User instructions

Many thanks for joining us to take one of our courses. We really appreciate having you as part of our community.

Emails you should have received

On completing your order, you should have received three emails:

1. A receipt for your order
2. Log in details for the website which included your username and a temporary password to log in
3. An email which includes helpful information including how to navigate the website.

If you haven't received these, please check your SPAM folder to see if they have ended up there.

Accessing the website

Any courses you have been purchased will have been added to your Dashboard for you to complete in your own time at your own pace. On the dashboard, you will be able to edit your account as well as find the courses/memberships you are enrolled in, accomplishments and download certificates.

You can access your dashboard by going to the Analytics in Action home page and clicking on Dashboard.

When you completed your order, you will have been automatically logged in to the dashboard. If, however, you come off the site or want to access it using a different device, you will have to log in again.

To log in you will need your email address you registered with and the temporary password you were issued with when you placed your order. We strongly recommend you change your password when you log in for the first time. You can do this by going to

Dashboard>>>Edit Account>>>Change Password

Completing your course

To take your course navigate to the dashboard and click on the course you are interested in completing. This will take you to the course home page and down at the bottom you will notice you now have access to the lessons. You can click Get Started which will take you to the first lesson or select any lesson you are interested in. Once you have started the course you can click the Continue button which will take you back to where you left off.

Each lesson is taught through a video and if needed supplementary materials at the bottom of the page. If you would like Closed Captions on, click on the video settings and you should be able to access them in English. Once you have watched the lesson and completed the activities select the Mark Complete button and it will immediately take you to the next lesson.

If at any point you want to visit the next lesson or the previous one you can access these using the buttons beneath the video or go to the next section by choosing the arrows underneath this.

To go back to the course home page you can click the button Back to: Course Name above the video.

If you have any problems, please do not hesitate to get in touch either through your designated coach or by emailing us at info@analyticsinaction.co.uk

Many thanks again for joining us.

Best wishes,

The AiA Team