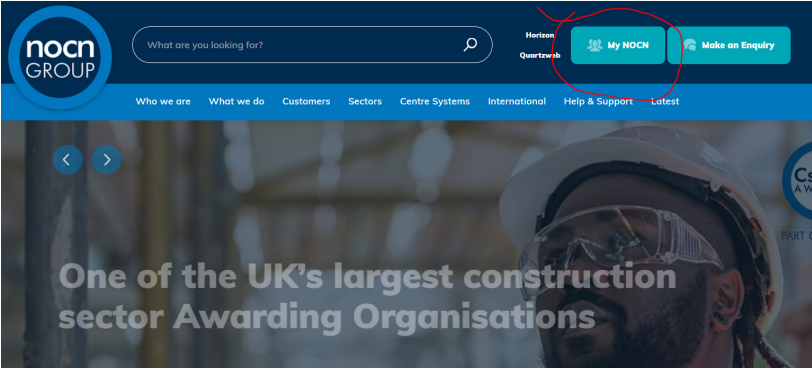


My NOCN Introduction for Approved NOCN Centres



What is My NOCN?

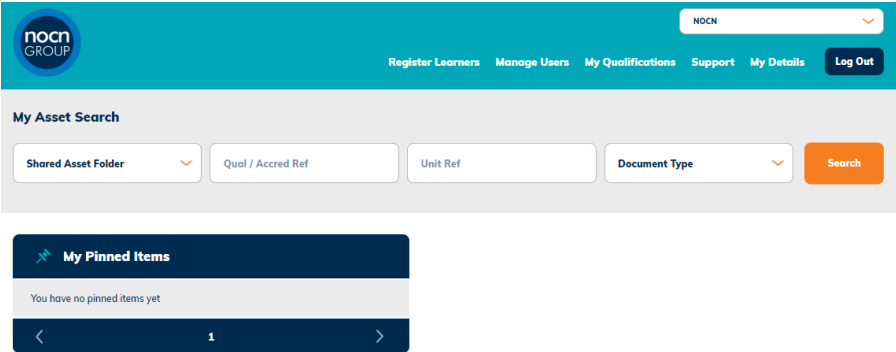
My NOCN is your personalised area of the NOCN website where you log in with a password to access resources which are specific to your **NOCN Approved Centre** based on the qualifications attached to your Centre. Generally available resources such as Qualification Specifications and Unit Lists are available on the main website. You access My NOCN by clicking the button on the NOCN website:



This will take you to a screen to log in to your account where you can log in using your registered email address and password. The first time you log on to My NOCN, click on 'Forgotten password' which will allow you to set your password and access the system.:



This then opens **My NOCN**:



Tip: you can return to this home screen at any time by clicking the NOCN logo

If you have any questions or require support, get in touch • Call: 0300 999 1177 • Email: nocn@nocn.org.uk

Important Notes:

Horizon link

The system is connected to the NOCN **Horizon** Centre management system. This means My NOCN contains the following information:

- **Approved Centres** – if your Centre is approved by NOCN, it exists in My NOCN
- **Super Users** – the Horizon Super User is automatically the My NOCN Super User
- **Approved Qualifications** – only qualifications attached to a Centre are shown on My NOCN.

Personalised Resources

Due to the Horizon link, the system recognises which centres you are affiliated to, the products each centre is approved for and the level of access you have. It will present you with your personalised resources accordingly.

Resources in My NOCN are available in two ways:

- **Attached to specific Qualifications**
- **Available in shared Shared Asset Folders**

Qualifications Note: There is a difference between how **NOCN** and **NOCN_Cskills** (construction) qualifications are displayed on My NOCN/the website i.e.:

- **NOCN_Cskills qualifications** do not have a Qualification Specification ('Qual Spec') PDF available in My NOCN because these are now created dynamically in the NOCN main website. This is a better way to produce these documents as they are data-driven and always up to date. So to see these Qual Specs, [go to the website.](#)
- **NOCN qualifications** include a Qual Spec PDF, attached as an asset which is available in My NOCN. This is the 'traditional' way of producing these documents and we will be moving over to the dynamic method as soon as we can.

Shared Asset Folders Note: You will only see the Shared Asset Folders which have been allocated to your Centre by NOCN, based on your approved subject areas e.g. Construction, ESOL, Security etc. If you think you are missing access to a specific folder, please get in touch to request access, to nocn@nocn.org.uk or call 0300 999 1177.

User types

There are only two types of Users in My NOCN:

- **Super users** – with top level admin rights for a Centre, who see *everything* a Centre is approved for and can create sub-User accounts and grant access to resources.
- **Users** – account added and resources selected by a Super User, e.g. Functional Skills Maths papers.

Super Users by default have access to everything which a Centre is approved to deliver. Super User accounts transfer over from Horizon – if you are a Horizon User, you are also a My NOCN Super User.

Note: Existing My NOCN Users will automatically become Super Users on launch of the system.

