



Government
Commercial
Function



Civil Service

GOVERNMENT COMMERCIAL COLLEGE USER GUIDE



CONTENTS

How to create a GCC account and register your organisation	Page 2
Logging in to the GCC platform	Page 6
Navigating the GCC platform	Page 7
Enrolling on a course	Page 8

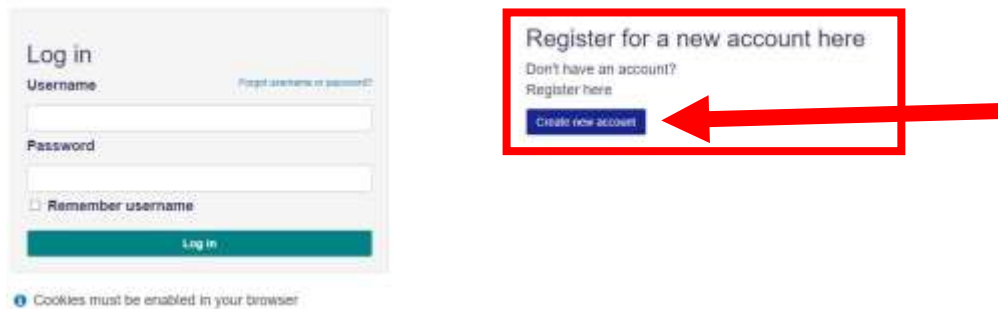
The learning system is only supported on Internet Explorer and Google Chrome. It does not support Edge or any other browser.

If you need any assistance, please contact the Government Commercial College Support Team at: govcomcollege@cabinetoffice.gov.uk



How to create a GCC account and register your organisation

1. To create a new GCC account please go to <https://www.govcommercialcollege.co.uk/>
2. if you do not have an account to the Government Commercial College (GCC) then click "Create new account"

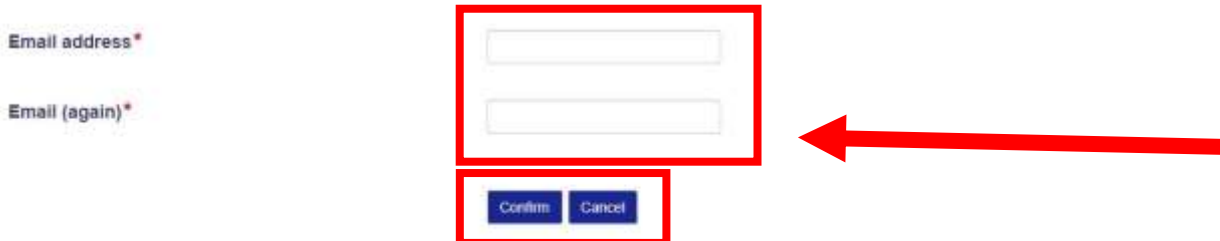


3. Enter your organisation email address in the first text box and then enter it again in the second text box. Select confirm when ready.

Register a new account

There are required fields in this form marked *

Please start by entering your email address. If your organisation domain is recognised by our systems, you'll be able to continue with your registration. If it's not recognised, we'll give you a link to a form to complete to request access manually.



PLEASE NOTE IF YOUR ORGANISATION EMAIL DOMAIN IS NOT LISTED

If your organisation email is not listed on the system you will see this message (as shown in the image below). "This email domain isn't currently listed on our system so you can't yet register. Please fill in this request form to request access for your organisation." Select "this request form" and complete the form.

Register a new account

Form could not be submitted, validation failed

There are required fields in this form marked *

Please start by entering your email address. If your organisation domain is recognised by our systems, you'll be able to continue with your registration. If it's not recognised, we'll give you a link to a form to complete to request access manually.

Email address*

This email domain isn't currently listed on our system so you can't yet register. Please fill in [your organisation](#) to request access for your organisation.

colin@neegov.co.uk

Email (again)*

colin@neegov.co.uk

Confirm Cancel

4. You will now have to locate your organisation.

You can use the search bar to search for your organisation. Select in the search bar and type in your organisation and suggested organisations will appear based on what you typed. You can select the correct one then scroll to the bottom and select "Continue". If your organisation is not found it will display "No results found"

Register a new account

Locate your organisation by making selections below.

You can type to search all of our organisations by using the box immediately below, or click through our hierarchy to find your organisation manually. Please take the time to find the correct organisation - the content you'll be able to access depends on accurate selection.

Organisation

st thom

Guy's and St Thomas' NHS Foundation Trust

St Thomas a Becket, Catholic Secondary School

UK Wider Public Sector organisations

Education

Health

You can also search manually for your organisation using the organisation types shown below. Select one of the organisation headers and select your organisation.

Register a new account

Locate your organisation by making selections below.

