STUDENT GUIDE: Registration & 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

Membership to the School and the use of all resources, e-learning modules and attendance of workshops is completely free of charge, all we ask is that you register with us so we can recommend the most appropriate learning.

We will not share your details to any 3rd parties without your permission.

We will use your email domain name to match you to colleagues in your company who are already registered. If you are not matched to an existing account it means your company has not yet registered with the School.

Email address	Enter your company email address
Password	The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #
Password (again)	
Firstname	
Surname	
City/town	
Region	Choose

Select your topics and trades

Please select 1 or more topics your organisation is interested in

☐ Sustainability ☐ Retrofit ☐ Procurement ☐ People ☐ Offsite ☐ Management ☐ Lean ☐ Digital

Choose a trade

Data Protection & Your Privacy

☐ 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

Privacy Policy I Terms & Conditions
If you no longer agree to the Terms & Conditions then please contact info@supplychainschool.co.uk.

NEXT CANCEL

CONTACT THE TEAM
✉ info@supplychainschool.co.uk
☎ 020 7697 1977
🖥 supplychainschool.co.uk/events
🐦 @SupplyCSSchool

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) as per the below screen. Click the button in the green box to join your organisation's account.

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

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

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

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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.
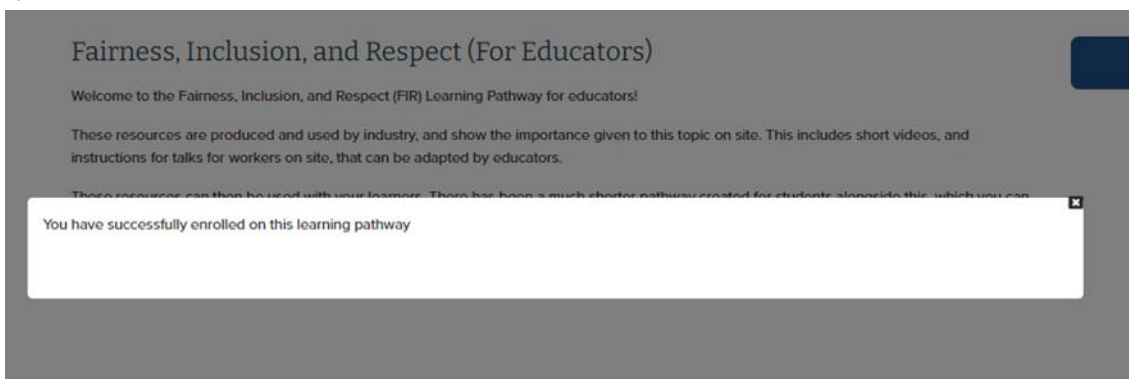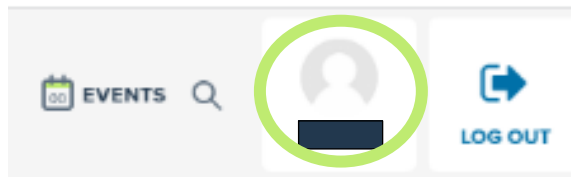

You will then receive a confirmation pop up that you have successfully enrolled and the enrol button will go grey.

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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INDIVIDUAL DASHBOARD VIEW

