Early Childhood Australia
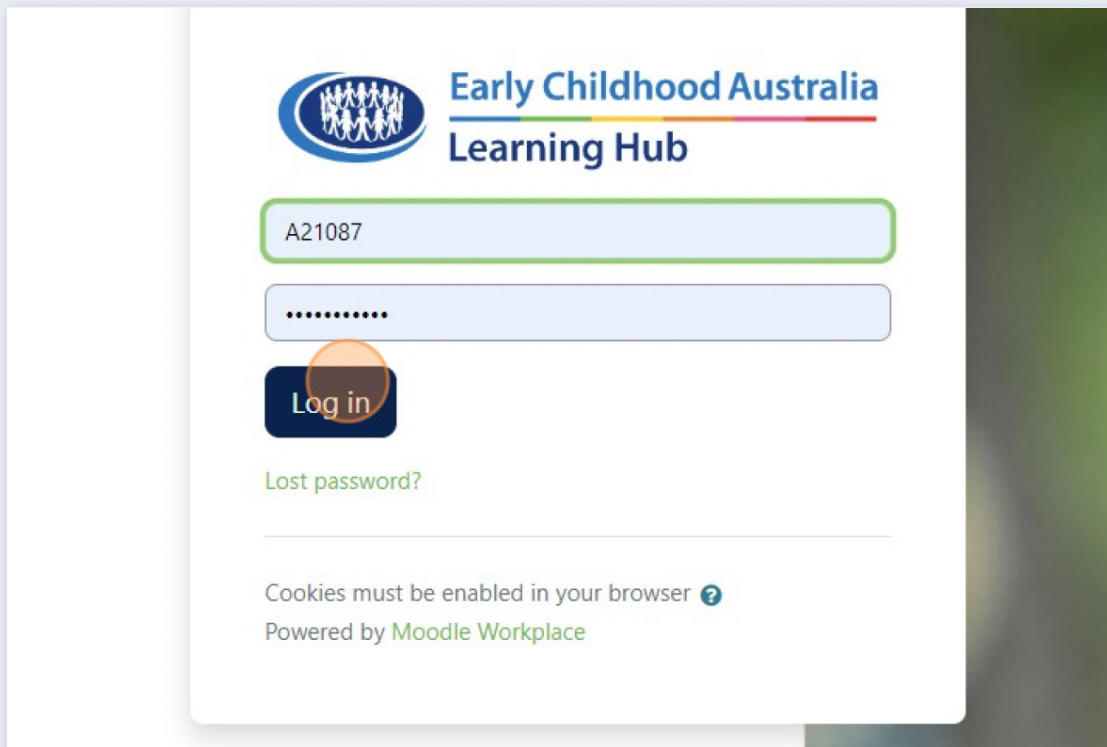**Learning Hub**

ECA Learning Hub LMS

how to
GUIDE
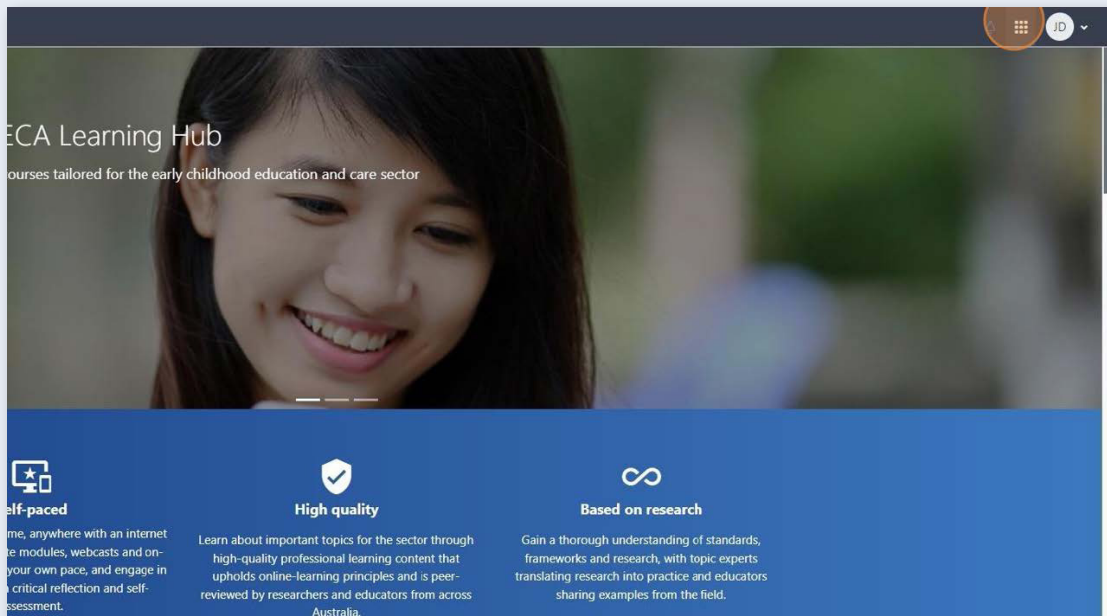
User Management
Dashboard:
Account Manager