Start by selecting your organisation type, then continue through the selections until you find your organisation

- UK Government departments, agencies and public bodies
- UK Wider Public Sector organisations
- Welsh, Northern Irish and Scottish organisations
- Utilities Organisation
- Centralised Buying Organisation
- Housing Organisations
- Other

Depending on which organisation you are in, you may see this drop-down menu (as shown below). Either manually scroll through to find your organisation or use the search bar function to find it.

Start by selecting your organisation type, then continue through the selections until you find your organisation

- UK Government departments, agencies and public bodies
 - Cabinet Office
 - Cabinet Office
 - Search...
 - Cabinet Office
 - Cabinet Office Digital
 - Civil Service Commission (CSC)
 - Civil Service Organisational Design and Delivery
 - Department for Energy Security & Net Zero
 - Department for Business & Trade

Always double check your email and organisation are correct before continuing.

Once selected scroll to the bottom of the screen and select Continue.

PLEASE NOTE IF YOUR ORGANISATION IS NOT LISTED

If you can't find your organisation name (as the image below shows), then select "Organisation not found" at the bottom of the list, as shown below and then select "continue". You will be granted basic access to the GCC, and we will be in touch in due course to ask you about your organisation and add it if required.

Organisation not found

If you're sure your current organisation is not in our lists, click "Organisation not found". You will be granted basic access to the Government Commercial College site, and we'll be in touch in due course to ask you about your organisation and add it if required.

Email address	colin@nhs.net
Selected organisation	Organisation not found
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

5. Complete the required information on this page as shown here. You will need to create a username and password for yourself.

There are required fields in this form marked *

▼ Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as !, -, or #

Password*

▼ More details

First name*

Surname*

Email address colin@nhs.net

Organisation Guy's and St Thomas' NHS Foundation Trust

Select the Terms and Conditions, check all your information is correct and select "Continue".

▼ Terms and conditions

Please check this box to confirm that you have read and agree to these [Terms and Conditions](#) and agree to our [Privacy Policy](#).

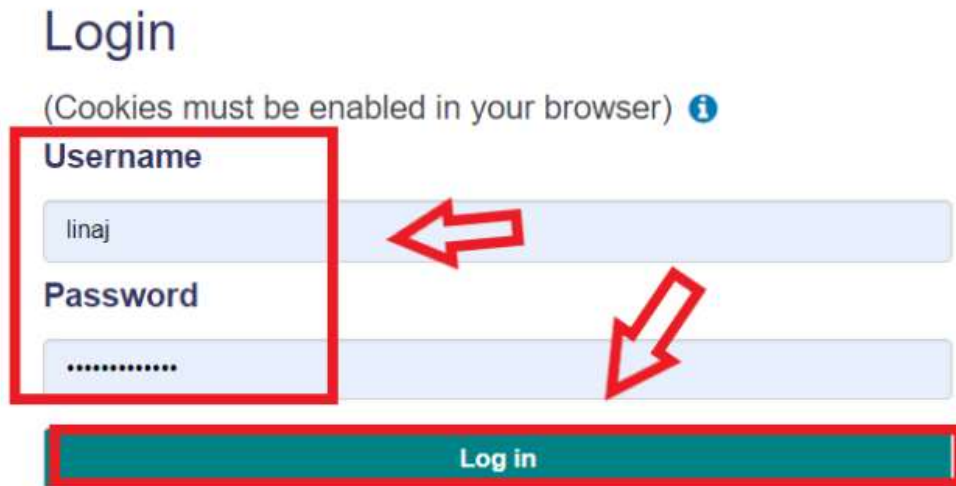
Accept terms and conditions

6. A confirmation that you have created your account will appear on your screen. You will also receive an email with further details.

Please note you will need to fill in all fields marked with an asterisk (*) to complete this step.

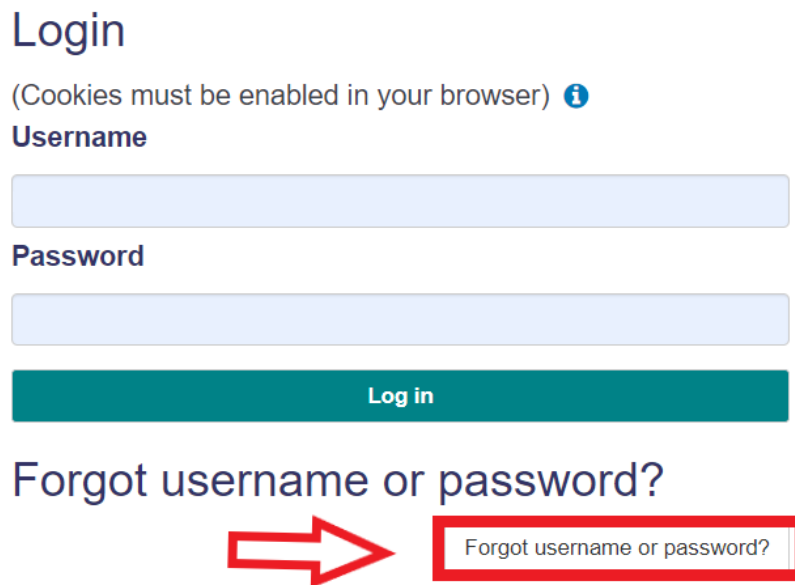
Logging in to the GCC platform

1. Access the Government Commercial College login page via <https://www.govcommercialcollege.co.uk/>
2. Enter your email address and the password you created when you registered.



