



Government
Commercial
Function



Civil Service

GOVERNMENT COMMERCIAL COLLEGE USER GUIDE



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The learning system is only supported on Internet Explorer and Google Chrome. It does not support Edge or any other browser.

If you need any assistance, please contact the Government Commercial College Support Team at: govcomcollege@cabinetoffice.gov.uk

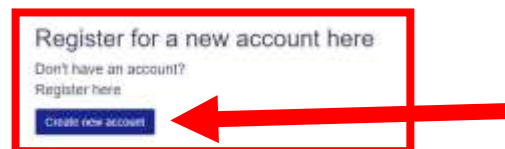


How to create a GCC account and register your organisation

1. To create a new GCC account please go to <https://www.govcommercialcollege.co.uk/>
2. if you do not have an account to the Government Commercial College (GCC) then click "**Create new account**"



A screenshot of the GCC login page. It features a 'Log in' heading, a 'Username' field with a 'Forgot username or password?' link, a 'Password' field, a 'Remember username' checkbox, and a 'Log in' button. A note at the bottom states 'Cookies must be enabled in your browser'.



A screenshot of the GCC registration page. It has a heading 'Register for a new account here', a link 'Don't have an account? Register here', and a 'Create new account' button. A red box highlights the registration section, and a red arrow points to the 'Create new account' button.

3. Enter your organisation email address in the first text box and then enter it again in the second text box. Select confirm when ready.

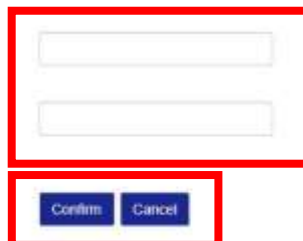
Register a new account

There are required fields in this form marked *

Please start by entering your email address. If your organisation domain is recognised by our systems, you'll be able to continue with your registration. If it's not recognised, we'll give you a link to a form to complete to request access manually.

Email address *

Email (again) *



A screenshot of the GCC registration form. It shows two empty text boxes for 'Email address' and 'Email (again)'. Below the boxes are 'Confirm' and 'Cancel' buttons. A red box highlights the email input fields, and a red arrow points to them from the right.

PLEASE NOTE IF YOUR ORGANISATION EMAIL DOMAIN IS NOT LISTED

If your organisation email is not listed on the system you will see this message (as shown in the image below). "This email domain isn't currently listed on our system so you can't yet register. Please fill in this request form to request access for your organisation." Select "this request form" and complete the form.

Register a new account

Form could not be submitted, validation failed

There are required fields in this form marked *

Please start by entering your email address. If your organisation domain is recognised by our systems, you'll be able to continue with your registration. If it's not recognised, we'll give you a link to a form to complete to request access manually.

Email address *

This email domain isn't currently listed on our system so you can't yet register. Please fill in [your organisation](#) to request access for your organisation.

colin@newgov.co.uk

Email (again) *

colin@newgov.co.uk

Confirm

Cancel

4. You will now have to locate your organisation.

You can use the search bar to search for your organisation. Select in the search bar and type in your organisation and suggested organisations will appear based on what you typed. You can select the correct one then scroll to the bottom and select "Continue". If your organisation is not found it will display "No results found"

Register a new account

Locate your organisation by making selections below.

You can type to search all of our organisations by using the box immediately below, or click through our hierarchy to find your organisation manually. Please take the time to find the correct organisation - the content you'll be able to access depends on accurate selection.

Organisation

st thom

Guy's and St Thomas' NHS Foundation Trust

St Thomas a Becket, Catholic Secondary School

UK Wider Public Sector organisations

Education

Health

You can also search manually for your organisation using the organisation types shown below. Select one of the organisation headers and select your organisation.

Register a new account

Locate your organisation by making selections below.

Start by selecting your organisation type, then continue through the selections until you find your organisation

•

- UK Government departments, agencies and public bodies
- UK Wider Public Sector organisations
- Welsh, Northern Irish and Scottish organisations
- Utilities Organisation
- Centralised Buying Organisation
- Housing Organisations
- Other

Depending on which organisation you are in, you may see this drop-down menu (as shown below). Either manually scroll through to find your organisation or use the search bar function to find it.

Start by selecting your organisation type, then continue through the selections until you find your organisation

•

UK Government departments, agencies and public bodies

Cabinet Office

Cabinet Office

Search...

Cabinet Office

Cabinet Office Digital

Civil Service Commission (CSC)

Civil Service Organisational Design and Delivery

Department for Energy Security & Net Zero

Department for Business & Trade

Always double check your email and organisation are correct before continuing.

Once selected scroll to the bottom of the screen and select Continue.

PLEASE NOTE IF YOUR ORGANISATION IS NOT LISTED

If you can't find your organisation name (as the image below shows), then select "Organisation not found" at the bottom of the list, as shown below and then select "continue". You will be granted basic access to the GCC, and we will be in touch in due course to ask you about your organisation and add it if required.

Organisation not found

If you're sure your current organisation is not in our lists, click "Organisation not found". You will be granted basic access to the Government Commercial College site, and we'll be in touch in due course to ask you about your organisation and add it if required.

