

# LEARNER PORTAL



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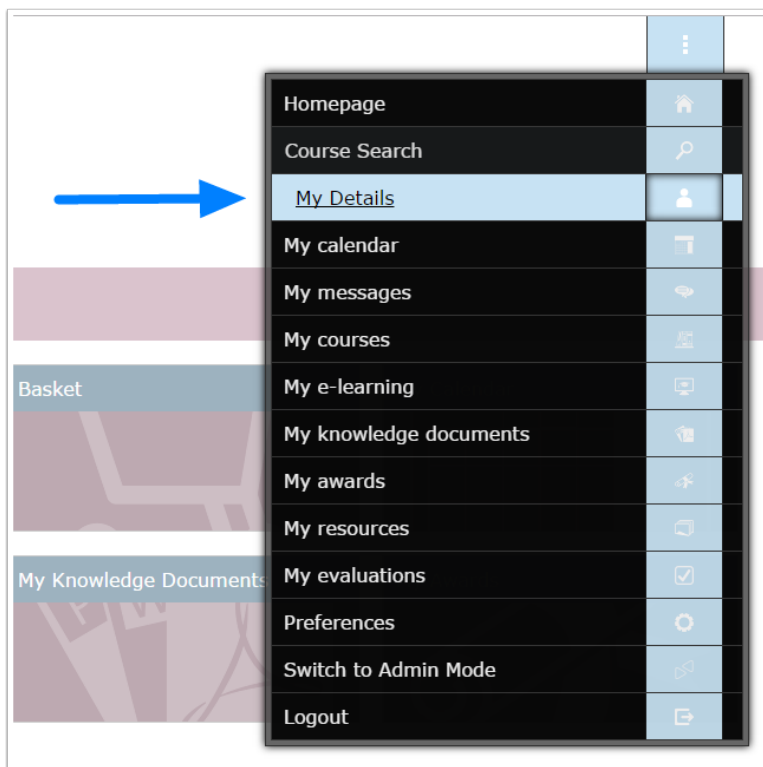
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# Learner portal

# 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'

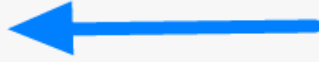
## Contact details

Address  
Unspecified

Phone  
Mobile  
Fax

Email

Edit



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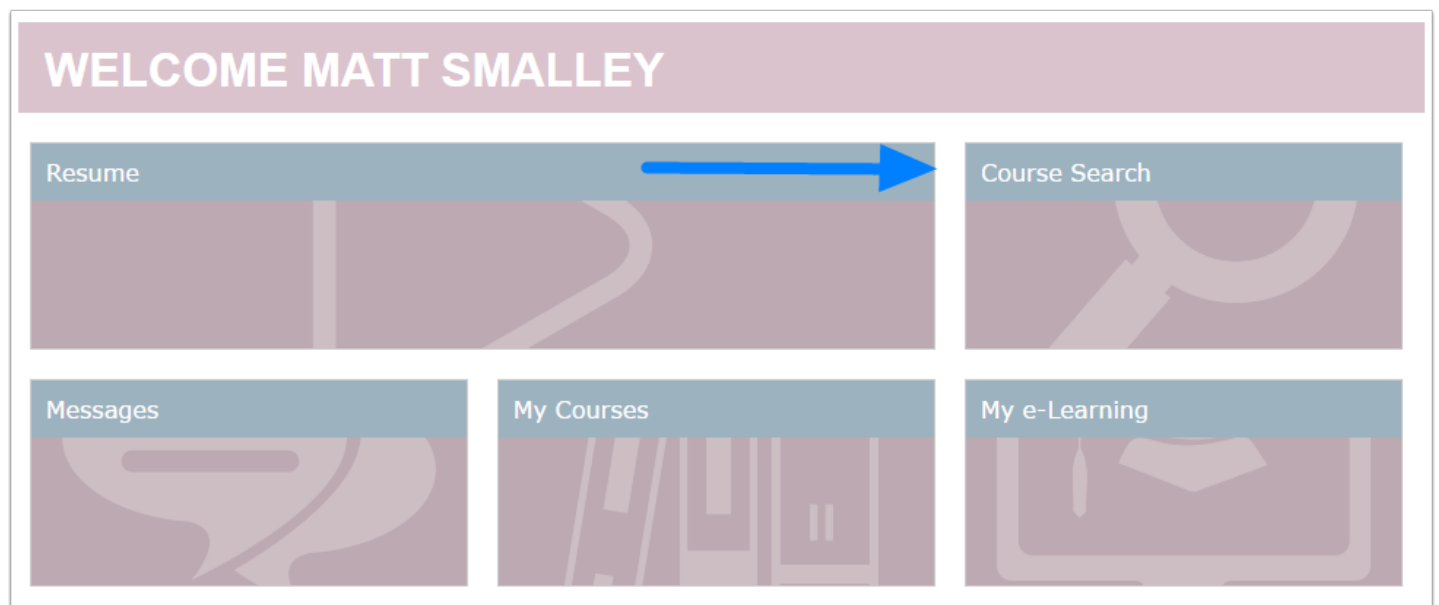
4. Update the form

