

Welcome to the LOCSU training.

We hope you find the lectures and videos provided interesting and useful. To complete the training programme please follow the instructions outlined below.

REGISTER YOURSELF ON THE WEBSITE

- 1) Go to the WOPEC website: www.wopec.co.uk
- 2) Click on 'Register' on the top tool bar.
- 3) At the registration page, enter your email and create a password.
- 4) Once you have registered you will be sent a validation email. If you do not receive this please first check your SPAM folder. If it is not in your SPAM folder contact the technical support : support@wopec.co.uk
- 5) Follow the instructions on the validation email to validate your account. You will then be asked for your name and address and other information.

REGISTER YOURSELF ON THE COURSE

- 6) Go to the PROMO CODE box on the top right hand corner of the home page.
- 7) Enter your unique authorisation code which is:

Prefix Code	LOCSU
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- 8) Once you have done this the CD ROMS will be sent to you with further instructions.