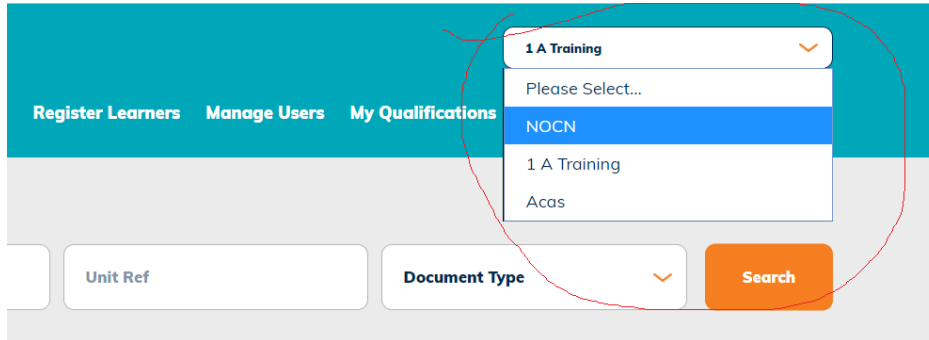
System security

- The security and integrity of the system is important for regulatory purposes; for example, only Users authorised for ESOL should be granted access to ESOL Live Assessments.
- Normal User accounts must be refreshed on a monthly basis for security reasons – Super Users and NOCN admin can grant access. Any users who are not re-activated will have their account suspended.
- The only circumstance when a Super User's account is suspended is if they are no longer a Super User on Horizon.

Using My NOCN

Selecting your Centre

Users can belong to more than one Centre, selected by a drop down box:



The products you are shown will depend on those approved for delivery by the particular Centre.

Super Users - Managing Users

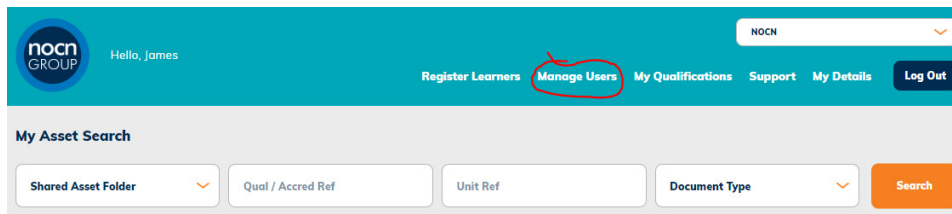
Super Users create and edit all the User accounts for their Centre and then 'pins' qualifications and resources to individual User accounts.

Important note on granting access:

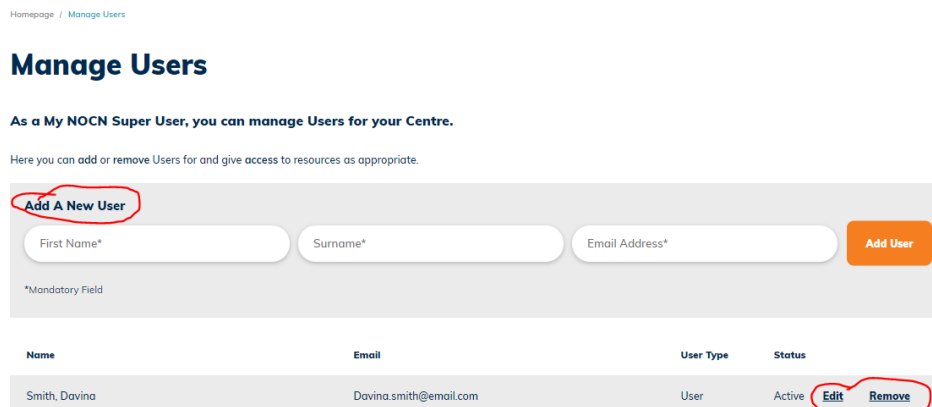
It is advisable for *regulatory* and *compliance* reasons that a Super User only creates appropriate User accounts and grants access for qualifications and resources to suitable users who *should* have access e.g. it is entirely appropriate to give construction tutors access to construction qualifications and also to the construction resources folder. It would not be appropriate to give the same tutors access to ESOL live assessments.

Managing Users

Super users manage Users by clicking the top link '**Manage Users**':



This opens a new screen where you can **Add a New user**, and **Edit** or **Remove** them as necessary:



The Super user will add all Users for that Centre and manage access rights as appropriate. Once a User has been added, the Super user will click '**Edit**' to give access to resources, this opens a new screen:

Here you can do the following in relation to each individual User, outlined as shown:

If you have any questions or require support, get in touch • Call: 0300 999 1177 • Email: nocn@nocn.org.uk

- Select and/or restrict access to certain **qualifications**
- Select and/or restrict access to other **content** - information, including assets and resources

By clicking on the desired 'Update' link, this opens a new screen – either for **Qualifications** or **Content**.

Qualifications

To grant access for a user to a specific qualification plus all of its associated resources, simply click the green 'pin' icon as shown for all desired qualifications:

Manage Users > Qualifications

Here you can grant User access to specific qualifications.

Some qualifications have associated assets which will be useful for those involved in their delivery. You can 'pin' qualifications to a User's account and they will then see the associated assets, unit details and extra information when they log in.