5. Click 'Save'

<b>Name</b>				
Title Mr				
First name Matt	Middle name(s)	Last name Smalley		
<b>Job details</b>				
Job title				
<b>Contact details</b>				
Phone number	Mobile number	Fax number		
Street	Town	County	Postcode	Country
<div>Save</div> <div>Cancel</div>				

# How to book onto a course

## 1. Open 'Course Search'



## 2. Enter the search criteria (if required)

## 3. Click 'Search' or 'Show All'

The screenshot shows the 'Course search' form. It includes the following fields and options:

- Search criteria:**
  - Training Provider: Any (dropdown)
  - Course title: Data Protection (text input)
  - Type of course: Any (dropdown)
  - Town: Any (dropdown)
  - Category: Any (dropdown)
- ☐ Only show courses where I have completed the preferred awards
- ☐ Show courses with no dates
- Date Range:**
  - From: 09/12/2016 (text input)
  - To: dd/mm/yyyy (text input)
- Buttons:** Search, Show All

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

## 5. Click 'Book'

Search results		
Course	Type	Action
Data Protection	E-learning	

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## 6. Proceed through the shopping basket

[Shopping basket](#)
[Basket](#)
[Login](#)
[Candidates](#)
[Payment](#)
[Confirmation](#)

## Your basket

### Basket

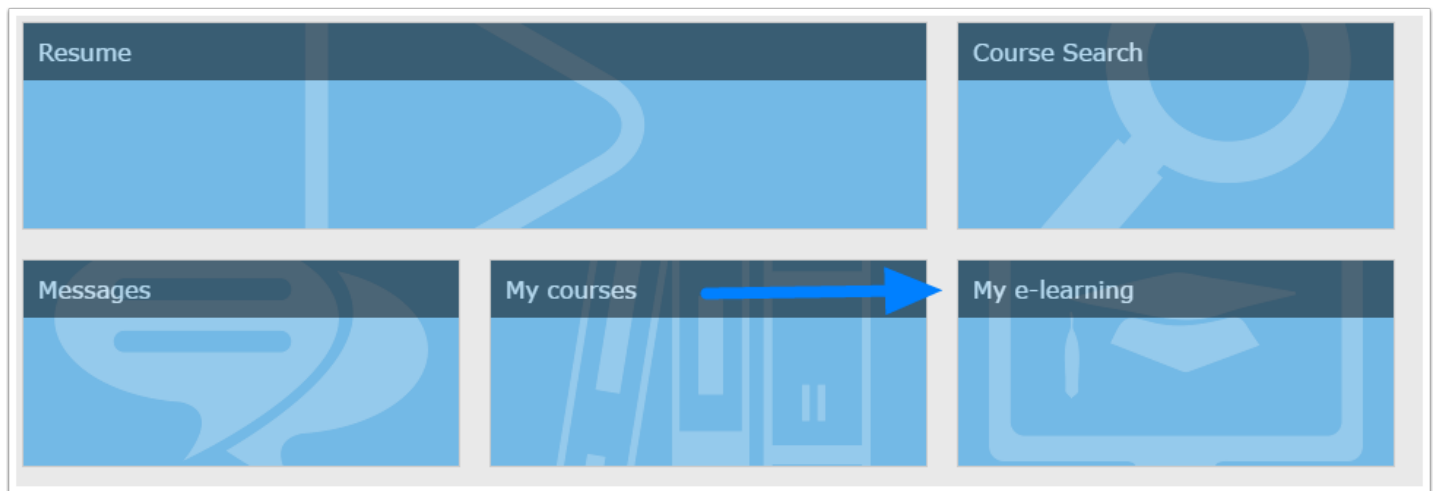
Use this section to edit or remove courses from your basket.

