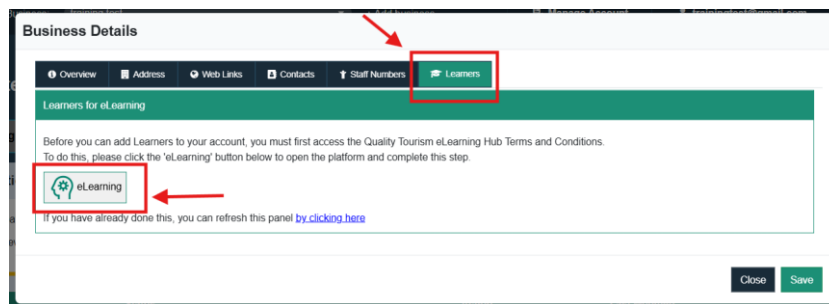


# Business Admin eLearning Getting Started Guide

## First Time Logging into eLearning Platform

To get started with the Quality Tourism eLearning Hub, please follow these simple steps:

- Step 1: Log into the [Quality Tourism Framework \(QTF\)](#)
- Step 2: Select **Manage Account**, then open the **Learners** tab
- Step 3: Click the **eLearning** button and accept the platform's Terms & Conditions. Once accepted, you can begin using the eLearning Hub



**TIP:** Not seeing the latest changes? Clear your browser cache and refresh the page.

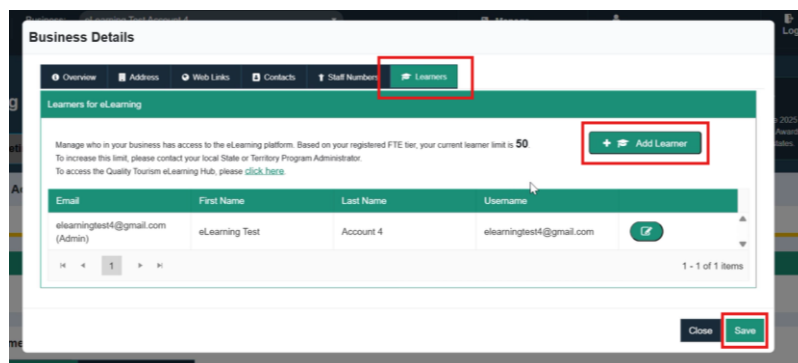
**NOTE:** To return later, log in via the QTF, or go to [www.atic.etrainu.com](http://www.atic.etrainu.com) and select **Business Owner**. All automated emails from the eLearning Hub will be sent from [helpdesk@etrainu.com](mailto:helpdesk@etrainu.com). To ensure you don't miss important updates, please add this address to your safe senders list or contacts.

**SUPPORT:** If you need help getting started, use the [Support Form](#) or contact your local Program Manager.

## Adding Staff as Learners

Only a Business Admin can add and manage staff as Learner profiles. Here's how to get them set up:

- Step 1: Log into the [QTF](#), select **Manage Account**, then open the **Learners** tab
- Step 3: Click **Add Learners** and enter the First Name, Last Name, and Email Address
- Step 4: The staff member will receive a **Welcome Email** to create their password and log in



**TIP:** Business Admins can edit or archive Learner profiles anytime from the **Learners** tab.

**NOTE:** Learners (staff without QTF access) should log in via [www.atic.etrainu.com](http://www.atic.etrainu.com) and select **Staff / Employee**.