LEARNER PORTAL
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Learner portal
How to edit My Details

💡 User's can edit their own information on the Learner Portal which will feed through to the Administration area

1. Click on the menu button at the top right of the page
2. Click 'My Details' from the drop down box
3. Click 'Edit'
4. Update the form

5. Click 'Save'
How to book onto a course

1. Open 'Course Search'

2. Enter the search criteria (if required)

3. Click 'Search' or 'Show All'

4. Click on the right facing arrow against the course you would like to book onto

5. Click 'Book'

6. Proceed through the shopping basket
Your basket

Basket

Use this section to edit or remove courses from your basket.

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Date</th>
<th>Candidates</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Protection</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Remove course

Clear Basket

Next step
How to access e-learning material

1. Open 'My e-Learning'

2. Click 'Overview' to view course information

3. Click 'Documents' to view any associated documentation

4. Click 'Play' to launch the course
How to access documentation

1. Open 'My Resources' to view documentation related to courses

2. Click on the document to download

3. Open 'My Knowledge Documents' to view document courses
How to view messages

1. Open 'Messages'

2. Click on the message you wish to view
How to view booked upcoming courses

1. Open 'My Calendar'

2. Use the arrows to view previous and upcoming courses
How to view course history

1. Open 'My Courses'
2. Click on the course from the 'Previous Course' area
How to submit course evaluations

1. Open 'My Evaluations'

2. Click 'Submit'

3. Complete the form

4. Click 'View Summary' (if applicable)

5. Click 'Submit Form'