

# ServiceIQ's eLearning Platform

## Blended training packs for Schools & Providers

Your step-by-step instructions for using ServiceIQ's new blended training packs

### 1 Your ServiceIQ School/Provider account

Make sure you have an online account with ServiceIQ.

If you are already a customer and have purchased products from our online shop, then you have an online account with us and can move onto step 2.

If you don't have an online account with us and need us to set one up for your school/provider, simply contact us at [intel@serviceiq.org.nz](mailto:intel@serviceiq.org.nz)



### 2 Purchase your products

Simply login and purchase blended training packs for your students from our website shop, [shop.serviceiq.org.nz](http://shop.serviceiq.org.nz) or you can see the full list available here: [www.serviceiq.org.nz/elearning](http://www.serviceiq.org.nz/elearning)

Once you have purchased your blended training pack(s) the following will happen automatically:

#### 2a Paper Assessments

The paper assessments included in the pack will be couriered out to you within 7-10 working days.

#### 2b Digital files

Any digital files that are included in the pack Eg, PDF Tutor Assessment Guides (TAGs) will be available in your online shop account downloads area. [shop.serviceiq.org.nz/customer/downloadableproducts](http://shop.serviceiq.org.nz/customer/downloadableproducts)

#### 2c Online learning material

The online learning material included in the pack will be automatically available in your online ServiceIQ portal, ready for you to assign to your students. [portal.serviceiq.org.nz](http://portal.serviceiq.org.nz)



### 3 Allocate online learning material to your students

From your portal dashboard, click on the 'Allocate/Manage Online Products' in the sidebar menu and follow the instructions to assign online products to your students.



### 4 Student gets online learning material

When you assign online learning material to a student, they will receive an email from ServiceIQ with a link for them to claim their course and create an account (if they haven't already). The online learning material will then be assigned to the student's account.



### 5 Start training

You can now start training your students and the paper assessments will be delivered to you by courier within 7-10 working days.

**Note: As a tutor/teacher If you need access to the online learning material for yourself, you can purchase a training pack and assign it to yourself (As with print products).**