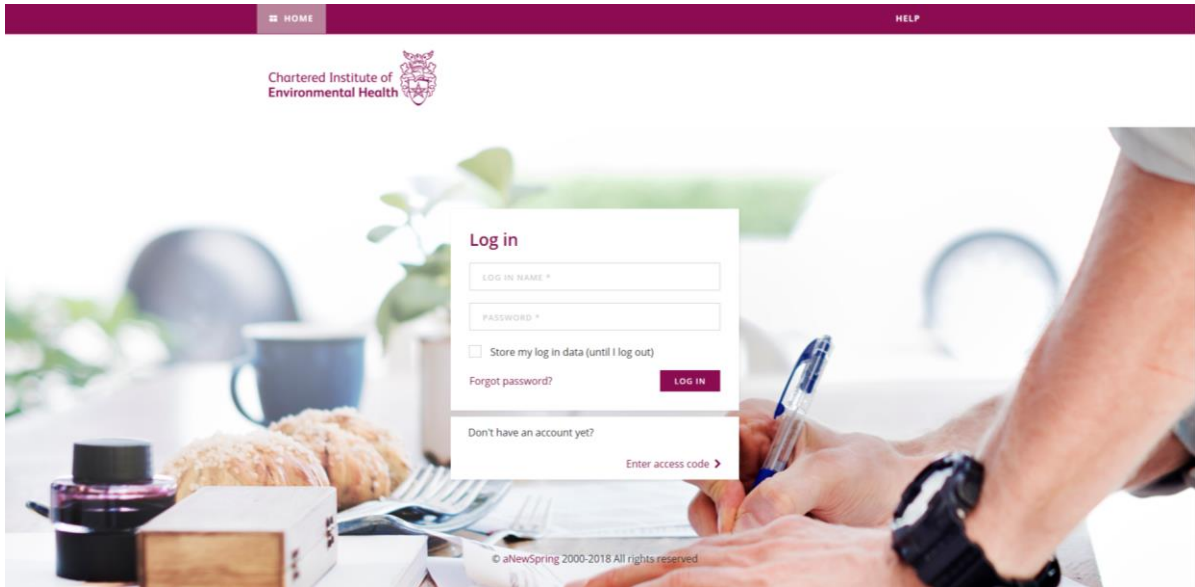
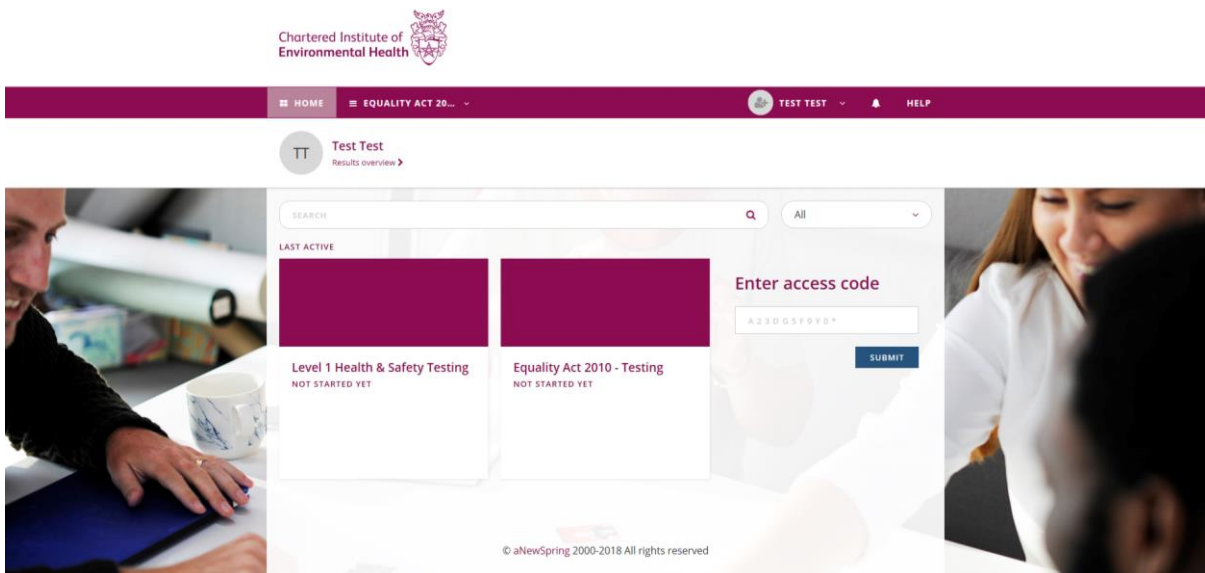


Log-in

1. You will receive an automated email from the Chartered Institute of Environmental Health with a Login name and password.

