

GUIDE: Enrolment in Learning Pathway

We are delighted that you would like to complete your first learning pathway. Please follow the instructions below to register with the School, access and then complete a learning pathway. If you have already created an account on the School, please skip to **Step 3**.

Step 1: To access all of our free, CPD-accredited, industry-led learning on the School, you need to have an account.

To register for an account, please click this [link](#). The below form will then appear. Please enter your basic information and use your work/college @ac.uk email. When you are asked to enter your trade, please select 'Academic'. This form should take no longer than 5 minutes to complete.



Create Account

All fields are required

Email address



Password



First Name

Surname

I understand and agree to receiving communications from the School as part of my membership. You can log in and change this any time in your profile settings.

I have read and agreed to the terms and conditions of the School

[Terms & Conditions](#) | [Privacy Policy](#)

If you no longer agree to the Terms & Conditions, please contact us at info@supplychainschool.co.uk.

NEXT

CANCEL

CONTACT THE TEAM

Lucy.hunt@supplychainschool.co.uk
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 @SupplyCSSchool


GUIDE: Enrolment in Learning Pathway

Step 2: The system will use your email to see if your organisation is already registered.

NB: If it is already registered, it will ask you to join the company (the college/ university) listed in the drop down menu. Click the button in the green box to join your organisation's account.

Once confirmed, you will have successfully created your School account.

1 Your details → 2 Your preferences → 3 Your company



Link to your organisation

Enter your company name in the field below. If your company already exists, select it from the options presented

Company

× Please select

Search ▼

JOIN COMPANY JOIN WITHOUT COMPANY

If your company name cannot be found by searching the field above please create a new company

CREATE COMPANY ACCOUNT

Want to start learning without linking to a company? Simply click FINISH to proceed.

FINISH

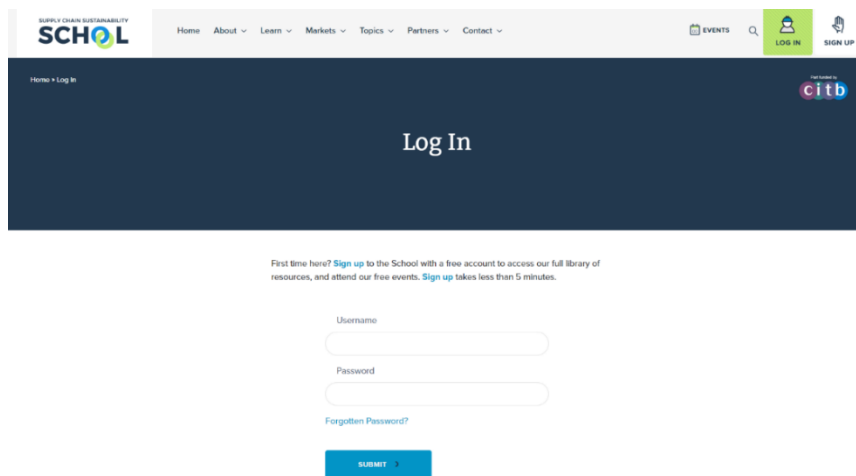
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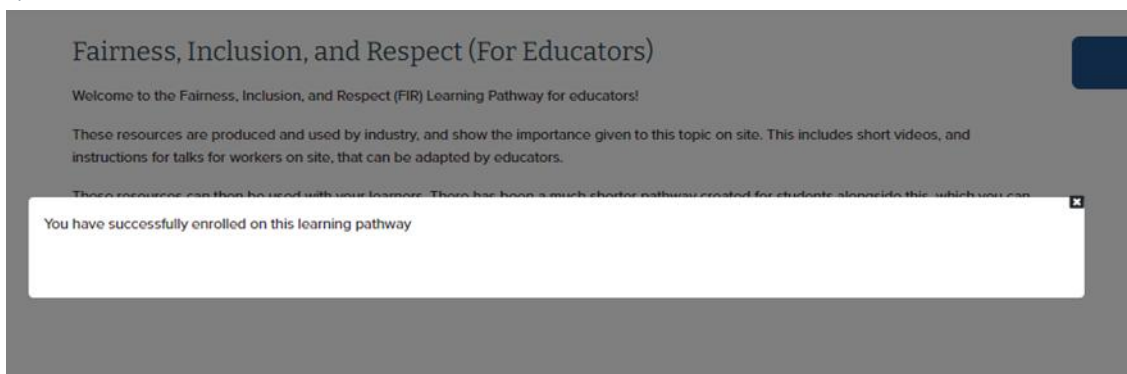
Step 3: To enrol in the learning pathway you have been asked to complete, please click the link provided for the pathway.