1

Once you have logged into the ECA Learning Hub portal with your unique username and password, you will be taken to the home page.
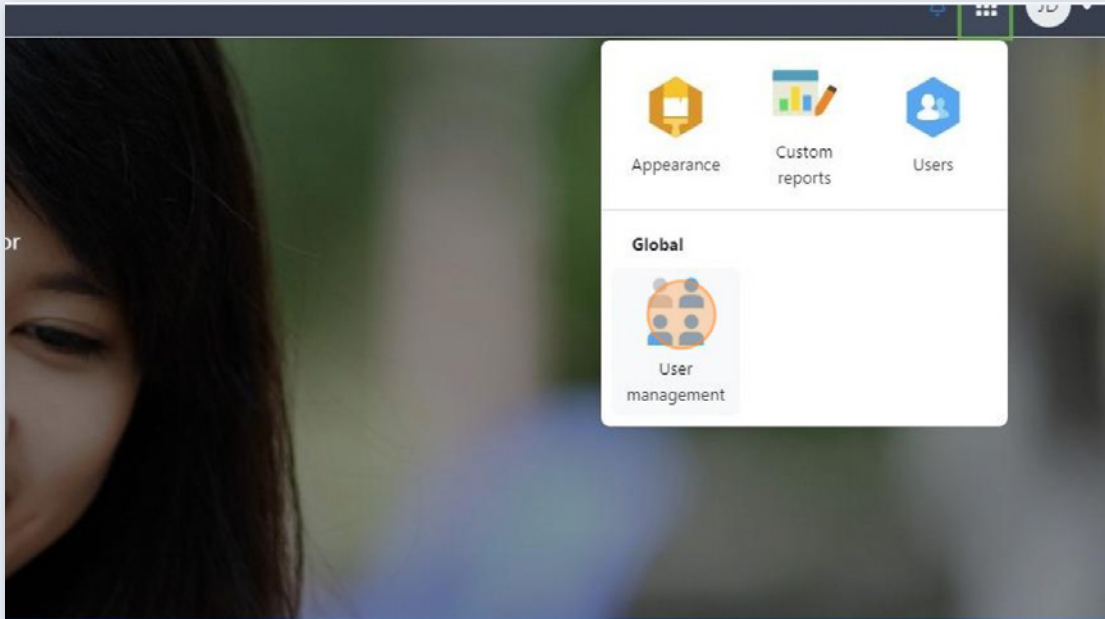

2

From the home page, click **Toggle workplace launcher** (the nine dots) in the right-hand corner.

3

Then click **User management**.

4

On the User management dashboard, the details of both your personal and organisational accounts will appear.

The left-hand box showcases:

- your name
- your role
- your personal customer number.

5

The right-hand box showcases:

- your organisation's name
- subscription expiry date
- your organisation's customer number
- user allocation count.

The user allocation count shows how many active subscription seats have been allocated out of your subscription tier total.

6

By default, the User management dashboard displays any users who have an active or cancelled subscription for your organisation.

You can filter this table to show only active or only cancelled users by clicking the status drop-down menu.

7

The other optional view for the dashboard is card view, which can be activated by clicking the display drop-down box.

8

Card display.

Adding a new user

9

To create a new user click **+ New user**.

10

Complete all mandatory fields as marked by asterisks.

