<u>Account Set Up Guide</u>

You should receive this email. Click the "Activate Your Account" button at the bottom of the email.

You've been invited to join Looker!

Future Learn

Dear Partner,

Welcome to the new FutureLearn Data Insights platform. Once you have activated your account, you will have direct access to dashboards providing insights on your courses' performance.

Let's begin...

What is this email?

This email is providing a link for you to set up your account on FutureLearn's Looker instance. You will need to add your first name, last name, and set up 2 factor authentication (2fa).

Why are the dashboards moving away from Course Creator?

This transition will enable FutureLearn to provide course insights in a more flexible manner, and allow us to react to dashboard feedback promptly.

What's included?

We are launching new sets of dashboards for both Microcredentials and ExpertTracks. The same dashboards that were included in Course Creator are now in the "Short Courses" folder.

Is my data secure?

Absolutely. We have taken a lot of time to ensure that the controls in place are secure, and each partner will only be able to see their own data. Each account added is locked to the organisation that they are assigned to, and will only ever be able to see data pertaining to their organisation.

When will the dashboards be available?

We will be opening access to the dashboards in the next two working days.

Any questions?

Please contact your Partnership Manager.

Activate Your Account

You'll be taken to this screen (below). Please add your first name, last name, and a password. If this is a trusted computer, you can tick the checkbox to stay logged in for an extended period. FutureLearn recommends ticking this box, as it significantly reduces the number of times you will have to manually log in to your account.

If you haven't already, please download a Two-Factor Authentication program/app. We recommend that you download Google Authenticator on your mobile device from the Apple App Store or Google Play Store.

When using the Google Authenticator app, follow the prompts to scan the QR code displayed on your computer screen. Then input the 6 digit code that the app produces into the Code box on the Looker page.

Now, every time you log in to Looker in a new session, you will be prompted for a 6 digit code. Open the Google Authenticator app, and input the randomised 6 digit code produced by the app for your Looker account.

Two-Factor Authentication is a necessary and required security measure to keep your data safe. This means that every Looker account will need to use 2FA, without exception.