The screenshot shows a login form titled "Login" with a note "(Cookies must be enabled in your browser) i". It contains two input fields: "Username" with the text "linaj" and "Password" with masked characters. A red box highlights the input fields, and a red arrow points to the "Log in" button. Another red arrow points to the "Password" field.

3. If you have forgotten your login details, click the **'Forgot username or password?'** button to reset your details. You will receive an email with instructions on how to reset your password.



The screenshot shows the same login form as above, but with the "Forgot username or password?" button highlighted by a red box and a red arrow pointing to it.

Navigating the GCC platform

The screenshot shows the GCC platform interface with several callout boxes and arrows pointing to specific features:

- Search the course catalogue:** Points to the 'Find Learning' link in the top navigation bar.
- Book/view/cancel your bookings:** Points to the 'My Bookings' link in the top navigation bar.
- Important GCC announcements are displayed here:** Points to the 'New GCC homepage!' banner area.
- View and update your contact details:** Points to the 'My Profile' section on the right side.
- Quick access to your courses and programs:** Points to the 'My Learning' section, specifically the 'My Courses' button.
- Access your certificates and badges:** Points to the 'My Learning Certificates' table at the bottom.

My Learning Certificates Table:

Course Name	Issued date	Download certificate
Contract Management Foundation	18 Oct 2021	Get certificate
Social Value Mandatory eLearning	5 Jun 2022	Get certificate

Enrolling on a course

There are two ways to enrol on a course on the Government Commercial College.

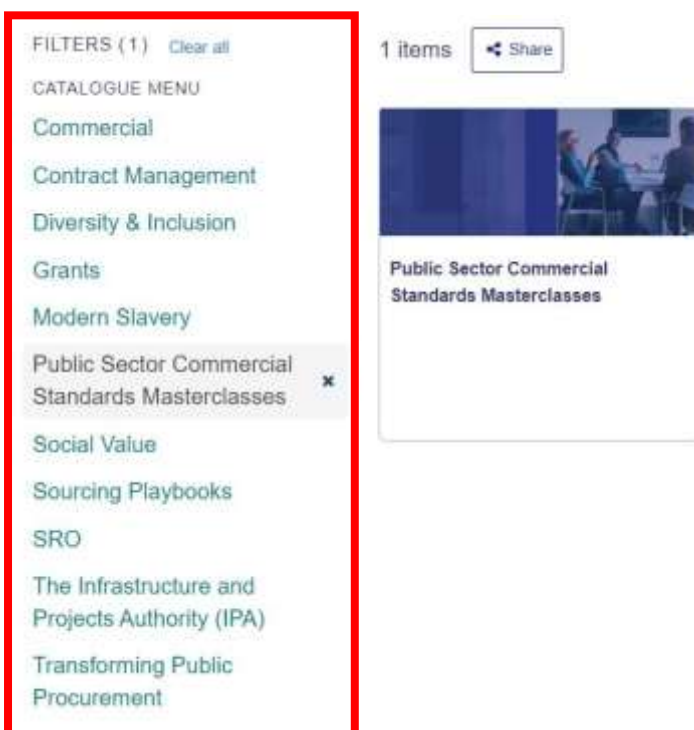
- **Search the Course Catalogue via Find Learning to find a course and self-enrol.**
- Your department or organisation has nominated you to join a course. You will be automatically enrolled in the course on Government Commercial College.

To self-enrol on a course

1. Click on **Find Learning** from the top navigation to view learning courses available to you.



2. There is an option to search for courses by category:



3. To enrol in a course, click on the course image and select '**Go to course**'.

The screenshot displays a course catalog interface. On the left, a vertical 'CATALOGUE MENU' lists various categories, with 'Public Sector Commercial Standards Masterclasses' highlighted. The main content area shows a search result for 'Public Sector Commercial Standards Masterclasses', which is enclosed in a red rectangular box. A red arrow points from this box to the right. Below the search result, a card titled 'Public Sector Commercial Standards Masterclasses' contains the text 'You can enrol in this course'. A red arrow points from the right side of this card to a blue 'Go to course' button, which is also enclosed in a red rectangular box. The top right of the interface shows 'Sort by Alphabetical' and a 'Share' button.





govcomcollege@cabinetoffice.gov.uk