

[Logging in to the Supply Chain School & Accessing the J Coffey “Agent for Change” Learning Pathways](#)

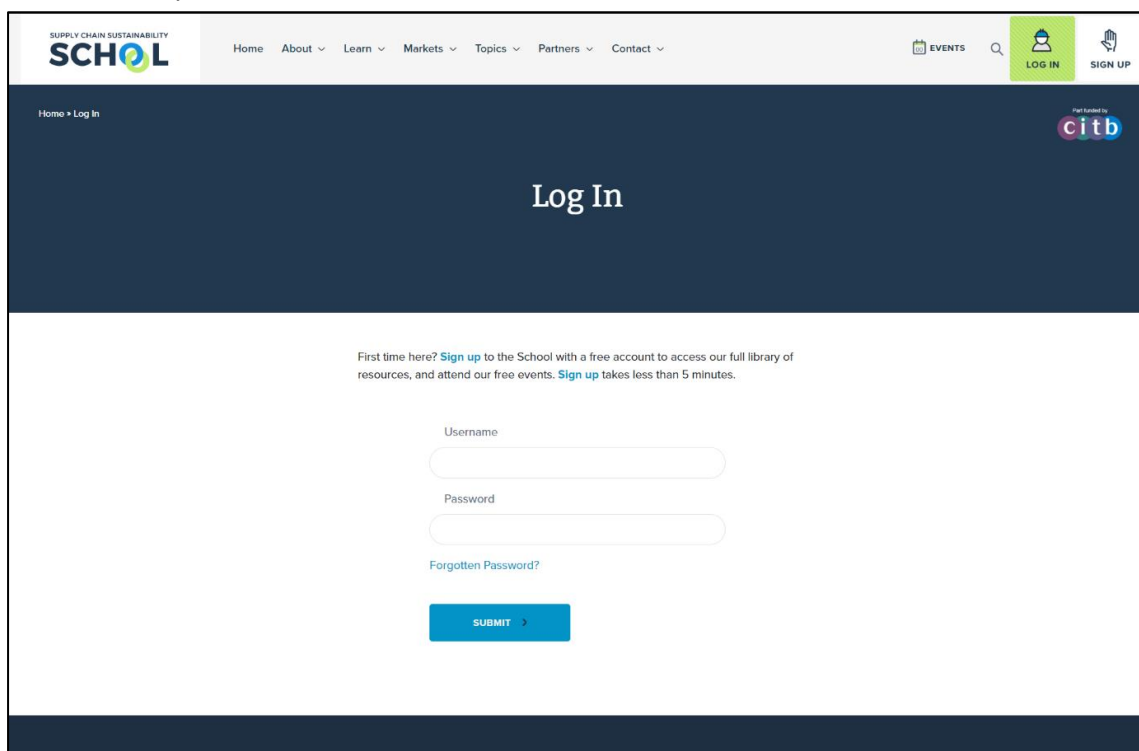
Dear Colleague,

We are delighted that you would like to complete the “Agent for Change” learning pathways, curated by J Coffey. Please follow the instructions below to access and then complete the learning pathway(s).

Step 1: To enrol in [“Level 1” click here](#), to enrol in [“Level 2” click here](#) and to enrol in [“Level 3” click here](#).

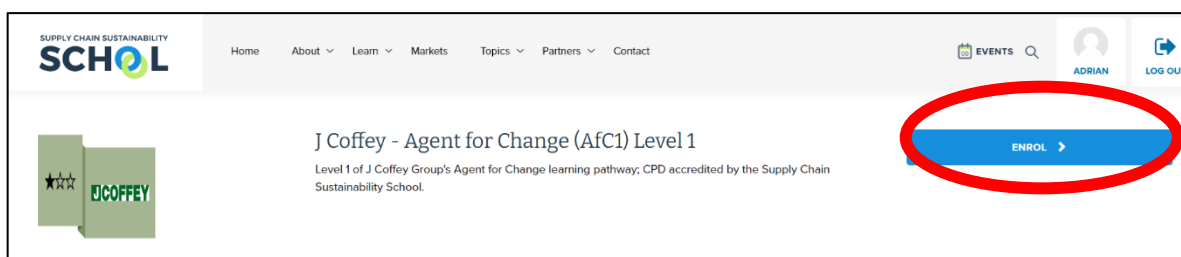
Step 2: You will be taken to the below screen and encouraged to login.