Title	Location	Date	Candidates	Cost
Data Protection <a href="#">course details</a>			1	<a href="#">Remove course</a>
			Total	

[Clear Basket](#)
[Next step](#)

# How to access e-learning material

1. Open 'My e-Learning'



2. Click 'Overview' to view course information

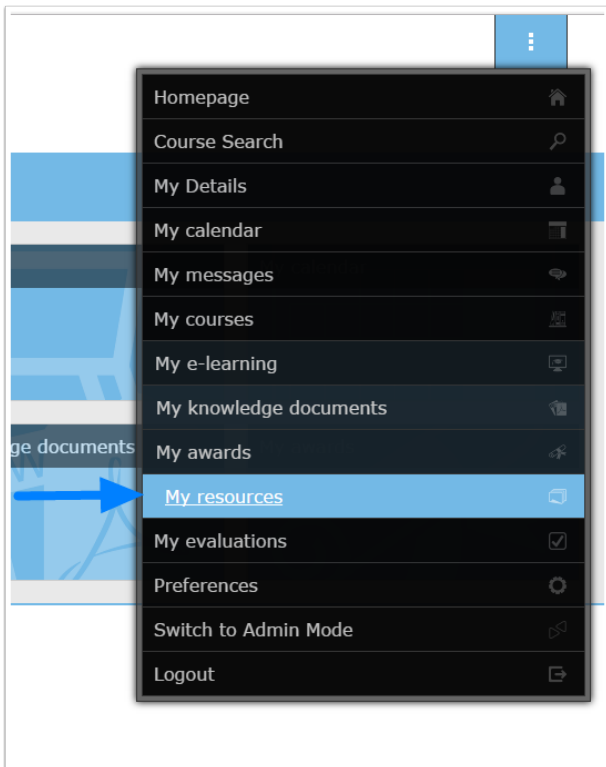
3. Click 'Documents' to view any associated documentation

