

How to access GROW e-learning from the GCA

First time

- 1) Open your internet browser
- 2) Either click on the shortcut (GROW) near the top of the web browser (garden centre computers only) or enter <https://grow.gca.org.uk> in the address bar.
- 3) Enter your username (firstname.surname as spelt on your wage slip) no capital letters needed
- 4) Enter the password as follows *including* capital letter and exclamation mark **Password_!** (to get the underscore hold down 'shift' while you press the '-' button)
- 5) You will be directed to a page where you can set up your own password. First you will need to enter the current password (Password_!) and then use the following instruction to create your own which you will need to enter twice.
- 6) Make sure that the 'Caps lock' is not turned on before you start, and choose a 6 letter word. Start this word with a capital letter and finish with a number and a punctuation mark eg Cheese!
- 7) Make a note of your new password here
- 8) Use the little green 'log out' button in the top right hand corner of the screen. You can then check your password was set up properly by logging following the 'return visit' instructions.

Return visit

- 1) Open your internet page and either select the GROW button (most work computers have this) or go to <https://grow.gca.org.uk>
- 2) Enter your username (firstname.surname as spelt on your wage slip) no capital letters needed.
- 3) Enter your password, checking that 'caps lock' is not turned on.

When you have logged in

- 1) Click on the header 'Find Courses' and pick the course you need from the list OR click on the big label 'Find a course' for the pretty version with a simple menu showing the different courses.
- 2) If you can't see the green course titles listed down the page you may need to scroll down to find the one you want.
- 3) When you have clicked on the course of your choice there will be an option on the page called 'are you ready'. Click on this and a page pops up giving you more info about the course. (If at home you may need to tell your pop-up blocker – usually a little yellow bar – to 'always allow pop-ups from this site')
- 4) Close the information page and press F5 on your keyboard before clicking on 'Let's Go'. This will open up the course for you. Start with the 'red flowerpot' that is labelled 'Getting started'.

All of the plant modules are designed to be simple, 20 minute sessions, starting with absolute beginners at level one and getting slightly more technical as the level 2 and level 3 modules are added.

The **Health & Safety** and **Food Hygiene** modules work slightly differently and are easiest to follow on a computer that has speakers for the audio explanations. These modules are broken into smaller sections and you are invited to save and exit at the end of each section. You can then open the module again to start the next section (choose from the little menu on the right hand side).

*If you have any difficulties (including forgetting your password) you are welcome to call Steve on his work mobile
*7111 or 07703675578