Step 2: 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.



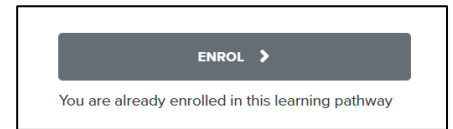
If you do not have an account with the School, you will need to select the “sign up” option and follow the instructions on screen.

Step 3: On logging in, you will be directed to the landing page for each learning pathway. Click the blue button to “ENROL”.

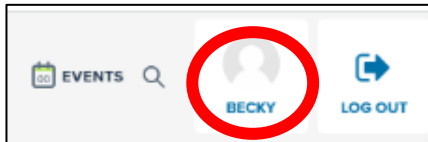


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You will receive a confirmation pop up that you have successfully enrolled and the enrol button will go grey.



Step 4: Now navigate to your individual dashboard on the School by selecting your **PERSONAL AVATAR** in the top right corner of your screen. This will take you to your individual dashboard which will look as below:



INDIVIDUAL DASHBOARD VIEW

Becky Bryant

6 Badges | 79 Certificates

Take my profile to my company dashboard

Switch between personal and company dashboards easily

See your achievements

Edit your personal profile

See your account activity

Access resources from your dashboard

ASSESSMENT	SCORE	BASELINE
BIM		ASSESS >
Lean		ASSESS >
Management		ASSESS >
Sustainability	2.06 2020-06-11	3.42 Reassess

Personal action plan: 3 Personal, 1 Allocated. ACTION PLAN >

My events: 8 Registered, 12 Attended. VIEW EVENTS >

My activity: 159 hrs 27 mins Total time, 22 hrs 8 mins CPD time. Resources accessed: 677. Last accessed 2020-10-27.

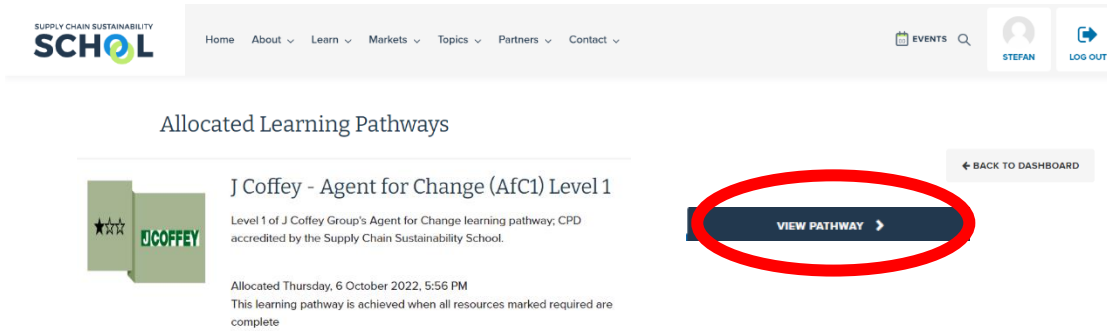
My Learning Pathways: ENROLLED PATHWAYS > (highlighted in red), VIEW AVAILABLE PATHWAYS >

Resources: BROWSE RESOURCES >

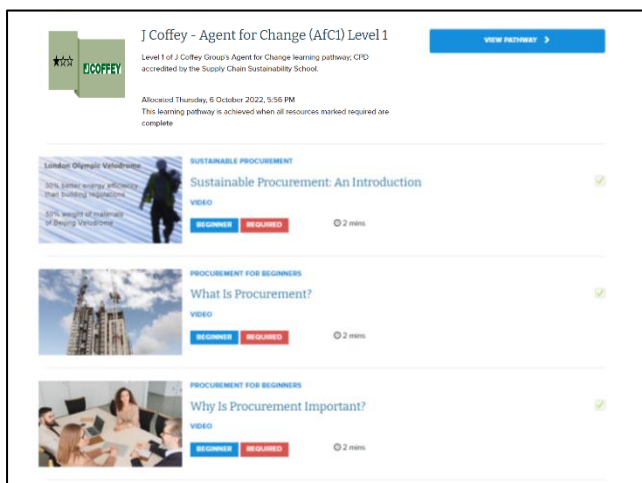
Step 5: To access the pathway you have just enrolled in and click “**ENROLLED PATHWAYS**” (the top blue button, highlighted in red above).