Edit your personal profile

Switch between personal and company dashboards easily

See your achievements

See your account activity

Access resources from your dashboard

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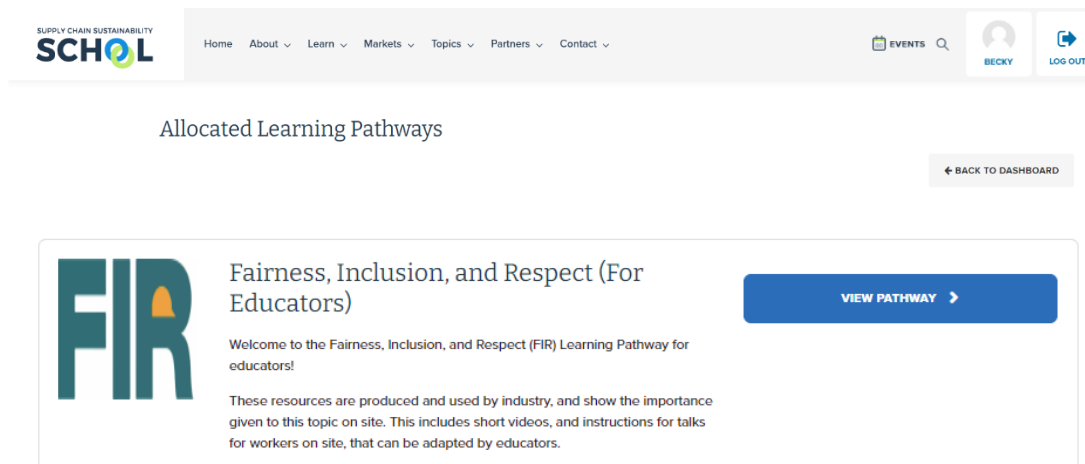
Step 9: You will need to complete all the resources contained within the learning pathway. To access them, please click on each individually (*they are hyperlinked*), to be taken directly to the resource.
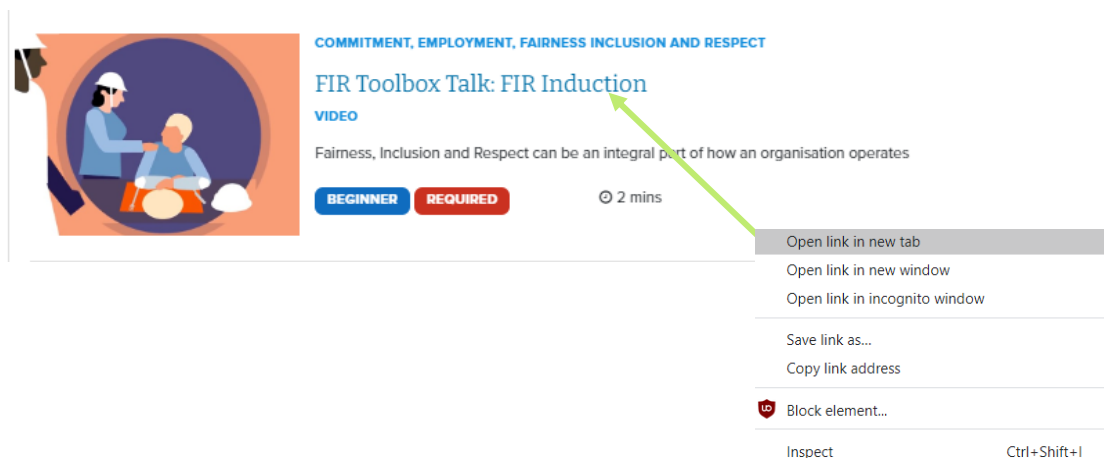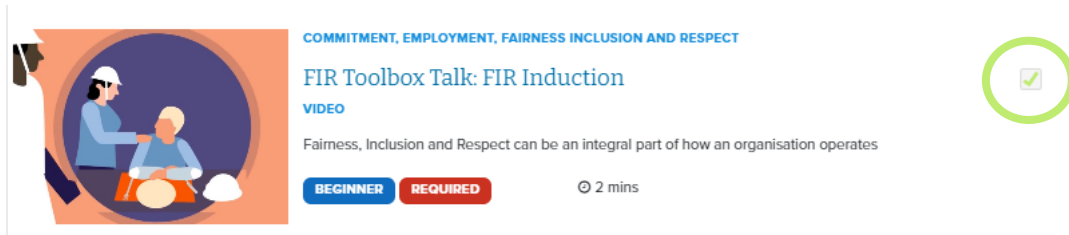

NB: You may find it easier to open each resource in a new tab in order to complete it. To do this simply right click on the hyperlink and select 'open in new tab'. This will ensure that the learning pathway remains open in the original tab for you to easily access.

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

COMMITMENT, EMPLOYMENT, FAIRNESS INCLUSION AND RESPECT

FIR Toolbox Talk: FIR Induction

VIDEO

Fairness, Inclusion and Respect can be an integral part of how an organisation operates

BEGINNER   REQUIRED   ⊘ 2 mins

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.

Becky Bryant

BB

🛡 6   ● 79
Badges   Certificates

View my profile
Take me to my company dashboard

See your badges and certificates here

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