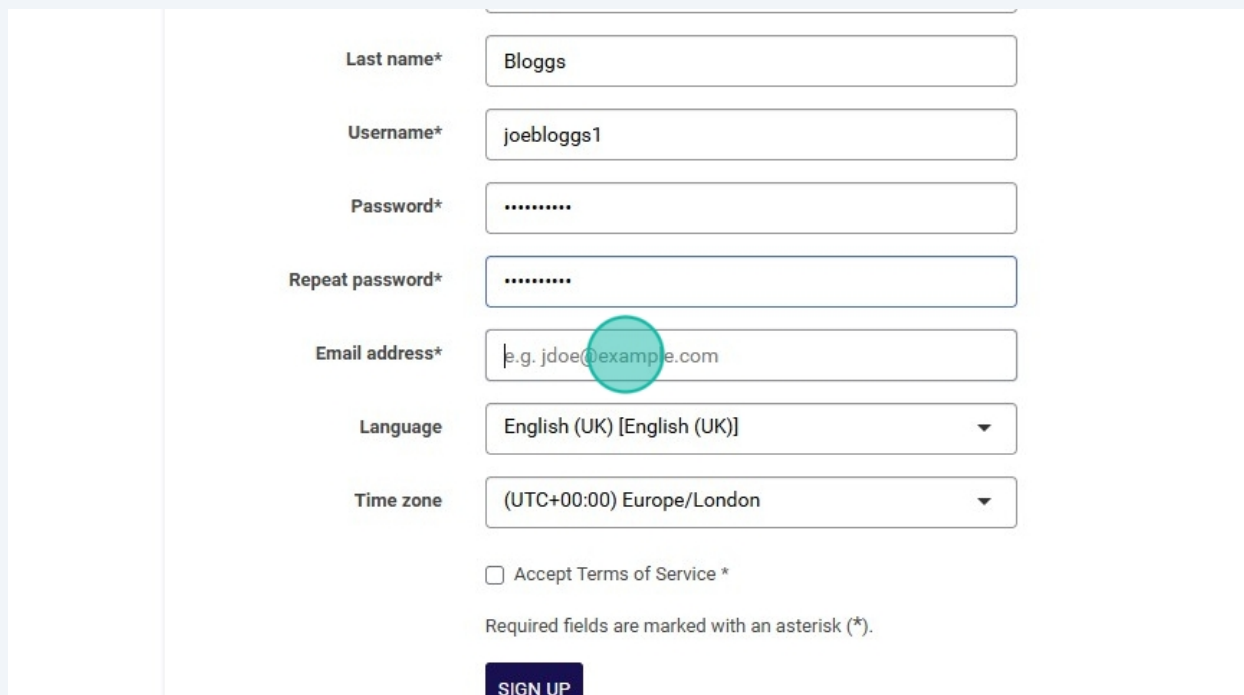
A screenshot of the RTITB Driver CPC Member login page. The page has a white background with a light blue header bar containing the RTITB logo and the text "Home". Below the header, there are two input fields: "Username" and "Password". The "Username" field has a placeholder text "Username". The "Password" field has a placeholder text "Password" and a small eye icon on the right. Below the password field is a dark blue button with the text "SIGN IN". Below the button is a link that says "Forgot login details". At the bottom of the page, there is a light blue banner with the text "Haven't you joined yet?" followed by a link "Sign up here!". A green circle highlights the "Sign up here!" link.

3

The driver now needs to enter their details, including a username and password of their choosing.

4

The driver now needs to enter a valid email address in order to receive an activation email.