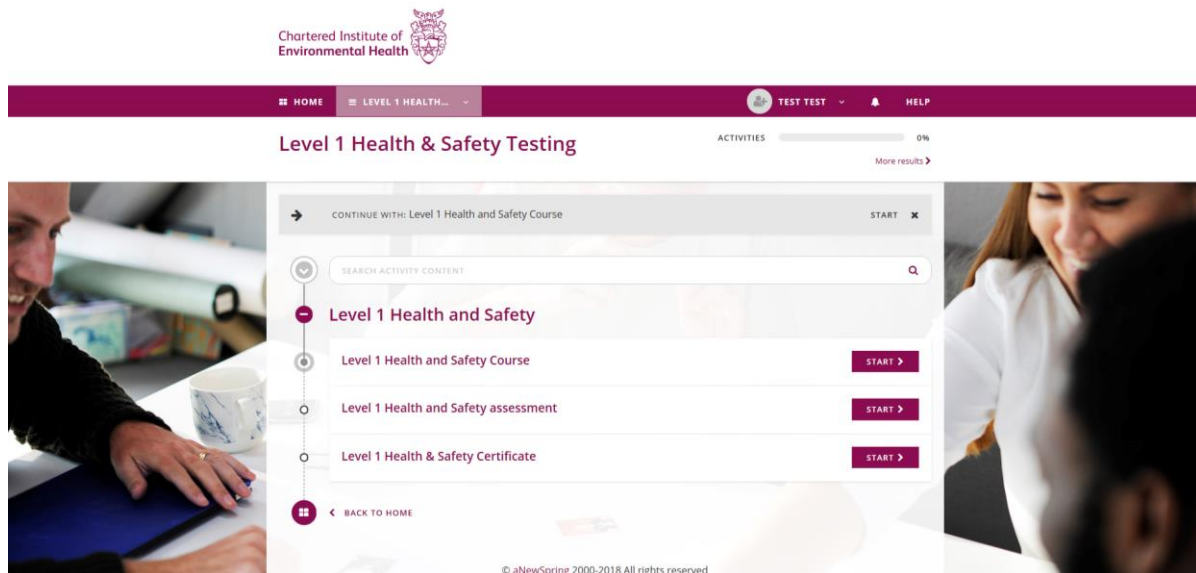


2. Courses tab
Shows all courses the student has been subscribed to



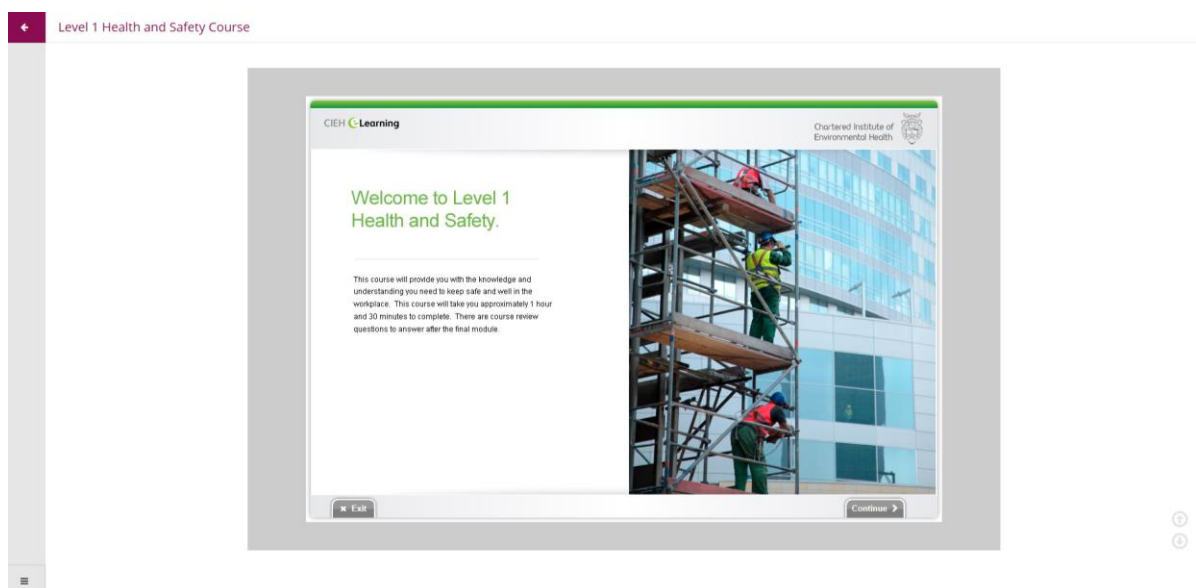
3. Click on the available course title

This will show the activities within the course to be completed.

