

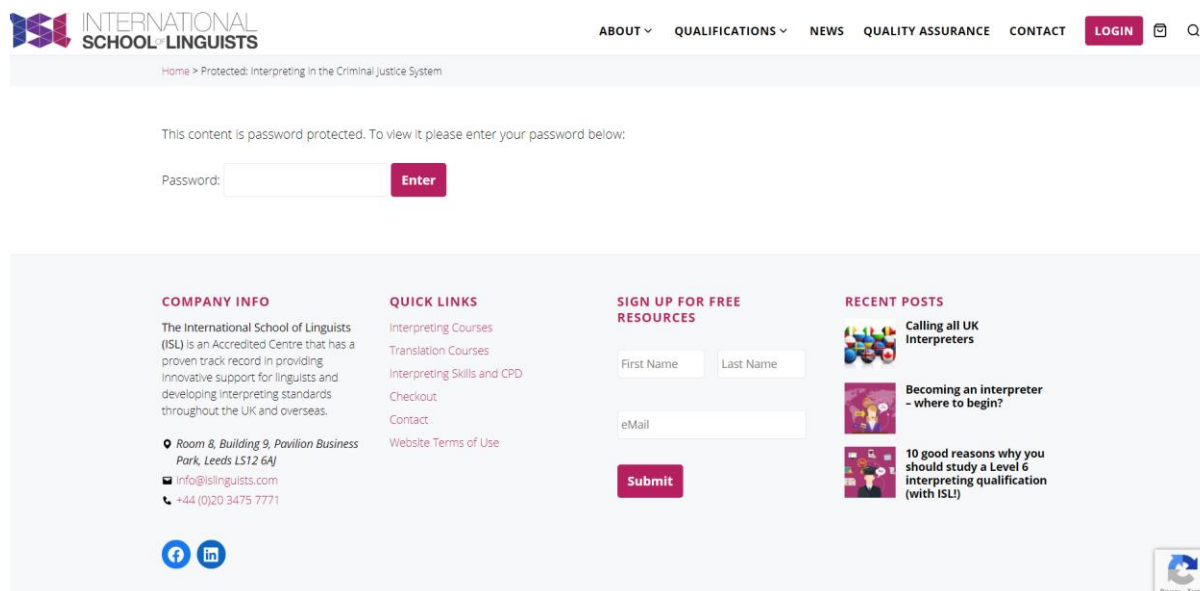


INTERNATIONAL SCHOOL  
OF LINGUISTS

How to enrol in e-learning  
courses

## INSTRUCTIONAL GUIDE TO ENROLLING IN E-LEARNING USING A WEB LINK

1. Please click the link provided by the agency.
2. You will see the following screen:



3. Please enter the password provided to you by the agency.
4. You will be able to see a course description page similar to the one shown below.



### Protected: Interpreting in the Criminal Justice System

£0.00 inc. VAT

Please access **Interpreting in the Criminal Justice System e-learning** by clicking **Get Started**.

You will be prompted to set up a profile by submitting your personal details. Please ensure you register using the email address you have supplied to the agency. Once registration is complete, you will be able to access the course via the 'Account' section of this website.


**As soon as you complete the course, please download your certificate and email it to the agency.**

1 **Get Started**

5. Click on **Get Started**. You will then see the course added to the cart (valued at £0.00, which means you do not have to pay anything).

## Cart

✔ "Protected: Interpreting in the Criminal Justice System" has been added to your basket. [Continue shopping](#)

		Product	Price	Quantity	Subtotal
✘		Interpreting in the Criminal Justice System	£0.00	1	£0.00
<input type="text" value="Coupon code"/>		<a href="#">Apply coupon</a>		<a href="#">Update basket</a>	

### Basket totals

<b>Subtotal</b>	£0.00
<b>Total</b>	£0.00

[Proceed to checkout](#)

- Click on [Proceed To Checkout](#). This will prompt you to put in [Billing Details](#) which you will fill with your information (Name, Address, Email and Phone Number) to create an account. Please note, your email address has to be the one you receive this email at. **NB.** If you already have an account on this website, please log in. If you have forgotten your password, you can select the 'forgotten password' link on this page to obtain a password reset email.
- Once you complete creating the account/log in, click on [Place Order](#). You will then gain access to completing the course.
- Please send the agency a copy of the certificate you receive when the course is completed.

## FAQ - Troubleshooting

### When I click the link, I see the ISL homepage.

Make sure you click the link provided by the LSP – don't try to type the course name in.

### The password is not being accepted.

Make sure you copy and paste the password from the email provided by the LSP. Also, make sure you don't have a blank space before or after the password.

### I don't have a Postcode as I don't live in the UK.

Select your country of residence in the dropdown and the fields will automatically update.

### I don't want to share my personal data, can I use an alias?

You must use your real name and email address to register for the course, as this will automatically be generated onto your certificate when you complete the course. We will be unable to change it.

**I have done the test but can't access the certificate.**

You most likely have not passed with the required grade, please retake the test. The system will automatically enable the certificate when you have successfully completed the test.

**I have passed the test, where is the certificate?**

Come out of the test page, back onto the course homepage. You will see the certificate option at the bottom of the screen.