



LCHP Corporate Compliance Registration

- 1. To access the course **'LCHP Corporate Compliance'**, click this link <u>https://www.hwapps.org/dsrip/courses/lchp-corporate-compliance</u>
- 2. Click the **'Take this Course'** button to register.

If you already have an HWapps account:

- In the **'User Login'** pop-up window, enter your HWapps account Username and Password and click **'Submit'**.
- Once the HWapps account login is successful, you will be redirected to the course registration form.
- Fill in all details which are not pre-filled and click 'Submit'.

If you have not created an HWapps account:

- Click the blue 'Not Registered?' button.
- In the 'User Registration' pop-up window, enter your details and click 'Submit'.
- Your HWapps account will be created and you will be redirected to the **'User** Login' window.
- Enter your login credentials and click 'Submit'.
- Once the HWapps account login is successful, you will be redirected to the course registration form.
- Fill in all details which are not pre-filled and click 'Submit'.
- 3. After registration you will be taken back to the **'LCHP Corporate Compliance'** course page.
- 4. Click the 'Start Course' button to access the course content.
- 5. Click the first Lesson and once have finished the lesson, click **'Mark Complete'**. You will automatically be taken to the next lesson.
- 6. Use 'Previous Lesson' and 'Next Lesson' to navigate between each lesson as required.
- 7. Once you have completed all lessons, you can 'Start the Quiz'.
- 8. Upon completion of the quiz, you can 'Print your Certificate'.