A registration form with the following fields and values:

- Last name\*: Bloggs
- Username\*: joebloggs1
- Password\*: .....
- Repeat password\*: .....
- Email address\*: e.g. jdoe@example.com (highlighted with a teal circle)
- Language: English (UK) [English (UK)]
- Time zone: (UTC+00:00) Europe/London

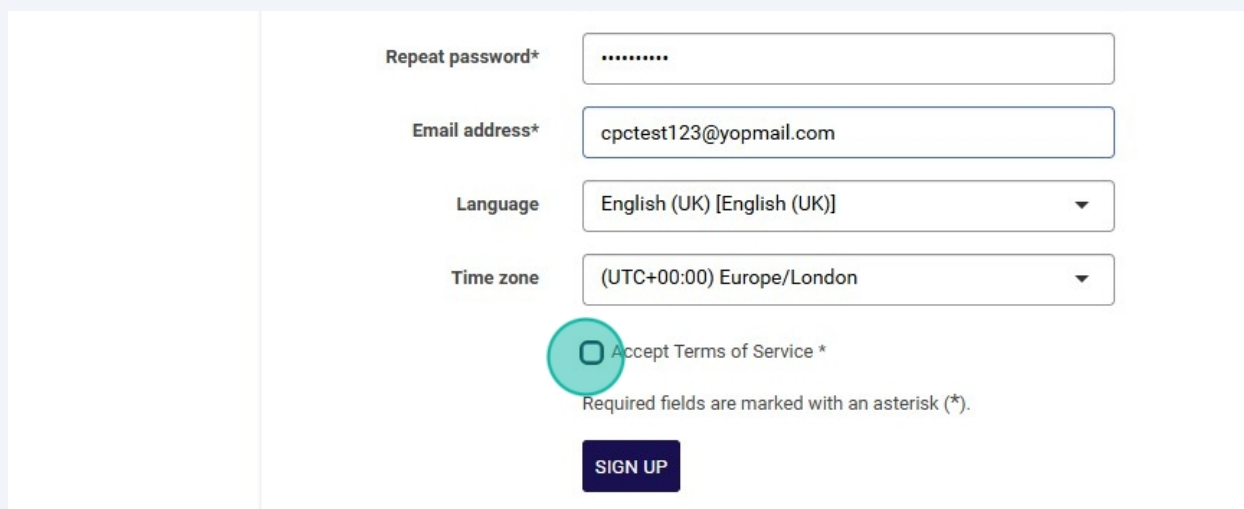
☐ Accept Terms of Service \*

Required fields are marked with an asterisk (\*).

**SIGN UP**

5

The driver should review the terms and conditions and then tick the checkbox to confirm they accept.



The registration form is shown with the following fields and values:

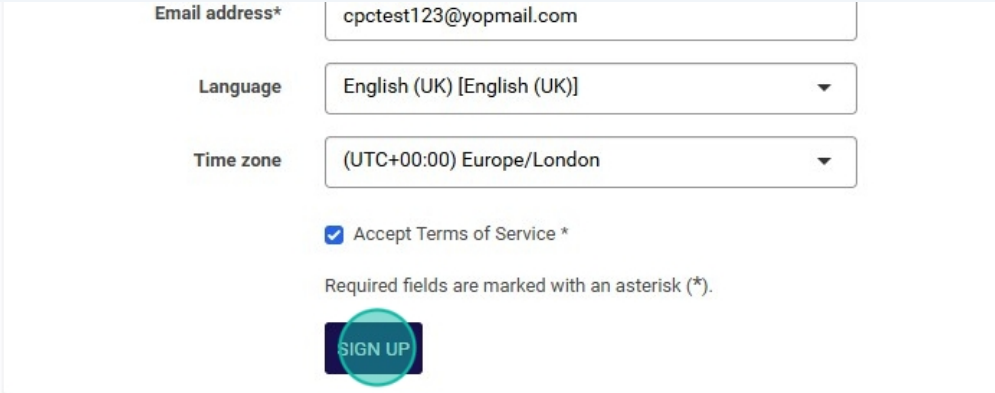
- Repeat password\*: .....
- Email address\*: cpctest123@yopmail.com
- Language: English (UK) [English (UK)]
- Time zone: (UTC+00:00) Europe/London

☐ Accept Terms of Service \*

Required fields are marked with an asterisk (\*).

