

NCGE VLE Site Guide

A Guide to registering with the NCGE VLE and applying for upcoming learning opportunities



Contents

- * How do I create an account?
- * How do I activate my NCGE VLE account?
- * How do I find and apply for a course?
- * How do I attend an upcoming webinar?
- * How do I view previously run webinars?
- * Questions?

How do I create an account?

- * To create an account visit <https://vle.ncge.ie>
- * Click on 'Create Account'.
- * Click the link to read the site policy agreement. Tick the box 'I understand and agree', and click 'create my new account'.
- * You will receive an activation email with more information.

The screenshot displays the NCGE Virtual Learning Environment (VLE) website. At the top, it says "Welcome to the NCGE Virtual Learning Environment (VLE)". Below this, there is a description of the VLE as an online learning environment offering Continuing Professional Development (CPD) programmes to guidance counsellors. The VLE supports a social constructivist approach to learning and is employed by NCGE to support blended learning approaches to CPD.

There are two images: "Learning opportunities" showing a keyboard with an "e-learning" key, and "View and take part in our Webinar series" showing a keyboard with a "webinar" key.

On the right side, there is a "Login" section with fields for "Username" and "Password", a "Remember username" checkbox, a "Log in" button, and a "Lost password?" link. Below the login section is a "Need Help?" section with a "VLE Site Guide" button.

At the bottom, there is a "Site policy agreement" section. It includes a link to the site policy agreement, a checkbox for "I understand and agree" (which is currently unchecked), and two buttons: "Create my new account" and "Cancel".

Red arrows from the text on the left point to the "Create Account" button, the "Link to site policy agreement" link, and the "I understand and agree" checkbox.

How do I activate my NCGE VLE account?

Once you create an account, you should receive this email:

Hi 'your name',

You have requested an NCGE VLE account. To activate your account please go to this web address:

<https://vle.ncge.ie/login/confirm.php?data=gvqmCoyD7HVZGco/yourname>.

This should appear as a blue link which you can click on. If this does not work, then cut and paste the link into the address bar at the top of your web browser window.

Once your account has been activated, apply for programmes by clicking on the 'learning opportunities' button.

If you need assistance, please contact Charleen Hurtubise at: charleen.hurtubisencge@gmail.com

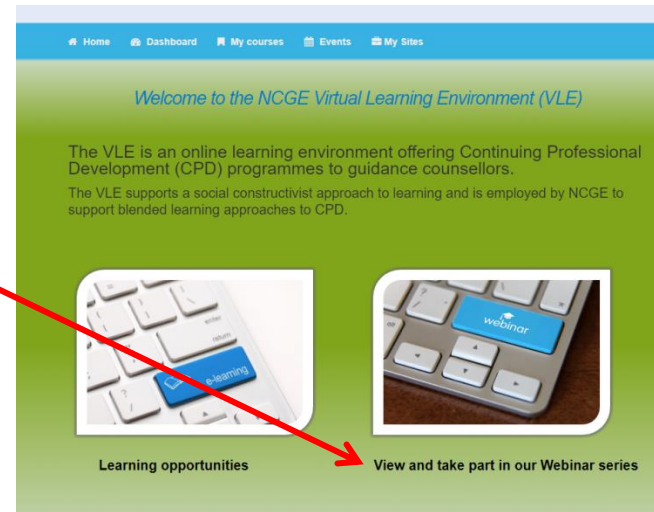
How do I find and apply for a course?

- * Explore upcoming learning opportunities by clicking here:
- * Alternatively, navigate to <https://vle.ncge.ie/course/>
- * Here you will find a list of upcoming courses and their corresponding applications.



How do I attend an upcoming webinar? How do I view previously run webinars?

- * Upcoming webinars will be listed here:
- * Here you will also find a list of previously run webinars. Click on the corresponding links to view.



Questions?

If you require further assistance please:

- * Phone NCGE at 01 8690715
- * Email Charleen Hurtubise at charleen.hurtubisencge@gmail.com