11

The optional fields are: City, Portfolio and State.

Once completed, click **Save**.

12

Once a new submission has been created, you will need to allow up to two hours for the changes to be implemented and reflected on your account.

13

The new user request will show on your dashboard as 'pending' until the submission is successful.

Please note: You can cancel the request during a pending status by clicking the red bin icon on the right-hand side.

14

To edit a user's details, click the cog symbol.

15

From here you are able to update a user's:

- first name
- last name
- email address
- service.

16

Using the update a user's service function is a great option for any team members who are transferring to a different centre within your organisation.

Please note: Students can only have one service assigned to them, so if the team member is a casual team member, you will need to select one home base location
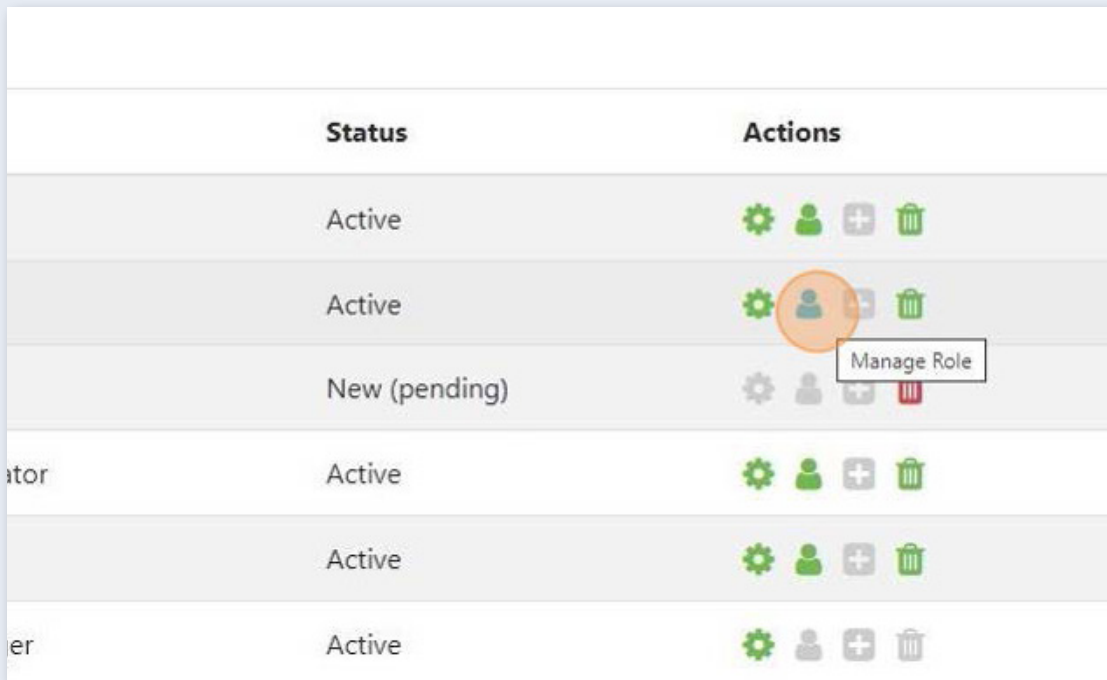
Allocate the role of Group Coordinator