Step 4: When you have clicked this link, you will be taken to the below screen and encouraged to login to the School.



Enter your email address as your username and your personal password. If you have forgotten your password, please select the "forgotten password" link and you will be sent an email to reset it securely.

Step 5: You will be taken to a page with the title and description of the pathway. Click the 'Enrol' button.



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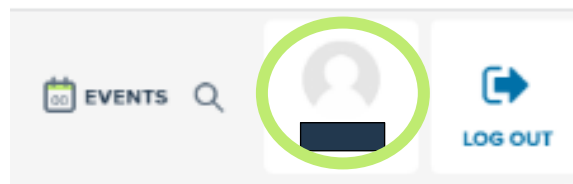
GUIDE: Enrolment in Learning Pathway

You will then receive a confirmation pop up that you have successfully enrolled and the enrol button will go grey.



You are already enrolled in this learning pathway

Step 6: Now navigate to your individual dashboard on the School by selecting your **PERSONAL AVATAR** in the top right corner of your screen (*highlighted in green below*). This will take you to your individual dashboard which will look as below:



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GUIDE: Enrolment in Learning Pathway

INDIVIDUAL DASHBOARD VIEW

The dashboard is divided into several sections:

- Profile:** Includes 'Badges' (6) and 'Certificates' (79). A callout box says 'Edit your personal profile' pointing to the profile picture area.
- Personal assessments:** A table with columns for 'ASSESSMENT', 'SCORE', and 'BASELINE'. It lists 'BIM', 'Lean', and 'Management' with 'ASSESS' buttons. A callout box says 'See your achievements' pointing to the table.
- Personal action plan:** Shows '3 Personal' and '1 Allocated' resources. A callout box says 'Switch between personal and company dashboards easily' pointing to the navigation area.
- My events:** Shows 8 Registered and 12 Attended. A callout box says 'See your account activity' pointing to the 'VIEW EVENTS' button.
- My activity:** Shows 159 hrs 27 mins Total time, 22 hrs 8 mins CPD time, 6 Action plans created, and 677 Resources accessed. A callout box says 'See your account activity' pointing to the 'VIEW EVENTS' button.
- My Learning Pathways:** Includes 'ENROLLED PATHWAYS' (highlighted in green) and 'VIEW AVAILABLE PATHWAYS' buttons. A callout box says 'Access resources from your dashboard' pointing to the 'BROWSE RESOURCES' button.
- Resources:** A callout box says 'Access resources from your dashboard' pointing to the 'BROWSE RESOURCES' button.

Step 7: To access the pathway you have just enrolled in, click **ENROLLED PATHWAYS** (the blue button, highlighted in green above).

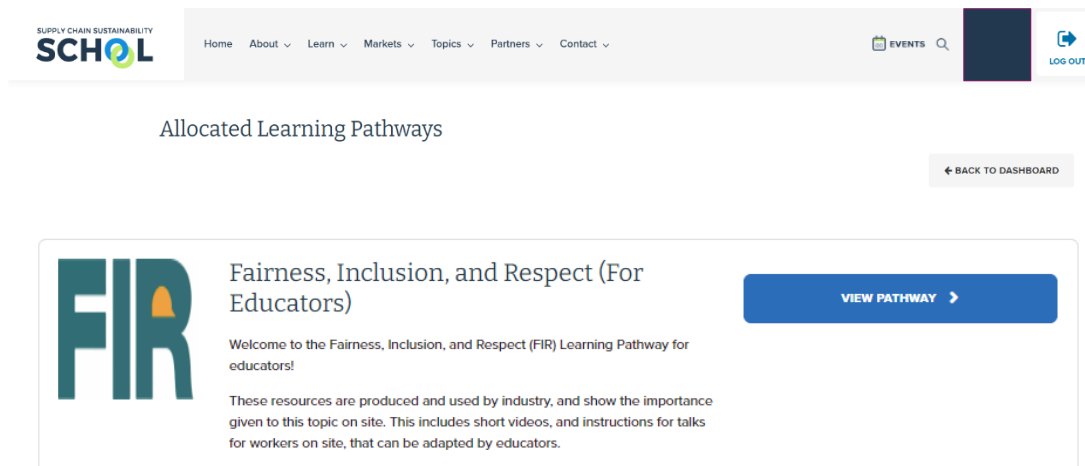
NB: If you have already enrolled in additional pathways available on the School, these may appear first. Please scroll down the page until you find the relevant pathway.

