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Registering your training code online

Before you begin you should register yourself on the course.

- 1) Go to the home page of the WOPEC website (www.wopec.co.uk) and register as a member with WOPEC (found on the home page at the very top), if you haven't already done so. You will need to do this first.
- 2) Then go to the 'Promo Code' section on their home page, under their logo on the right hand side, and enter your unique authorisation code which is:

Prefix Code: (e.g.) LOCSU
Code: 6 digits that follow the prefix
- 3) At the registration page, enter the personal information requested. We would be grateful if you could also take a few minutes to answer the small number of questions which will help us determine if the training is effective.
- 4) Once you have registered you will be sent a validation email. If you do not receive this please first check your SPAM folder. If it is not in your SPAM folder contact the technical support: support@wopec.co.uk.
- 5) Follow the instructions on the validation email to validate your account.
- 6) Once you have registered and validated your account you will be sent the CD ROMs via post (from WOPEC).

Watching the Lectures and Taking the MCQs

Insert the first CD ROM (with the Introduction) into your desktop/laptop.

The CD ROM should open automatically. If it doesn't, go your file manager and find your CD Drive and click on it. The lectures may run faster if you copy the folder to your hard drive.

Single click the 'Start' or 'Start.exe' icon.

If a verification message comes up choose to 'Run' it.

Double click on the button for the lecture you want to watch.

When the lecture opens you may need to click on the small rectangle in the top right hand corner to make it full screen. If it is not loud enough adjust the volume on the tool bar and/or on your computer.

Record the answers to the MCQs on the sheet provided in your pack.

When you wish to upload the answers to some or all of the MCQs:

Either click the 'Enter MCQ Answers' button on the CD ROM main menu to take you to the correct web page or go to www.wopec.co.uk/locsugl

Depending on how long it has been since you last used the site, you may have to enter your authorisation code again.

You do not have to enter your answers for all the lectures at once but all the MCQ answers for a specific lecture or video must be entered in one sitting.

Your results will be displayed once you have finished inputting.

Once you have inputted your MCQ answers you **do not** need to contact us. The results will be checked at the end of each month and CET points and certificates awarded automatically.