17

To assign the role of Group Coordinator, click on the person icon.
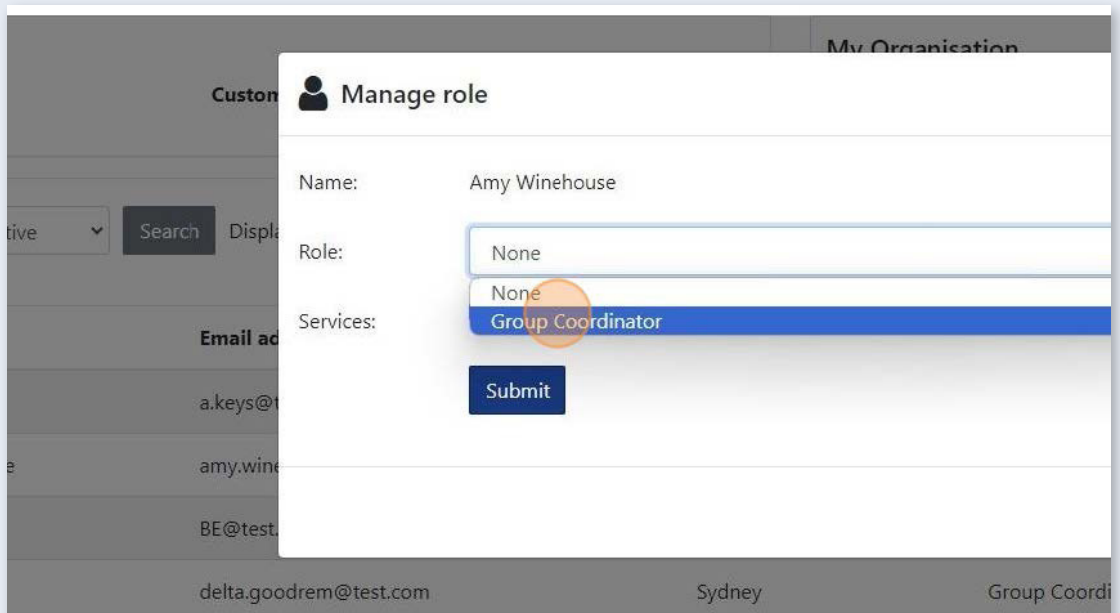
Status	Actions
Active	⚙ 👤 ⊞ 🗑
Active	⚙ 👤 ⊞ 🗑 Manage Role
New (pending)	⚙ 👤 ⊞ 🗑
Active	⚙ 👤 ⊞ 🗑
Active	⚙ 👤 ⊞ 🗑
Active	⚙ 👤 ⊞ 🗑

18

To assign the role of Group Coordinator, click on the drop-down menu and select **Group Coordinator**.

My Organisation

Custom 👤 Manage role

Name:	Amy Winehouse
Role:	None
	None
Services:	Group Coordinator

Submit

Email ad

a.keys@t

amy.wine

BE@test.

delta.goodrem@test.com   Sydney   Group Coordi

19

Then select the service or services that this user will have oversight of.

Please note: Group Coordinators can have multiple services assigned to them to have oversight of.

20

Click **Submit**.

Unassign the role of Group Coordinator

21

To update a user's allocated role, click on the person icon.

	Status	Actions
	Active	⚙ 👤 ➕ 🗑
nator (pending)	Active	⚙ 👤 ➕ 🗑
	New (pending)	⚙ 👤 ➕ 🗑
nator	Active	⚙ 👤 ➕ 🗑
	Active	⚙ 👤 ➕ 🗑
ager	Active	⚙ 👤 ➕ 🗑
nator	Active	⚙ 👤 ➕ 🗑
	Active	⚙ 👤 ➕ 🗑

22

To unassign the role of Group Coordinator, click on the drop-down menu and select **None**.

This will remove the assigned role of Group Coordinator and return that user to a student only role.

👤 Manage role   ✕

Name: Delta Goodrem

Role: Group Coordinator   ⌄
             None
Services: Group Coordinator

[Submit]

                                              [Close]

23

Click **Submit**.

To cancel a user's subscription

24

If you have an educator who is going on temporary leave or leaving your organisation permanently, you can cancel their subscription by clicking on the bin icon.

25

Once selected, you will be requested to confirm the cancellation.

Click **Confirm**.

Reactivate cancelled subscriptions

26

You have the option to reactivate cancelled subscriptions. This is a great option for when you have team members returning from temporary leave.

To best filter your search, click on the **Status** drop-down menu and select **Cancelled**.

27

This will then restrict your search to any users who have held a subscription in your organisation.

To reactivate the subscription, click on the plus icon.

28

Select the service the user will be returning to from the drop-down menu.

29

Click **Reactivate**.

Search function

30

You can search the User management dashboard by entering text into this box:

31

You can search for a user by:

- username (unique customer number)
- first, last or full name
- email address
- role type.

User management dashboard

My Account

Name: Jane Doe
Role: Account Manager

Customer number: A21087

| Billie | Status: | Any ⌄ | Search | Display: | Table ⌄ | **+ New user** |

Results: 1

Username	Full name	Email address	
	Billie Eilish	BE@test.com.au	