Email address	colin@nhs.net
Selected organisation	Organisation not found
<div>Continue Cancel</div>	

5. Complete the required information on this page as shown here. You will need to create a username and password for yourself.

There are required fields in this form marked *

▼ Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Password*

▼ More details

First name*

Surname*

Email address colin@nhs.net

Organisation Guy's and St Thomas' NHS Foundation Trust

Select the Terms and Conditions, check all your information is correct and select "Continue".

▼ Terms and conditions

Please check this box to confirm that you have read and agree to these [Terms and Conditions](#) and agree to our [Privacy Policy](#).

Accept terms and conditions ☐

Continue Cancel

6. A confirmation that you have created your account will appear on your screen. You will also receive an email with further details.

Please note you will need to fill in all fields marked with an asterix (*) to complete this step.

Logging in to the GCC platform

1. Access the Government Commercial College login page via <https://www.govcommercialcollege.co.uk/>
2. Enter your email address and the password you created when you registered.

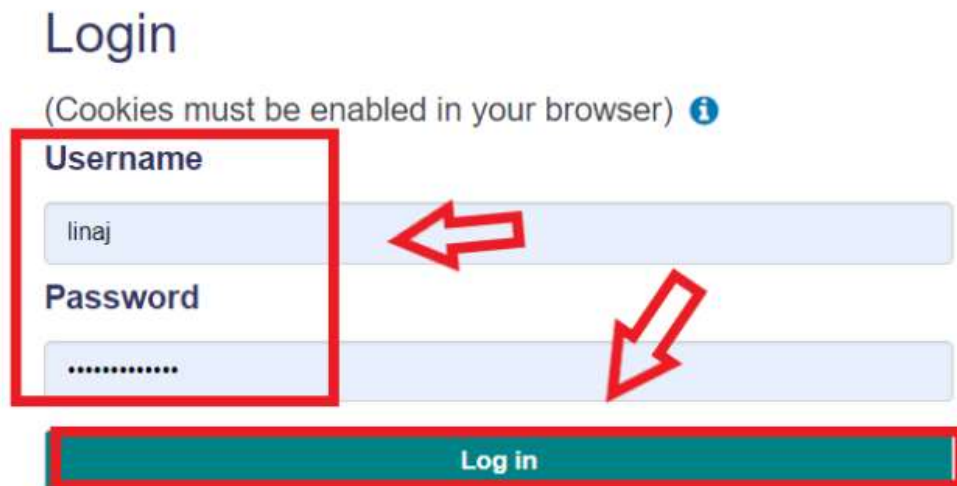
Login

(Cookies must be enabled in your browser) ⓘ

Username
linaj

Password
.....

Log in



3. If you have forgotten your login details, click the **'Forgot username or password?'** button to reset your details. You will receive an email with instructions on how to reset your password.

Login

(Cookies must be enabled in your browser) ⓘ

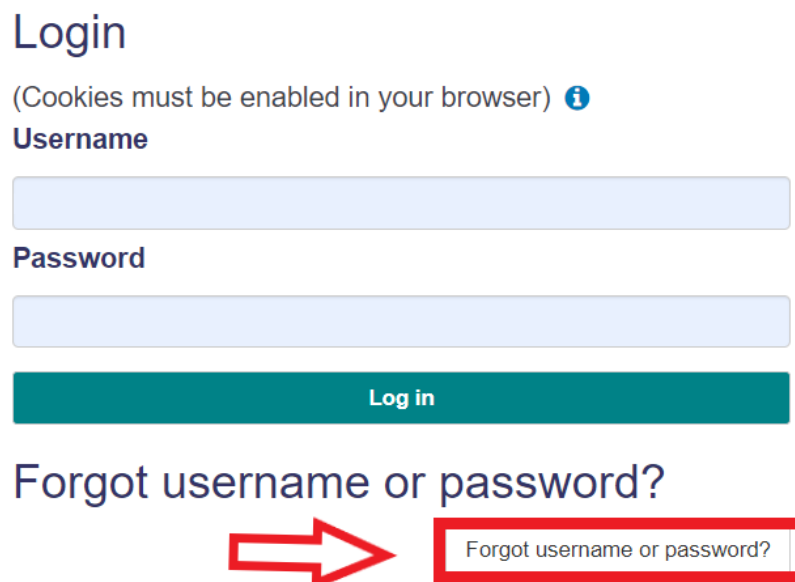
Username

Password

Log in

Forgot username or password?

Forgot username or password?



