

Guide to accessing your National Digital Inclusion Network account

Welcome to the brand new members area for the National Digital Inclusion Network. This replaces the former Online Centres Network website and is just one of the many ways Good Things are improving the support for Network members.

There are some key changes to the way you and your colleagues will access, navigate and use the new website. Please familiarise yourself with your role below for further instructions.

Members of the National Digital Inclusion Network (existing Online Centres Network website users)

If you **have** signed in to the Online Centres Network website since September 2022, you must use the 'I've forgotten my password' link on the 'Sign in' page. This will update your password and allow you to access the new site.

If you have **not** signed in to the Online Centres Network website since September 2022, your sign-in account won't exist on the new site. <u>You'll need to set up a new sign-in account</u>.

If your sign-in account is connected to a Hub but you think you might not have a user role (see page 2), please <u>contact us</u> and we can assign you a basic user role. Your Account Manager will then be able to update your role from the 'Users' section of 'View my Hub'.

If your organisation is not a current member of the National Digital Inclusion Network

Good Things support organisations across the UK to deliver free digital inclusion services to their local communities. If you're not yet a member, you can join for free!

Join the network.



User roles in the new members area

Account/Finance Managers associated with a hub will be able to assign the below roles via the 'View My Hub' page to enable their staff and volunteers to access all of the content, resources and services available.

User roles	Permissions you'll have
Account Manager / Finance Manager	 Apply for grants and access to the National Databank and National Device Bank opportunities Accept contracts Add, view and edit organisation details and profile Add, view, edit and delete user accounts Add, view and edit bank details View reporting data/dashboard Search for and log a person supported Book onto training/events View and download resources
User	 Search for and log a person supported Book onto training/events View and download resources