



**Pharos
Tutors**

Student User Guides

Using the Pharos Tutors Website

Registering for a Student Account

Booking a course

Using the Student Area

Last updated: June 2023

This guide has been created to help students navigate the [Pharos Tutors website](#). The guide includes screen shots from the website and actions are outlined in orange. There are three components to this guide.

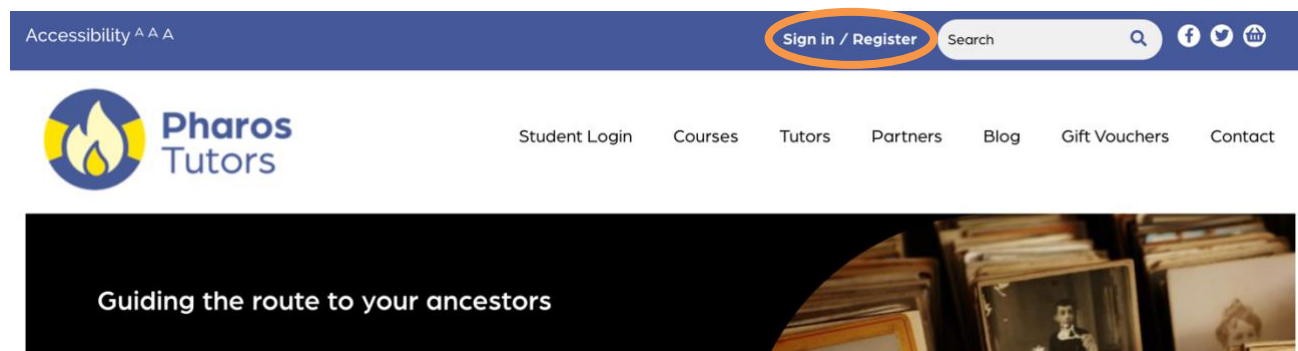
Click on the area of interest below to jump straight to that section:

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Registering for a Student Account

1. To begin the registration process click on '**Sign in/ Register**' in the top blue header, to the left of the search bar (or the '**Student Login**' menu item from the burger menu on a mobile device).



2. Next scroll down past the log in boxes, and click on '**No account? Register here**'

A screenshot of the 'Sign in / Register' form. The form has a title 'Sign in / Register' in blue. Below the title are two input fields: 'E-mail address' and 'Password'. To the right of the 'Password' field is a blue 'Sign in' button. Below the input fields are two links: 'Forgotten password?' and 'No account? Register here'. The 'No account? Register here' link is circled in orange.

3. Complete the registration form, starting with your personal details; name, address etc.
4. Next scroll down to create your Pharos Tutors log in details.

Please note that your '**Username**' will be how you are identified when you post in the course forum and join the chat room. Please make sure it includes at least your first name (or the name you prefer to be addressed as) so that your tutor knows who you are.

Login Details

E-mail address *

Password *

Confirm Password *

Please enter your password again

Your Preferences

Username

Your Username will be how you are identified when you add to the course forum and join the chat room. Please make sure it includes at least your first name (or the name you prefer to be addressed as) so that your tutor knows who you are.

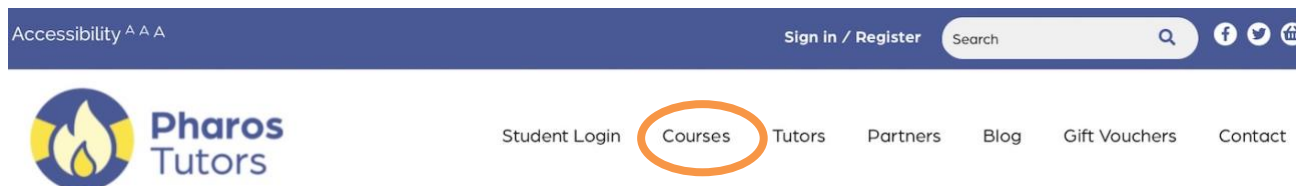
To read our privacy policy please [click here](#) (opens in a new window).

Register

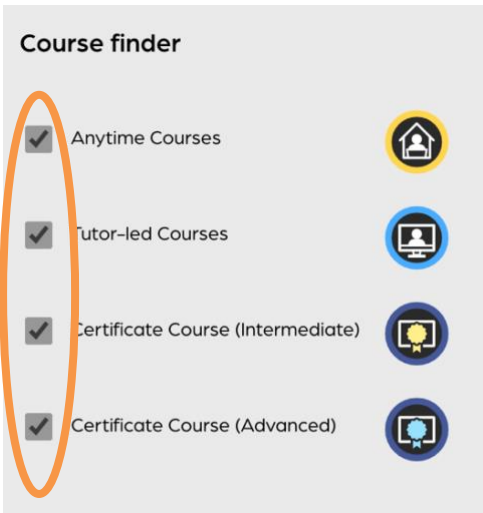
5. Once the form is complete, click the blue **'Register'** button.
6. Congratulations, you are now registered at Pharos Tutors and logged into your student account!
You will receive a confirmation email with your user details.