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

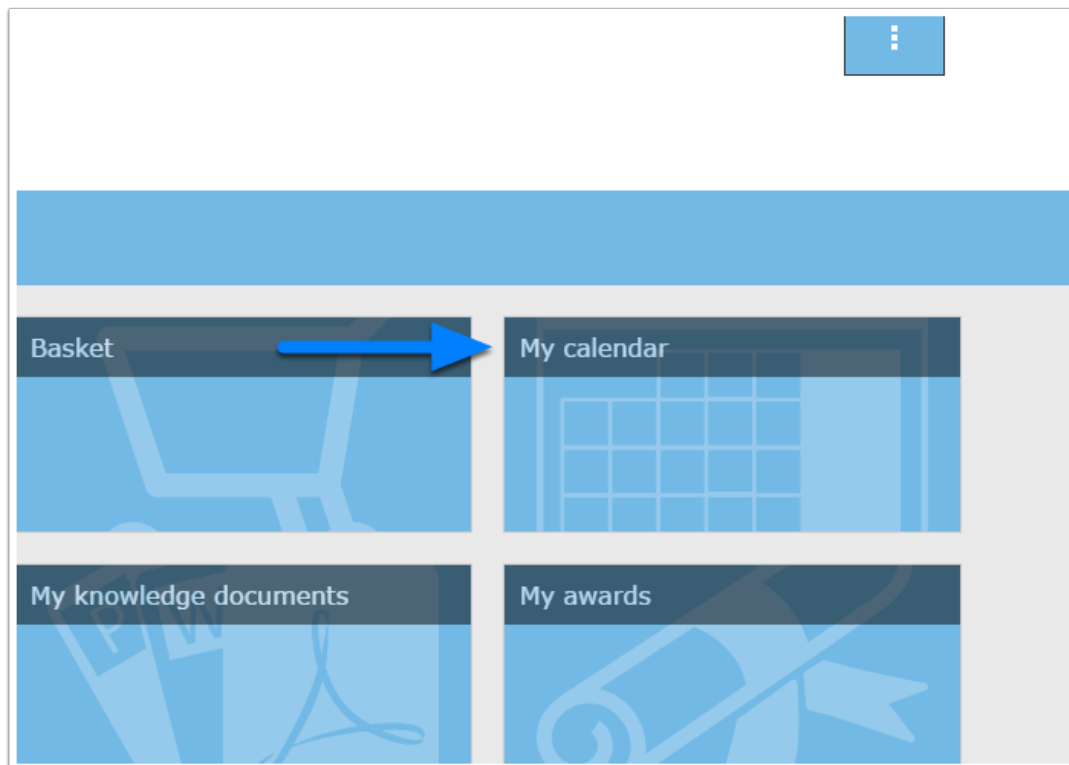
# How to view messages

1. Open 'Messages'
2. Click on the message you wish to view



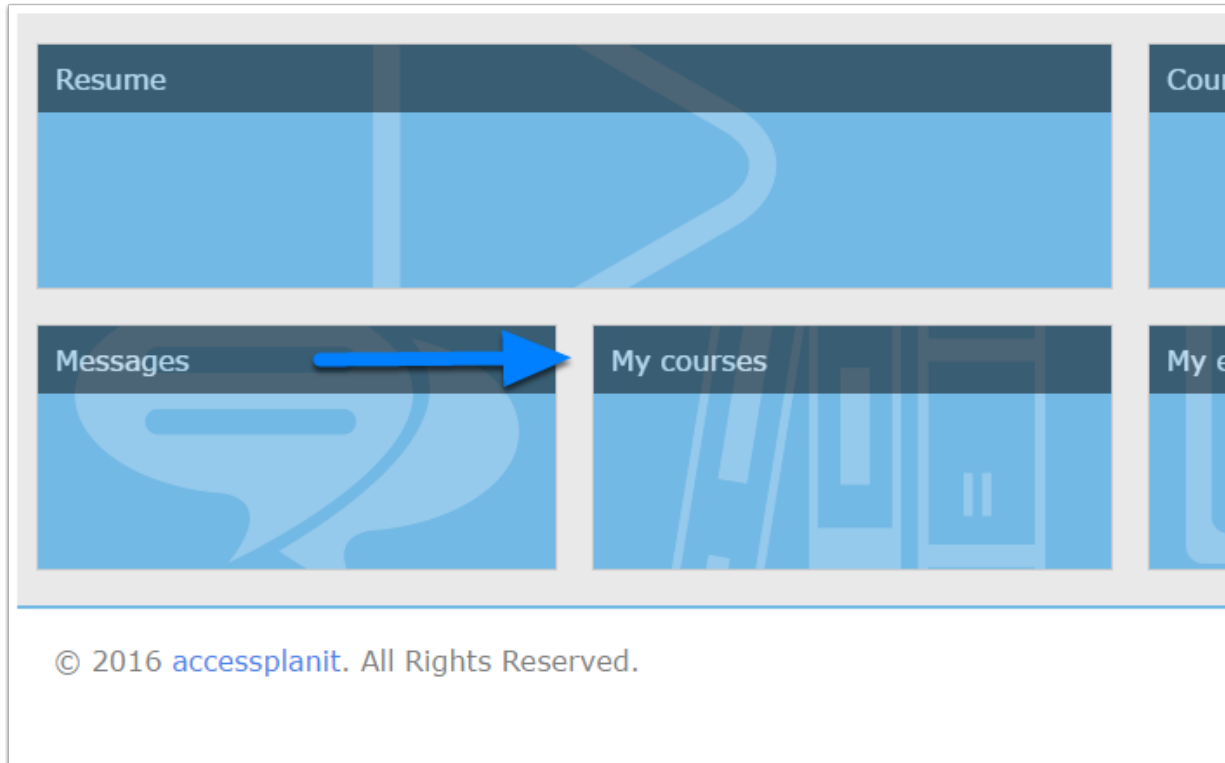
# How to view booked upcoming courses

1. Open 'My Calendar'
2. Use the arrows to view previous and upcoming courses



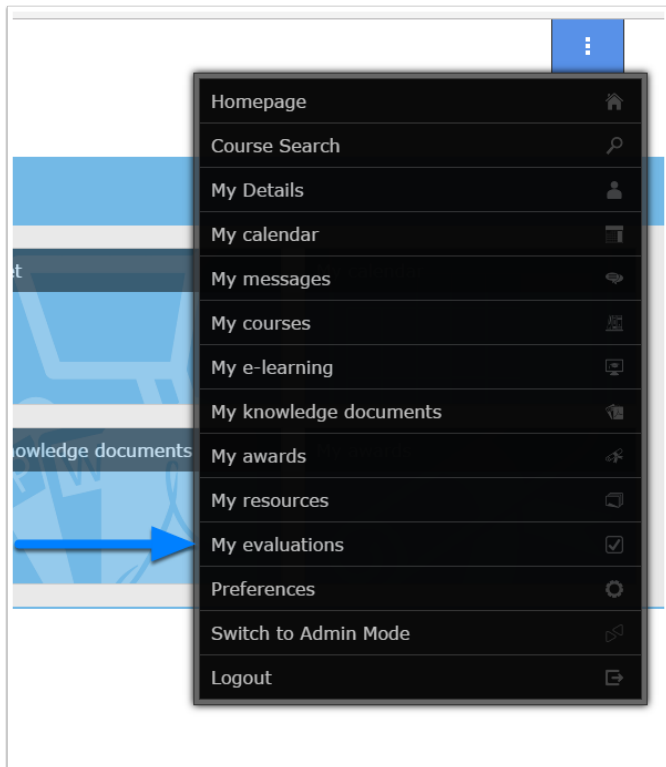
# How to view course history

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'