ICAEW Digital Learning Materials
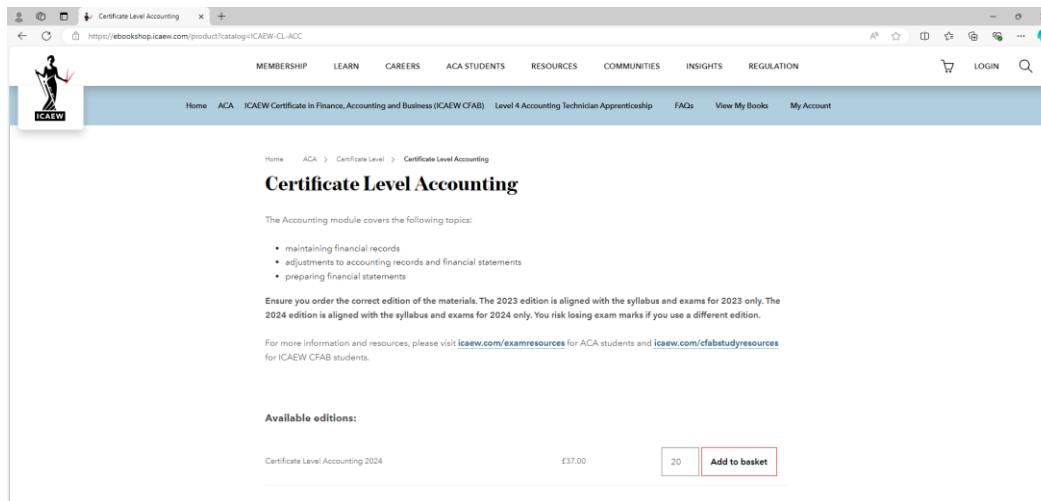
How to order digital learning materials:

Go to the [ICAEW Bookstore](#).

Navigate to the materials you would like to purchase and enter the quantity:

Click 'Add to basket'. Here you can change the quantity or add more learning materials.

If you have a voucher code, make sure you add this to the order and recalculate the costs before completing your order.

Once you are happy with the contents of the basket, click 'Proceed'. This will take you to the ICAEW login page:

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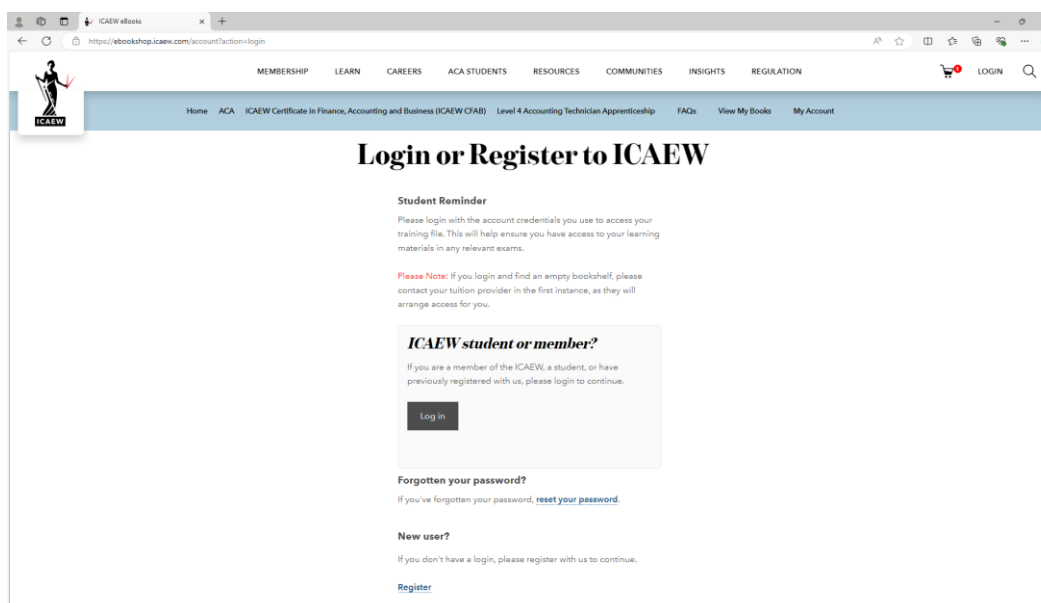
The first time you access the system, you will need to register as a new user and complete all the mandatory fields.

If you are buying just 1 x set of learning materials, you will be asked whether you are buying the materials for yourself or for someone else. **Make sure you click the correct box**, or you will not be able to send the licence on to a student.

Important Information:

☑ Are you buying this course on behalf of someone else?

☑ I agree to the Terms and Conditions of this sale. *

All fields with an * are required.

[Proceed] [Cancel]

X

Purchasing this eBook for someone else?

You have chosen to purchase this eBook on behalf of another person.

This will not grant your account the eBook you have selected. Instead, you will be given a license you can use to grant another person the selected eBook.

[This eBook is for my account]   [This eBook is for someone else's account]

Once you have completed the order form, you will be taken to an order confirmation page. This will contain a link enabling you to distribute the learning materials to your students:

eBook order confirmation

Thank you for your order.

Your account has been updated with your purchase.

[Manage your licences]

You will also receive an order confirmation email which acts as proof of purchase.

How to manage licences and distribute the learning materials:

Click on the 'Manage your licences' link on the order confirmation page or email. This will show you which eBooks and how many licences you have purchased.