Booking a course

1. Start by clicking on '**Courses**' in the main menu. This will take you to our '**Course finder**'.



2. You will then be presented with our full course list which you can order by '**Date**' or '**Course title**'. Click on any course title to find a detailed overview of the course, including the start dates and costs. By default all courses are shown.

3.  You can also refine the course list, using the filter options in the left-hand menu (or top of the screen if you are on a mobile device). The top of this section allows you to uncheck the type of courses which you are not interested in right now.

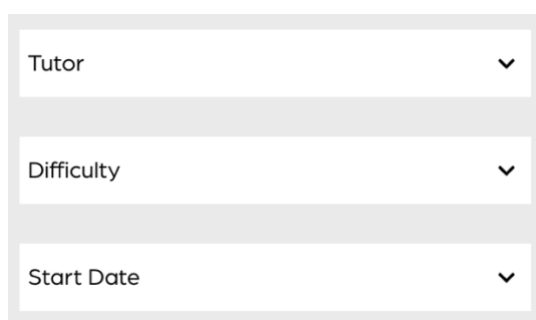
4. In the lower section, you can refine the course selection even further, by tutor, level of difficulty or start date or search for keywords:

A screenshot of the course selection filters. It shows a search bar with a magnifying glass icon, followed by four dropdown menus labeled 'Tutor', 'Difficulty', and 'Start Date'. At the bottom is a link that says 'Clear filters'.

5. To search for courses on a particular topic, enter keyword(s) into the **'Search'** box e.g. 'Parish' and press the Enter key on your keyboard

A search box with the word 'Parish' entered. A magnifying glass icon is on the right side. The search box is highlighted with an orange circle.

6. You can use the dropdown fields to select a course run by a specific **'Tutor'**, of a specific **'Difficulty'** or select the **'Start Date'** for a month that suits you.

Three dropdown menus stacked vertically. The first is labeled 'Tutor', the second 'Difficulty', and the third 'Start Date'. Each has a downward arrow icon on the right.

7. At the bottom you can **'Clear filters'** to show all courses again.

A button labeled 'Clear filters' in blue text. It is highlighted with an orange circle.

8. Once you have found your course, click on the course title to read the detailed overview.
9. Scroll to the bottom of the page to find the start date(s).
10. Click on the blue **'Book'** button. In some cases you will have the choice of booking the **'Assessed'** or **'Non-assessed'** option. If you are taking one of our [Certificate Programmes](#) please make sure you select the 'Assessed' option.

Start date: **Mon 16 Oct 2023**

£58

Book

11. This then takes you to your **'Basket'**.

Code	Description	Price	Total
302	Scotland 1750–1850 – Beyond the Old Parish Registers (302) – 16/10/2023	58.00	58.00 Remove
Total		GBP 58.00	

[Continue browsing courses](#)
[Checkout](#)

Login required

One or more items in your basket require you to be registered – [please sign-in or register before continuing](#)

12. If you would like to view more courses click the dark blue button '**Continue browsing course**'.

13. If you are ready to pay for your course, click on the light blue button '**Checkout**'.

Note that you need to be logged in to purchase courses (unless you are purchasing gift vouchers only). If you are not already logged in clicking on '**Checkout**' will take you to the '**Sign in/ Register**' page, where you can [register for a student account](#) if you do not already have one.

Sign in / Register

E-mail address

Password

[Sign in](#)

[Forgotten password?](#)

[No account? Register here](#)

14. At Checkout, you will need to confirm your contact details and billing address. These details will be prefilled for you from your Student Account but you can make any amendments and save the details to your Student Account at the same time if you wish. Please make sure something is entered into all fields with an asterisk (*) as these details are required.

Checkout

Contact details

First name	
Surname	
Company	
E-mail address *	
Phone number *	

Billing details

Billing address *	
Billing town/city *	
Billing county *	
Billing postcode *	
Billing country *	United Kingdom ▼

15. On this screen you will have the opportunity to sign up for our newsletter and tell us where you heard about Pharos Tutors. You will also need to agree to our Terms and Conditions before proceeding. Once you have been through each section and are happy to proceed, click the light blue '**Continue**' button.

Back to basket	Continue
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16. Now check over your order and make sure everything is correct.

