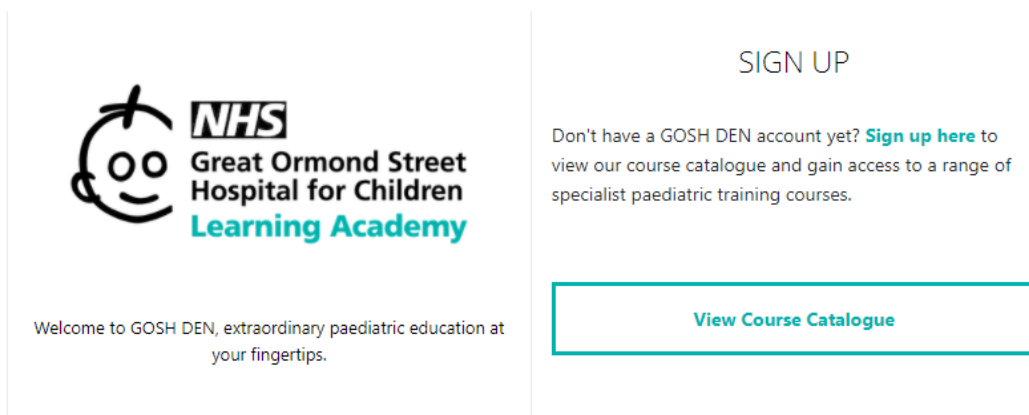**External User – Course Catalogue/Enrol into courses Instructions (denied access enrolment)**

Please follow the steps below to sign up to GOSH DEN and enrol into the [INSERT COURSE TITLE] course:

1. You can access the DEN via this link https://den.gosh.nhs.uk

The DEN is not compatible with Internet Explorer, so you'll need to use either Google Chrome or Microsoft Edge. You can download either of these yourself if you don't have them on your computer.

2. Please click on **'Sign up here'** to create an account with GOSH DEN.

3. Please enter your email address and date of birth and **'Agree to our Terms of Service & Privacy Policies'.**

4. You will see a pop up just like this and you will receive an email with a security token, please enter the security token and click submit.

Please check your Inbox

✕

We have sent a security token to the email address you have provided. Please enter the security token below.

Security Token

Resend   **Submit**

5. Once your ID has been validated, please enter your personal information as requested below, you will then be redirected to the main page to enter your login details.

Create Account - Additional Information

Your ID was validated successfully. Please enter the remaining information requested below.

Personal Information

Email Address *

Date of Birth

First Name *

⚠ First Name is required

Family Name *

Password ⓘ *   👁

Confirm Password ⓘ *   👁

6. Your **'Username'** is your email address, please enter your email address and password to sign in.
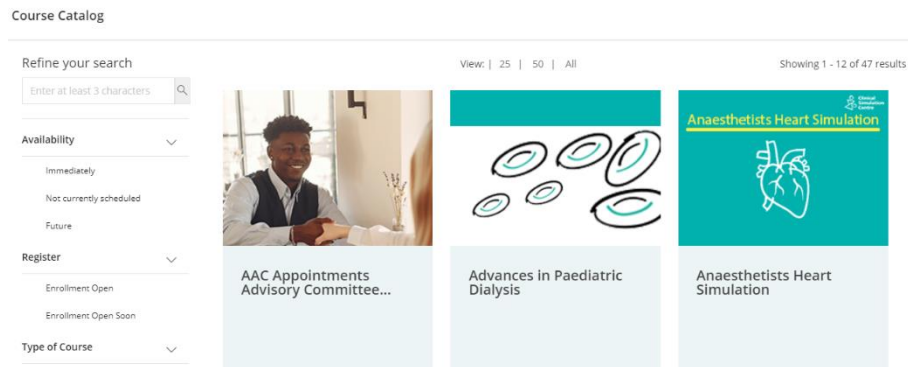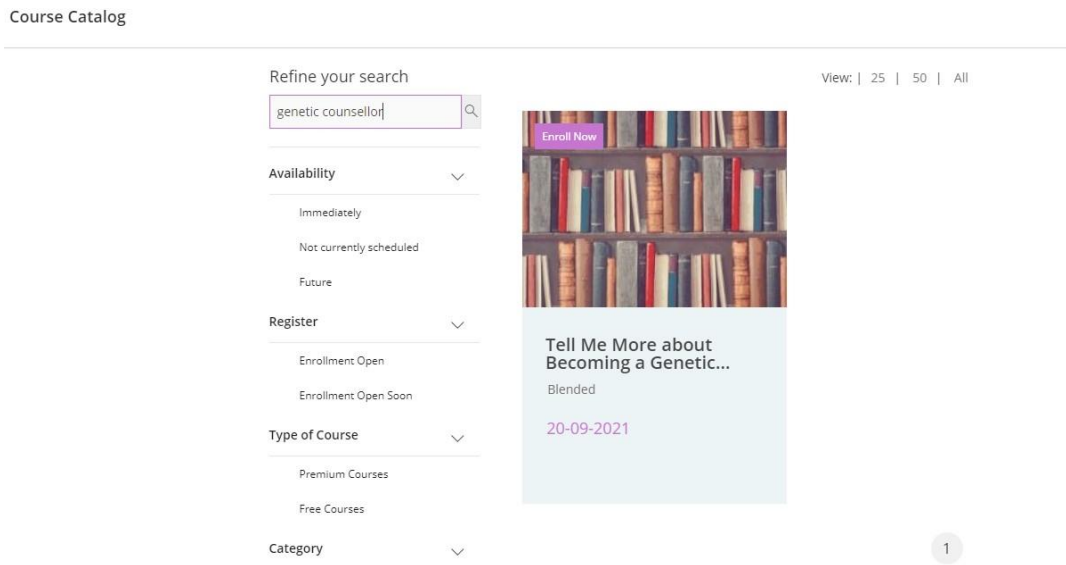
LOG IN