**SIGN UP**

**6** Next they should click the "sign up" button.

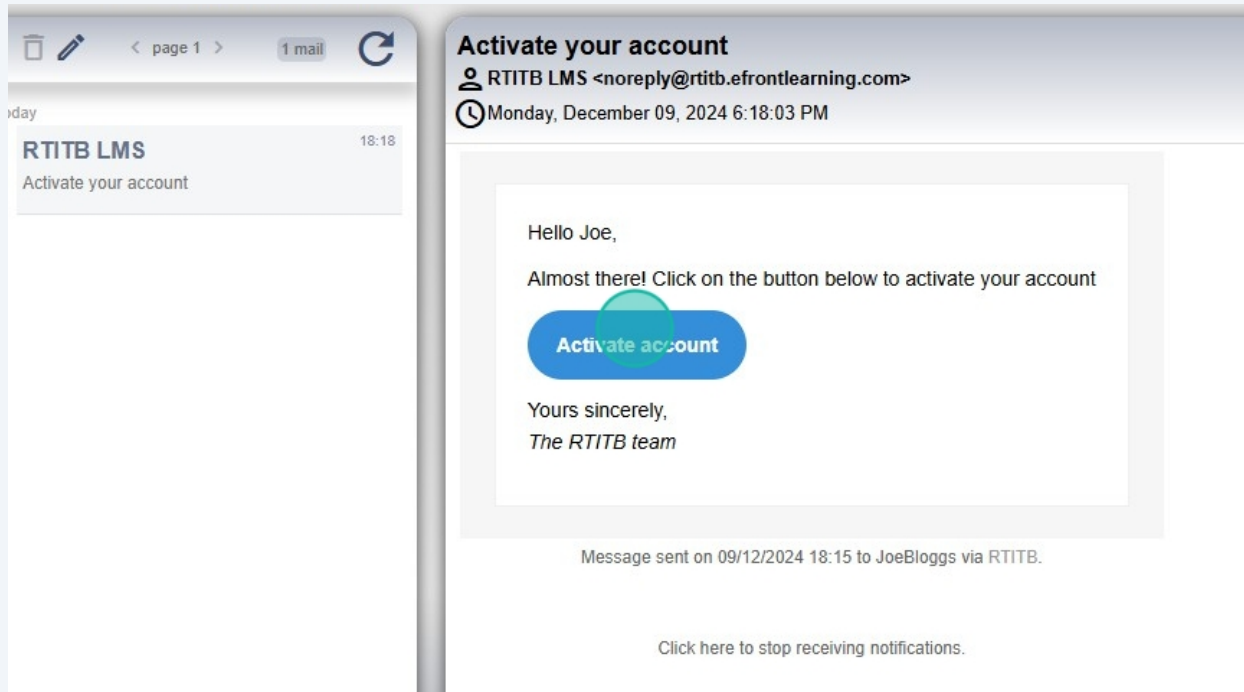


The screenshot shows a sign-up form with the following elements:

- Email address\***: A text input field containing the email address "cpctest123@yopmail.com".
- Language**: A dropdown menu showing "English (UK) [English (UK)]".
- Time zone**: A dropdown menu showing "(UTC+00:00) Europe/London".
- Accept Terms of Service \***: A checkbox that is checked.
- Required fields are marked with an asterisk (\*)**: A note below the checkbox.
- SIGN UP**: A blue button with white text, highlighted by a red circle.