NB: If you have already enrolled in additional pathways available on the School these may appear first. Please scroll down the page until you see “J Coffey – Agent for Change”.

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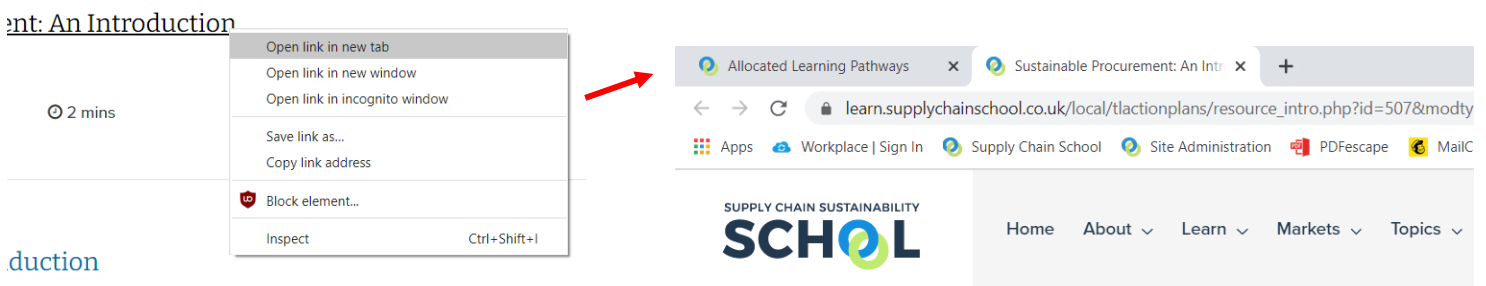


Step 6: Click either “VIEW PATHWAY” or anywhere within the pathway description and the list of resources which need to be completed will drop down.

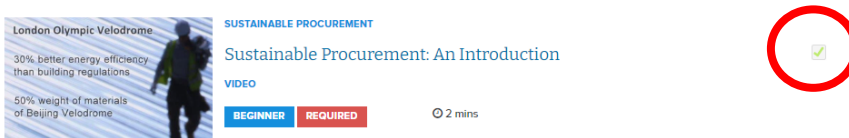


Step 7: You will need to complete all the resources contained within the learning pathway. To access them, please click on each individually (*they are hyper linked*), to be taken directly to the resource.

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.

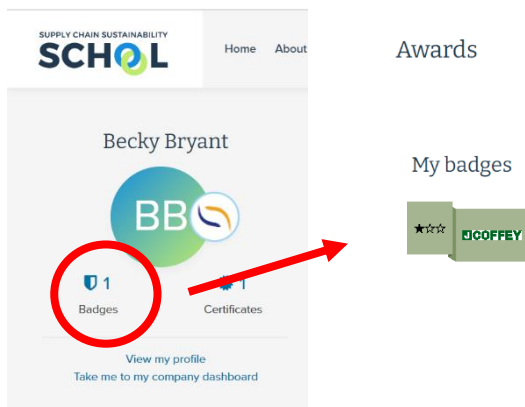


Step 8: Once a resource has been completed, the grey box beside each will automatically tick itself



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Completion: Once you have completed the pathway, your account will update automatically to give you the relevant badge and also mark your completion via the learning pathway itself. You can view this via your company dashboard.



THE LEARNING PATHWAY HAS NOW BEEN COMPLETED.

PLEASE NOTE - Levels 2 & 3: You can enrol in all three levels at one time, however, you need to complete level 1 before you can access level 2 and complete level 2 before you can access level 3. Until you have completed the previous level the “view pathway” will be greyed out.

For support in accessing / completing these pathways please contact becky@supplychainschool.co.uk