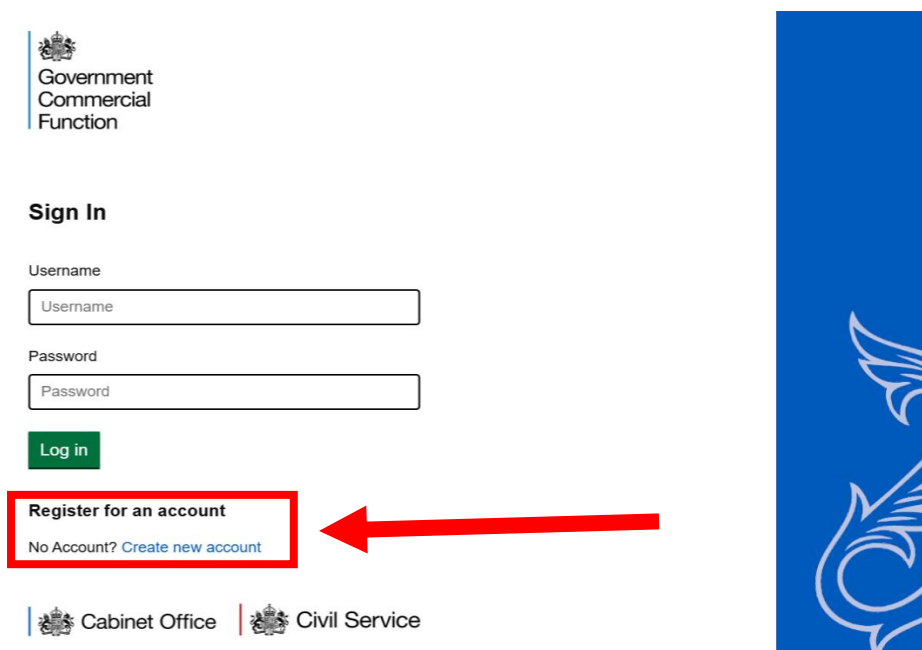# GOVERNMENT COMMERCIAL COLLEGE
USER GUIDE

CONTENTS

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**"

Government Commercial Function
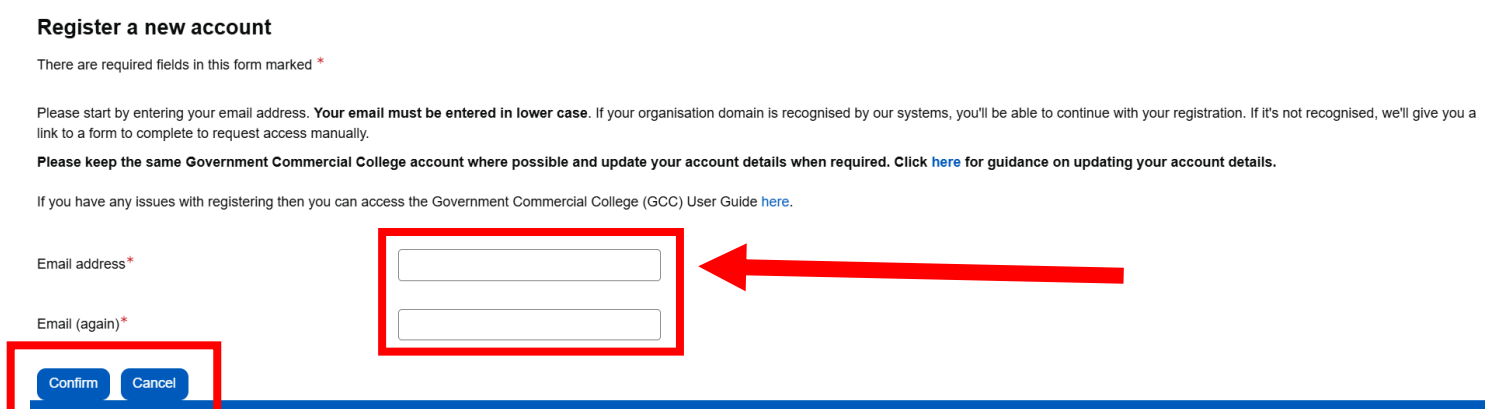
Sign In

Username

Username

Password

Password

Log in

Register for an account

No Account? Create new account

Cabinet Office | Civil Service

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. **Your email must be entered in lower case**. 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 keep the same Government Commercial College account where possible and update your account details when required. Click here for guidance on updating your account details.

If you have any issues with registering then you can access the Government Commercial College (GCC) User Guide here.

Email address*

Email (again)*

Confirm   Cancel

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.