You can distribute the licences to your students in three steps:

1. 'Create a new learning group' for the materials you wish to distribute. You can name the learning group as you wish.
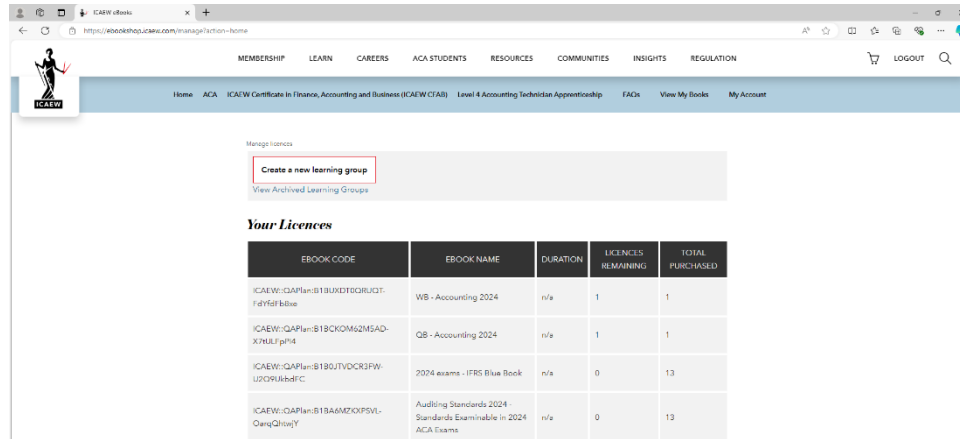
You will then be prompted to select which licences you want distributed via the learning group.

Note: When you create a new learning group, you are creating a group that will all receive the same eBooks.

Note: The components of the products are listed separately in the 'Manage your licences' area, rather than in the bundles that they are sold in. You therefore need to ensure you select the workbook, question bank and any permitted texts you want the students to receive.

2. Add students (learners) to the 'Learning Group'.

(This page also allows you to edit the learning group name and delete/archive the group)
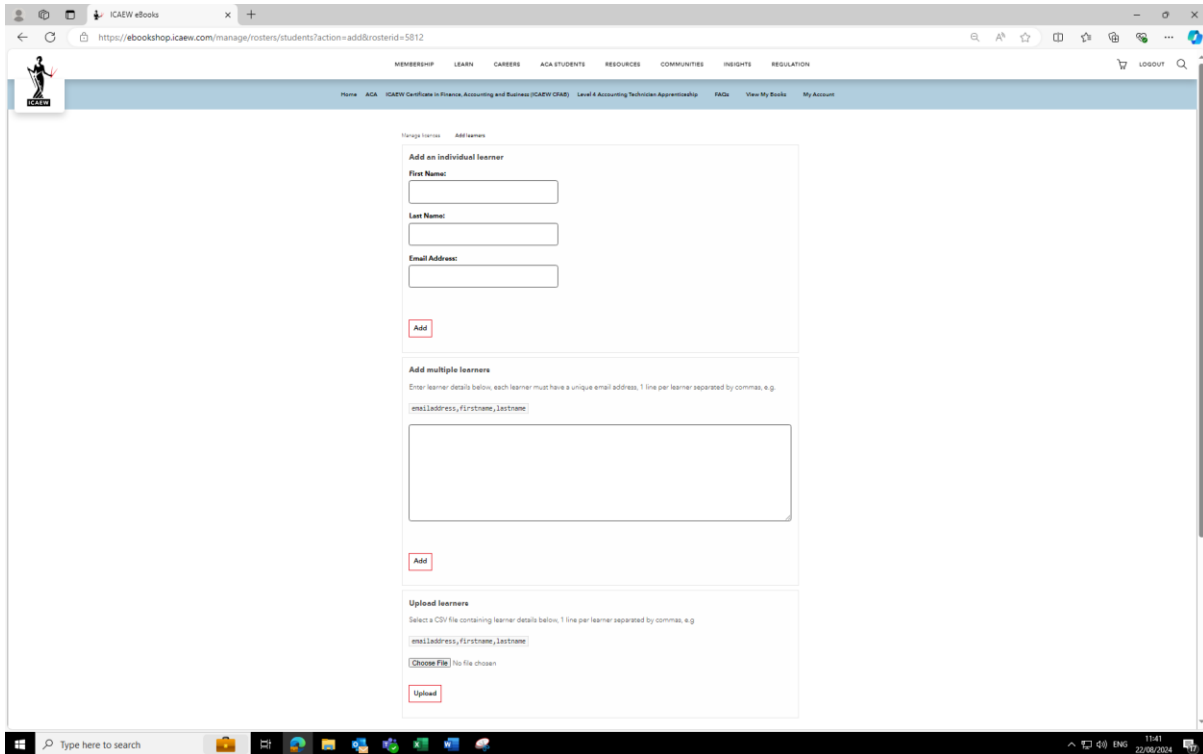

To add a learner, you need their first name, last name, and email address.

There are three ways in which you can add learners to the learning group:

a) You can add them individually.
b) You can add multiple learners manually, by typing in their details in a list format.
c) Or upload a CSV file of learner details.

Once learners have been added to the group, they will appear in the 'Not Enrolled Learners' list.

Enrolled Learners

No learners in list.

Not Enrolled Learners

No learners in list.

3. To send the eBooks to the relevant students, simply select their names and click 'Enrol Selected Learners'.

They will then appear as 'Invited Learners' and will be sent an email from digital.learningmaterials@icaew.com with a link to access their eBooks on the ICAEW bookshelf.

A copy of this email will also be sent to you for your records. You do not need to forward the copy email onto your students as they will have received one as stated above. Doing so could result in multiple students having the same license which will only work for one user, the other will receive an error message saying, 'license already redeemed'. Instead, please inform your students to look out for an email from the above email address containing their license to redeem their ICAEW digital learning materials.

Click here to view how many licenses you have remaining.

Your Licences

EBOOK CODE	EBOOK NAME	DURATION	LICENCES REMAINING	TOTAL PURCHASED