Please check your order

Code	Description	Price	Total
302	Scotland 1750-1850 – Beyond the Old Parish Registers (302) – 16/10/2023	58.00	58.00 Remove
Total		GBP 58.00	

Your details

Billing address

17. If you have a discount code or are using a gift voucher enter those details on this screen.
- Note that only one discount code can be used against each course. If you enter multiple codes the system will apply the most appropriate code to give you the best price.

Discount code

If you have a discount code, please enter it here and click 'Redeem':

Gift voucher

If you have a gift voucher code, please enter it here and click 'Redeem':

18. In the '**Payment**' selection, select your preferred method of payment.

Payment

- ☒ Credit/debit card
☐ PayPal

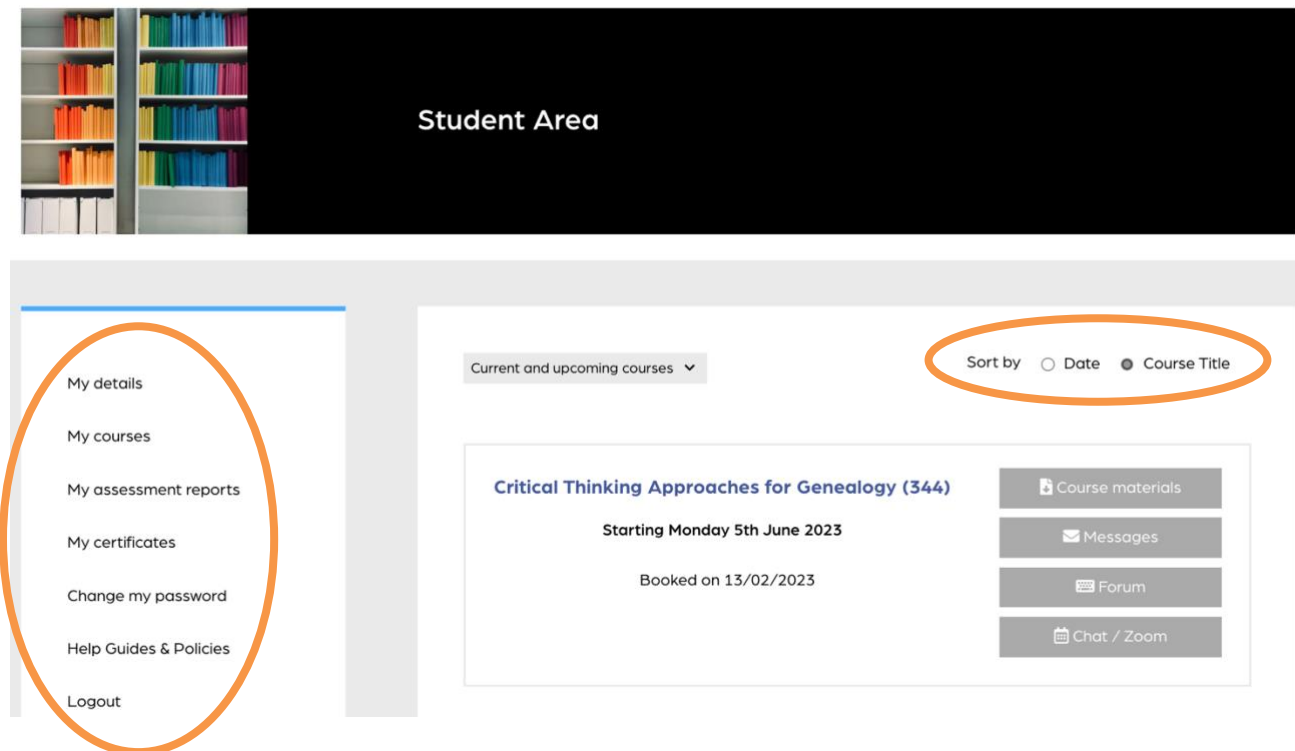
When you click 'Place Order' you will be redirected to WorldPay to make payment

19. Now click the light blue '**Place Order**' button to open the secure payment system.

20. Enter your details and follow the instructions to complete your payment.
21. Once you have completed the payment you will return to an order confirmation screen, back on the Pharos Tutors website. You will receive an email confirming your course booking.

Using the Student Area

The '**Student Area**' is where you will access the courses you have enrolled on.



On the left-hand side, you have a menu to navigate through your 'Student Area'. You will find links here to amend your personal details, view your assessment reports or certificates, change your password or access the student '**Help guides and policies**'.

On the right-hand side, you will find a list of your '**Current and upcoming courses**' (you can view any past courses you have taken by clicking on the 'Current and upcoming courses' dropdown). Each course will have a set of buttons, these will be in grey until your course is 'opened' a few days before the start date¹.