Showing 1 to 16 of 18 View 16 32 64

Reference	Title	Sector	Level
500/8335/X	NOCN Functional Skills qualification in English at Entry 1	Foundations for Learning and Life	Entry Level 1
500/9334/4	NOCN Functional Skills qualification in English at Entry 2	Foundations for Learning and Life	Entry Level 2
500/9320/4	NOCN Functional Skills qualification in English at Entry 3	Foundations for Learning and Life	Entry Level 3
500/8499/9	NOCN Functional Skills qualification in English at Level 1	Foundations for Learning and Life	Level 1

Content

To grant access for a user to a specific content which is not linked to a specific Qualification, click the green 'pin' icon as shown for the desired **Folder**. Super Users have control to grant access down to the second level i.e. sub folders within the main shared folder, for example: **Construction Top Level > Asset Downloads**.

Manage Users > Content

Here you can grant User access to shared area folders.

Here are all the shared area folders which your Centre has access to. You can 'pin' these folders to User accounts as appropriate. You have control to grant access down to three levels to ensure only necessary access is granted to specific Users e.g. Folder > Top level > Content.

Showing 1 to 16 of 18 View 16 32 64

Area	Sub Page
Construction	Top Level
Construction	Construction - Shared Resource Downloads
ESOL Skills for Life	Top Level
ESOL Skills for Life	ESOL Skills for Life Resit Papers
ESOL Skills for Life	ESOL Skills for Life Set 3 Live Assessments

When a **User** next logs in, they will only see the resources which the Super User has selected for them.

Manage Users > Edit

Here you can edit Users and give access to resources.

In the shaded area below, you can:

- Update User details to either activate or block people
- Give access to specific qualifications and associated resources
- Give access to other information available in shared folder

Update User

* Joanne Bloggs * Joanne.bloggs@email.co.uk Active Update

* NB Name/Email is readonly, this user can be attached to one or more organisations, please contact NOCN to update

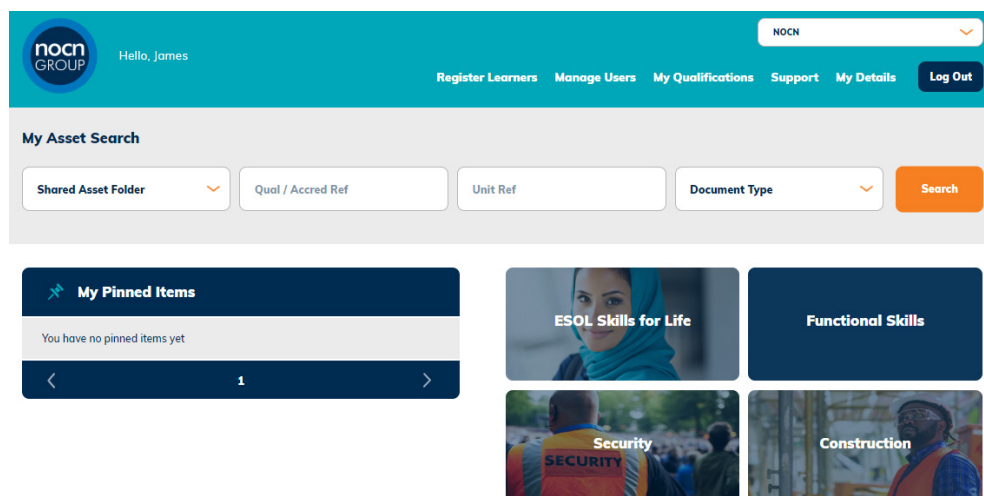
Manage what this user can see

Select and/or Restrict what qualifications this user can access : [Update](#)

Select and/or Restrict what information this user can access : [Update](#)

Using the Search Function in My NOCN

You can search the **Shared Assets, Qualifications, Units** or **Documents** which relate to your approved Centre portfolio i.e. for the products you are approved to deliver or for the qualifications shared with you by a Super user, if you are a User.



- **Shared Asset Folders** = which all Centres can see if they are given access by NOCN. Contains general resources, e.g. for the **Construction** area this includes Learner Workbooks and Lesson Plans, for **ESOL** this includes Live Assessments.
- **Qual / Accred Ref** = is the full reference for a qualification i.e. **601/1157/4**. You will only see a result if your Centre is approved for this qual or if it has been shared with you by a Super User.

Tips:

- If you're searching for a qualification, ensure that no specific Shared Asset Folder is selected.
- If you're searching for a resource within a Shared Asset Folder, ignore the middle two boxes and just either leave the Document Type box unselected to display all resources or filter by Document Type.

Many My NOCN resources are provided in the Shared Asset Folders, others are attached to specific Qualifications. We will develop the system so that more resources are attached to specific qualifications for a truly personalised experience.

My NOCN future development

My NOCN will be expanded as the system develops. Qualification-specific resources will be moved from shared folders to be attached to their respective qualifications where suitable, so providing a more personalised experience to Users. In addition, we would like to provide additional resources which we think will be useful such as:

- Marketing resources and Newsletter archive
- Financial account information
- Approved centre policies and procedures

If there are any other centre-specific resources or other services which you would like to see on My NOCN, let us know at marketing@nocn.org.uk.