Form could not be submitted, validation failed

There are required fields in this form marked *

Please start by entering your email address. **Your email must be entered in lower case**. 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 keep the same Government Commercial College account where possible and update your account details when required. Click here for guidance on updating your account details.

If you have any issues with registering then you can access the Government Commercial College (GCC) User Guide here.

Email address*
> 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.
>
> colin@newgov.co.uk

Email (again)*
> colin@newgov.co.uk

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
> Our Lady & St Thomas Catholic Primary School, Willington
> **St Thomas a Becket, Catholic Secondary School**
> St Thomas Aquinas Catholic Multi Academy Trust
> St Thomas More RC College
>
> Organisation ▲

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

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

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
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.

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.

UK Government departments, agencies and public bodies

Cabinet Office

Cabinet Office ▼

Home Office
Ministry of Defence
Ministry of Justice
Attorney General's Office
Department for Science, Innovation & Technology

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

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

<mark>**PLEASE NOTE IF YOUR ORGANISATION IS NOT LISTED**</mark>

<mark>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.</mark>

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	Cabinet Office

[Continue] [Cancel]

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

New account

There are required fields in this form marked *.

▼ Choose your username and password

Username*   colin_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 as *, -, or #

Password*   ••••••••

▼ More details

First name*   [   ]

Surname*   [   ]

Email address   colin@nhs.net

Organisation   Cabinet Office

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   ☐

Continue   Cancel

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 asterix (*) 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.

Sign In

Username

| user_name |

Password

| •••••••••••• |

Log in

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

Cabinet Office | Civil Service

Forgot username or password?

Navigating the GCC platform

Book/view/ cancel your bookings

Search the course catalogue

View and update your contact details

Quick links to programs

Quick access to your courses and programs
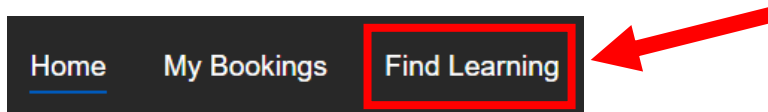
Access your certificates, badges or reports

Enrolling on a course

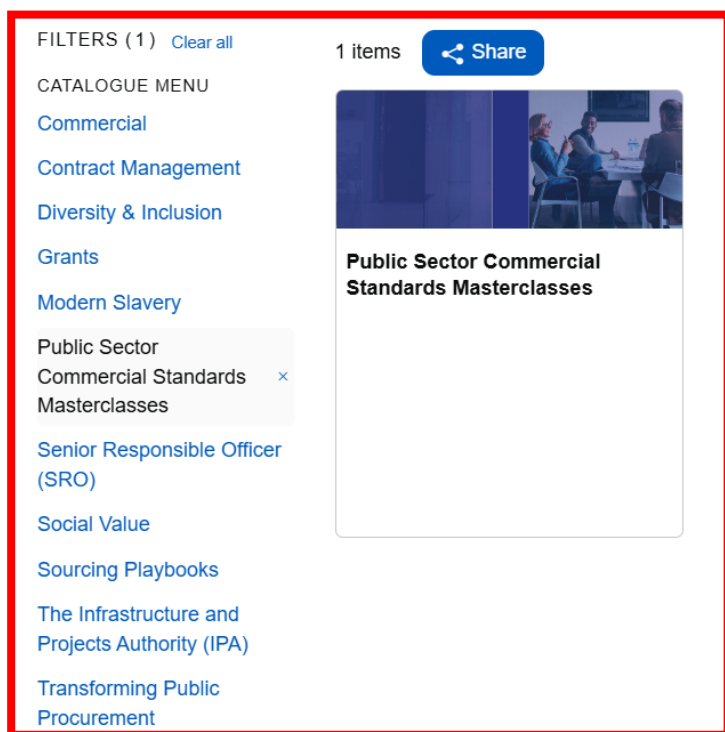There are two ways to enrol on a course on the Government Commercial College.

- **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'*.

FILTERS (1) Clear all

CATALOGUE MENU

Commercial

Contract Management

Diversity & Inclusion

Grants

Modern Slavery

Public Sector Commercial
Standards Masterclasses   ×

Senior Responsible Officer
(SRO)

Social Value

Sourcing Playbooks

The Infrastructure and
Projects Authority (IPA)

Transforming Public
Procurement

1 items   Share

Public Sector Commercial
Standards Masterclasses

Sort by   Alphabetical ▼

Public Sector Commercial Standards Masterclasses   ×

You are already enrolled in this course   **Go to course**

govcomcollege@cabinetoffice.gov.uk