¹ The exception to this is the '**Anytime**' courses, which have no start date. These will show with a '**Course materials**' button only, which will be available from the date of purchase.

1. Once your course has been opened, the course buttons will change to dark blue.

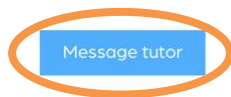


2. The lesson notes for your course, and any associated documents appear, in the '**Course materials**' area. The first lesson will appear on the start date of your course². New material will be added each week. Click on the button to access the documents your Tutor has released for your course so far. Simply click on the dark blue '**Open**' button to view any of your documents:

<u>Date</u>	<u>Name</u>	
01/05/2023	Assessment Information	
12/05/2023	Lesson 1 chat	
01/05/2023	Lesson 1 notes	
12/05/2023	Lesson 1 Zoom	

3. The '**Messages**' button will take you through to your private message centre where you can read message from and send messages to your Tutor. At the top use the light blue '**Message tutor**' button to create a new message to your course Tutor. Click on any of the entries within your '**Inbox**' to see the contents of the message.

² **Note:** If you have purchased an '**Anytime course**' you will *only* see the Course Materials button for this course. Your lesson notes will appear here shortly after your purchase.



- INBOX	Show 100 entries	Search:
+ DRAFTS		
+ SENT		
Date	Name	Subject
30/05/23 20:41	Janet Few	Elusive ancestors chat 2
28/05/23 06:45	Janet Few	Elusive Ancestors Lesson Three
24/05/23 16:54	Janet Few	Elusive ancestors chat recording
24/05/23 05:32	Janet Few	Chat Reminder
24/05/23 05:31	Janet Few	Chat Reminder
21/05/23 07:10	Janet Few	Elusive Ancestors Lesson Two
13/05/23 16:58	Janet Few	Elusive Ancestors Lesson One
11/05/23 19:59	Janet Few	Elusive Ancestors Lesson One
09/05/23 14:32	Janet Few	Welcome to Elusive Ancestors
Showing 1 to 9 of 9 entries		Previous 1 Next

4. The **'Forum'** button is where you can interact with your Tutor and fellow students at any time. You will post the answers to any Exercises from the lesson notes here, you may add your own topics and there may be other discussions relating to your course.

Pharos Tutors

Search...

Quick links FAQ

Notifications Private messages Carolyn5259

Board index < 315 < Elusive Ancestors – Migration within the British Isles (315) (starting 15 May 2023)

Elusive Ancestors – Migration within the British Isles (315) (starting 15 May 2023)

New Topic Search this forum...

0 topics • Page 1 of 1

5. The **'Chat/Zoom'** button is where you can join your weekly **'Tutorials'**, which will use the Chat room (text based chat) or Zoom (video). Your Tutor will add the times for the 'Tutorials' early on in the course. If you have not used Zoom before see the [Getting started with Zoom](#) guide in your Student Area. Note that the **'Join now'** buttons will remain greyed out until just before the scheduled meeting time.

Chat / Zoom

Building on a Solid Foundation – Genealogy methods and techniques, starting 01/05/2023

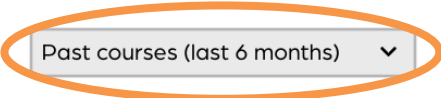
[Go back](#)

Show entries Search:

Date	Time	Session	Type	
Monday 8th May 2023	7:00pm	Lesson 1 Chat	Chat	Join now
Monday 15th May 2023	7:00pm	Lesson 2 Zoom	Zoom	Join now
Monday 22nd May 2023	7:00pm	Lesson 3 Chat	Chat	Join now
Monday 29th May 2023	7:00pm	Lesson 4 Zoom	Zoom	Join now
Monday 12th June 2023	10:00am	Lesson 4 Zoom 2	Zoom	Join now

Showing 1 to 5 of 5 entries [Previous](#) [1](#) [Next](#)

6. Once you have completed your course access to the individual components described above will expire*. You will still have a record of having taken the course in your 'Past courses', which you can access by changing the dropdown in your Student area.



Show entries Search:

Date	Booked	Course
27/02/23	28/06/2022	Mapping Strategies for Family Historians (343)

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

* Please make sure you download copies of any documents or print them out, to ensure you have a copy to keep after the course ends. Tutor-led courses expire 6 weeks after the end of teaching time, e.g. for 4 week course, this will be 10 weeks after the course start date. Access to Anytime courses expires 200 days after purchase.

This is the end of the help guide. If you require further assistance, please contact us at info@pharostutors.com.