**7** The driver should now visit their mail provider and wait for their activation email.

8 Once received click "Activate account"

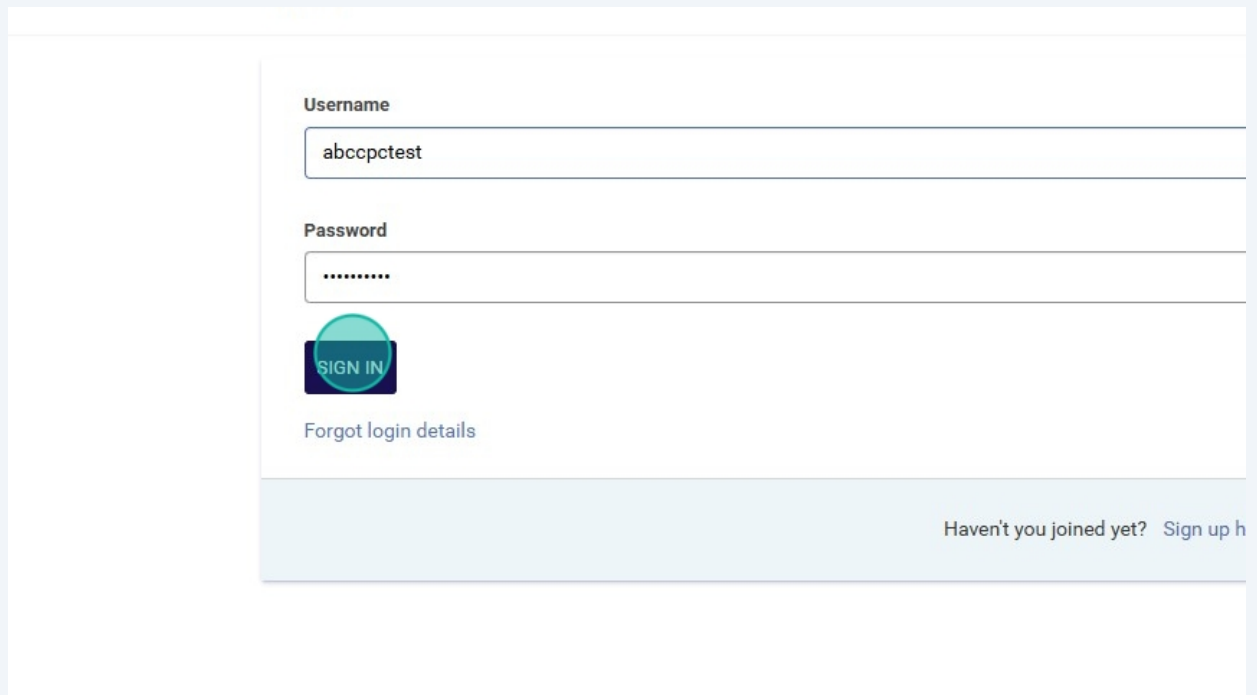


9 Once activated you can now enrol the driver on to the required courses.

## Enrolling your Driver on a Course

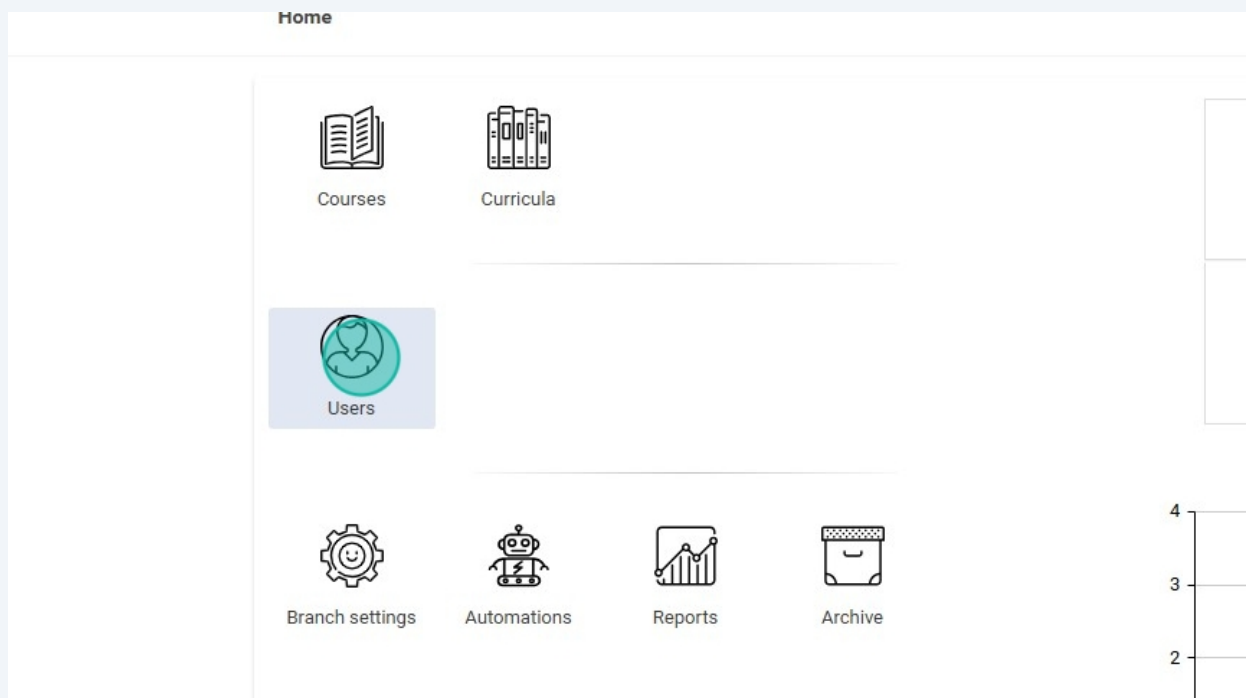
10 Go to your eFront branch url.

- 11 Enter your username and password and click "Sign In".



The login form is located on the right side of the page. It contains two input fields: "Username" with the text "abccpctest" and "Password" with masked characters ".....". Below the password field is a blue "SIGN IN" button with a white circular icon. Underneath the button is a link that says "Forgot login details". At the bottom right of the form, there is a link that says "Haven't you joined yet? Sign up h".

- 12 Once signed in click this image for a list of your activated Drivers.




13 Click on a drivers name.


Home / Users

ADD USER

User	User type	Branch	Registration date
ABCCPCTest	DCPC Branch Admin	ABC Test Ltd	09/12/2024
<u>JoeBloggs</u>	Learner	ABC Test Ltd	09/12/2024


Filter  

14 Click "Courses".



Home / Users / JoeBloggs

USER PROFILE **COURSES** CURRICULA SEND MESSAGE TRAINING HISTORY