Navigating the GCC platform

The screenshot shows the GCC platform interface with several key sections and navigation points highlighted by red arrows and yellow callout boxes:

- Top Navigation Bar:** Contains links for Home, My Bookings, and Find Learning. A yellow box labeled "Search the course catalogue" points to the Find Learning link.
- User Greeting:** "Hello Jennifer" and "Welcome to the Government Commercial College". A yellow box labeled "Important GCC announcements are displayed here" points to the right side of this section.
- Announcement Bar:** "New GCC homepage!" and "Welcome to the new look GCC homepage. If you have any issues then please contact govcomcollege@cabinetoffice.gov.uk".
- Government Commercial College Header:** Includes a description of the college and a link to "The Government Commercial Function page".
- My Learning Section:**
 - Buttons for "My Programs" and "My Courses".
 - Progress indicators: 3 IN PROGRESS, 6 COMPLETED, 1 NOT STARTED.
 - A grid of course cards showing progress (e.g., "Beyond Foundation", "GCC HR Induction Event", "The Sourcing Playbook", etc.). A yellow box labeled "Quick access to your courses and programs" points to this grid.
- My Profile Section:**
 - Link: "Click pencil to edit. Hit Return key to save."
 - Fields: Name, Line Manager Email, Organisation, Email.
 - Link: "View full profile".
 - Text: "Please keep up to date".
 - A yellow box labeled "View and update your contact details" points to this section.
- Course Catalogue Section:**
 - Text: "We have a wide range of courses available in our course catalogue."
 - Button: "Browse Courses".
- My Badges Section:**
 - Image of a badge: "Foundation Accredited Contract Manager".
 - Links: "Foundation Accredited", "Contract Manager Badge".
 - A yellow box labeled "Access your certificates and badges" points to this section.
- Useful Links Section:**
 - Link: "About Us".
- My Learning Certificates Table:**

Course Name	Issued date	Download certificate
Contract Management Foundation	18 Oct 2021	Get certificate
Social Value Mandatory eLearning	5 Jun 2022	Get certificate

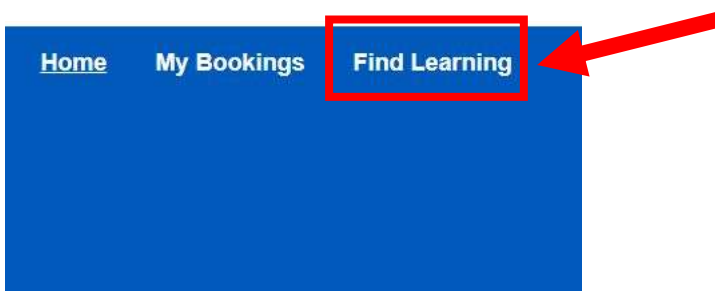
Enrolling on a course

There are two ways to enrol on a course on the Government Commercial College.

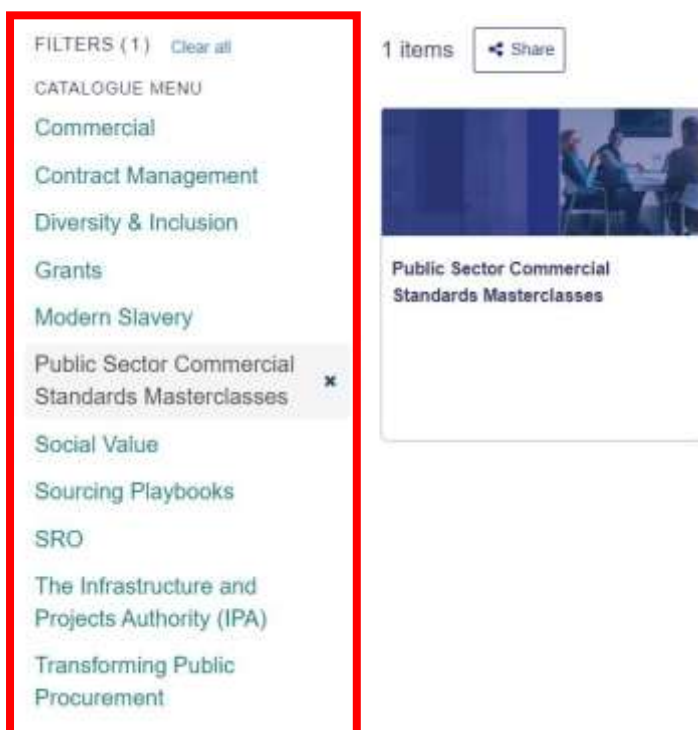
- **Search the Course Catalogue via Find Learning to find a course and self-enrol.**
- Your department or organisation has nominated you to join a course. You will be automatically enrolled in the course on Government Commercial College.

To self-enrol on a course

1. Click on **Find Learning** from the top navigation to view learning courses available to you.



2. There is an option to search for courses by category:



3. To enrol in a course, click on the course image and select '**Go to course**'.

The screenshot displays a web interface for a course catalogue. On the left, a 'CATALOGUE MENU' lists various topics, with 'Public Sector Commercial Standards Masterclasses' highlighted. The main area shows a search result for this course, featuring a thumbnail image of people in a meeting. A red box surrounds the thumbnail, and a red arrow points to it. Below the thumbnail, the course title 'Public Sector Commercial Standards Masterclasses' is displayed. A grey banner below the title states 'You can enrol in this course'. To the right of this banner, a blue button labeled 'Go to course' is highlighted with a red box, and a red arrow points to it. The top right of the interface shows a 'Sort by Alphabetical' dropdown and a 'Share' button.





govcomcollege@cabinetoffice.gov.uk