Username

Password

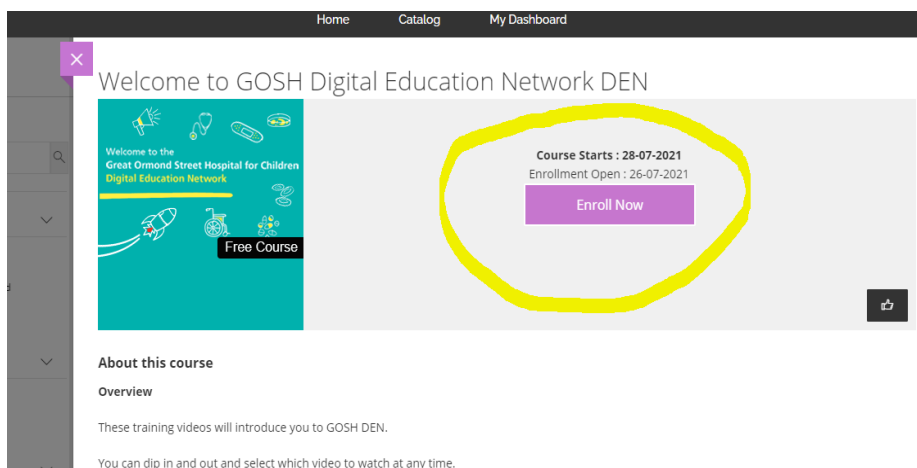**Sign In**

Wel

Forgot Password?

7. Once you have successfully logged in, you will see the main page of **'Course Catalog'**.
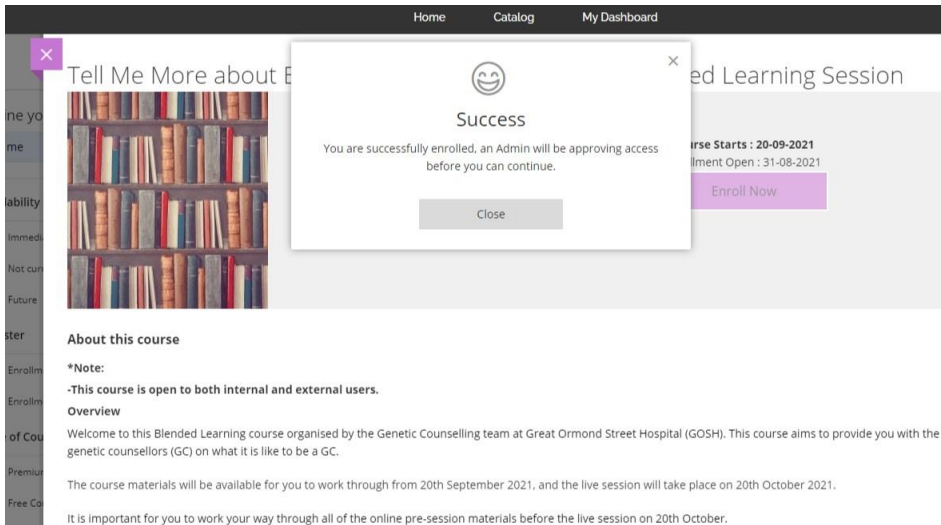

8. On the left-hand side 'Refine your search' please type in the title of the course and click onto the course where it says 'Enroll Now'.

9. Once you have clicked on 'Enroll Now' button, you will see a pop up and you will need to click on to the 'Enroll Now' button again and this will take you direct to the course.
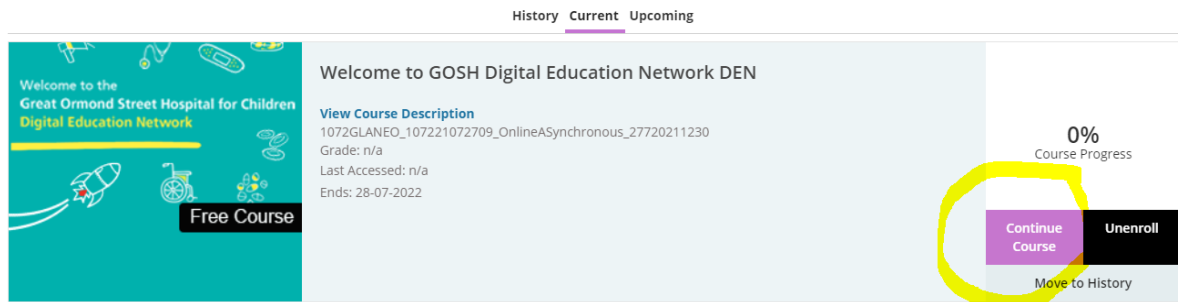
10. Another pop up will appear, letting you know that you need to wait for admin approval.

11. You will receive a confirmation email by your instructor once your access has been approved.

12. After you get the confirmation email, go to 'My Dashboard' and then click 'Continue Course' (the course might appear under 'Upcoming' – see three options below: History/Current/Upcoming)

13. You will then be taken to your GOSH DEN course.