 **Joe Bloggs**  
Learner | cpctest123@yopmail.com

Signins / Completions

TODAY YESTERDAY

1.5  
1.0  
0.5

15

A list of available Driver CPC eLearning modules will be displayed. Click the "Enrol" button for the course(s) you want the driver to have access to.

A CERTIFICATES GROUPS SEND MESSAGE TRAINING HISTORY									
Registration date	Completion date	Status	Score	Progress	Enrolment	Enrolled from Learning Path	Operations	Select	
			-		ENROL NOW	-		<input type="checkbox"/>	
			-		ENROL NOW	-		<input type="checkbox"/>	
Showing 1-2 out of 2									

16

The button will turn blue to confirm they are enrolled.

A CERTIFICATES GROUPS SEND MESSAGE TRAINING HISTORY									
Registration date	Completion date	Status	Score	Progress	Enrolment	Enrolled from Learning Path	Operations	Select	
10/04/2025 13:10		Not started	-	-	ENROLED	-	...	<input type="checkbox"/>	
				-	ENROL NOW	-		<input type="checkbox"/>	
Showing 1-2 out of 2									

17

Click "Users" at the top of the screen to return to the user list and repeat if necessary for other drivers, or log out.

18

When the driver next logs in to their account they will have access to all the selected courses and be ready to start their training.