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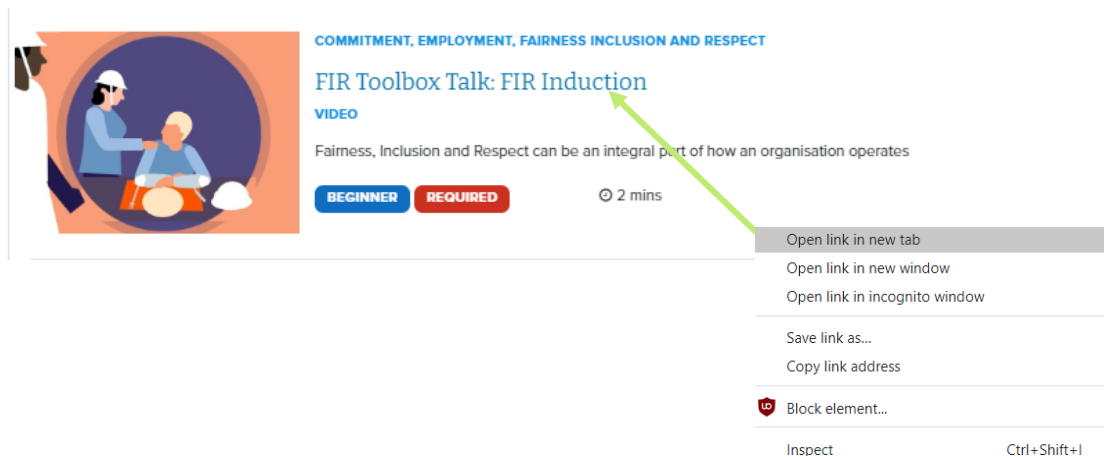
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Step 8: Click either **VIEW PATHWAY** or anywhere within the pathway description and the list of resources which need to be completed will drop down.



Step 9: You will need to complete all the resources contained within the learning pathway. To access them, please click on each individually (*they are hyperlinked*), to be taken directly to the resource.



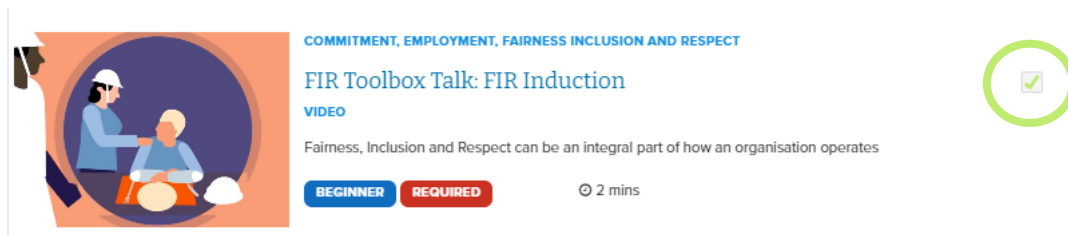
NB: You may find it easier to open each resource in a new tab in order to complete it. To do this simply right click on the hyperlink and select 'open in new tab'. This will ensure that the learning pathway remains open in the original tab for you to easily access.

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Step 10: Once a resource has been completed, the grey box beside each will automatically tick itself as per below.



NB: If you've already completed a resource, the system will recognise this and the resource will mark as complete already.

Step 11: When you have completed the pathway, you will receive a badge of completion, as well as any CPD certificates for resources within it.

You can view this by looking at your personal dashboard and clicking on the badges and certificates under your name.



See your badges and certificates here

If you have any questions on the above, please do not hesitate to contact either **Lucy** or **Holly**.

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