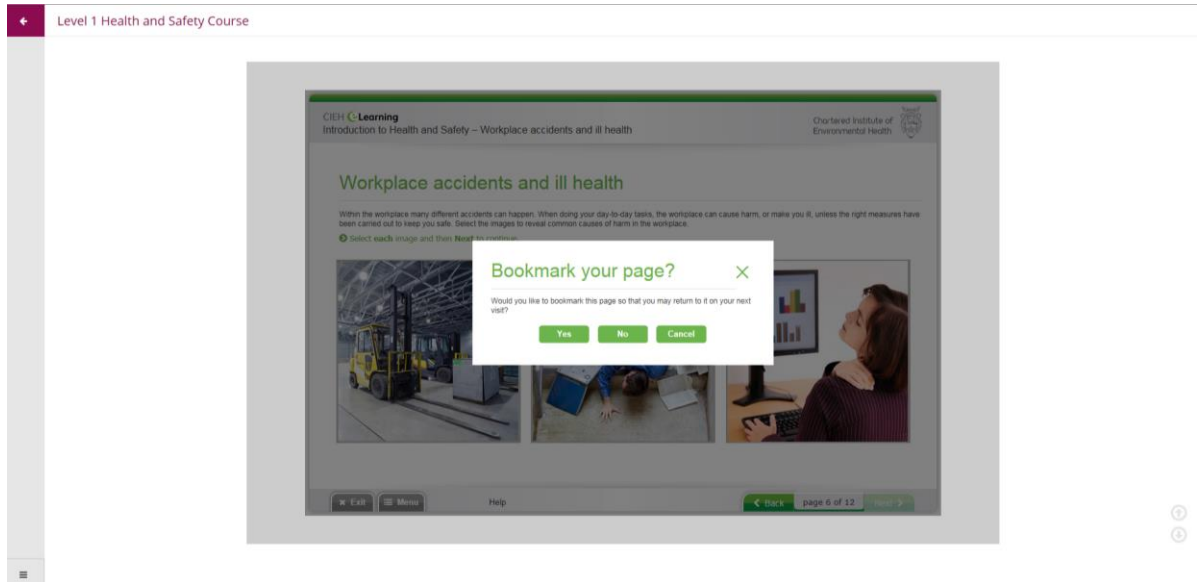


NOTE: On a live learner environment the assessment and certificate will display a padlock image until the pre-requisites are met.

4. Start the course



5. If you need to exit the course before completing, ensure you bookmark which will be prompted as an option

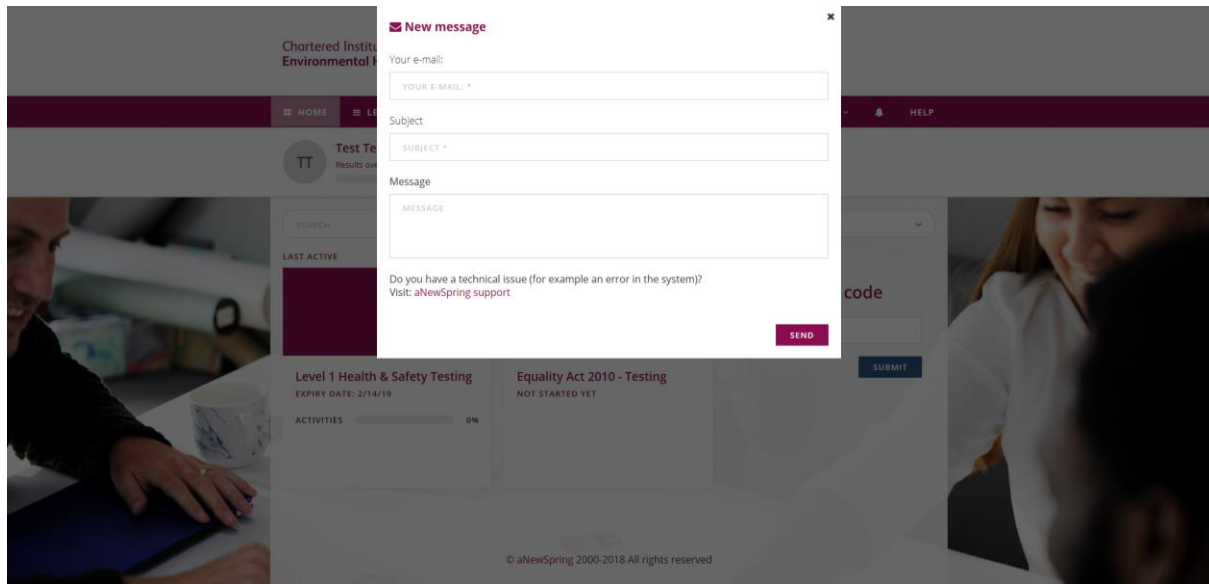


Support

Click on HELP tab.

Complete the email which will come to the e-Learning support team.

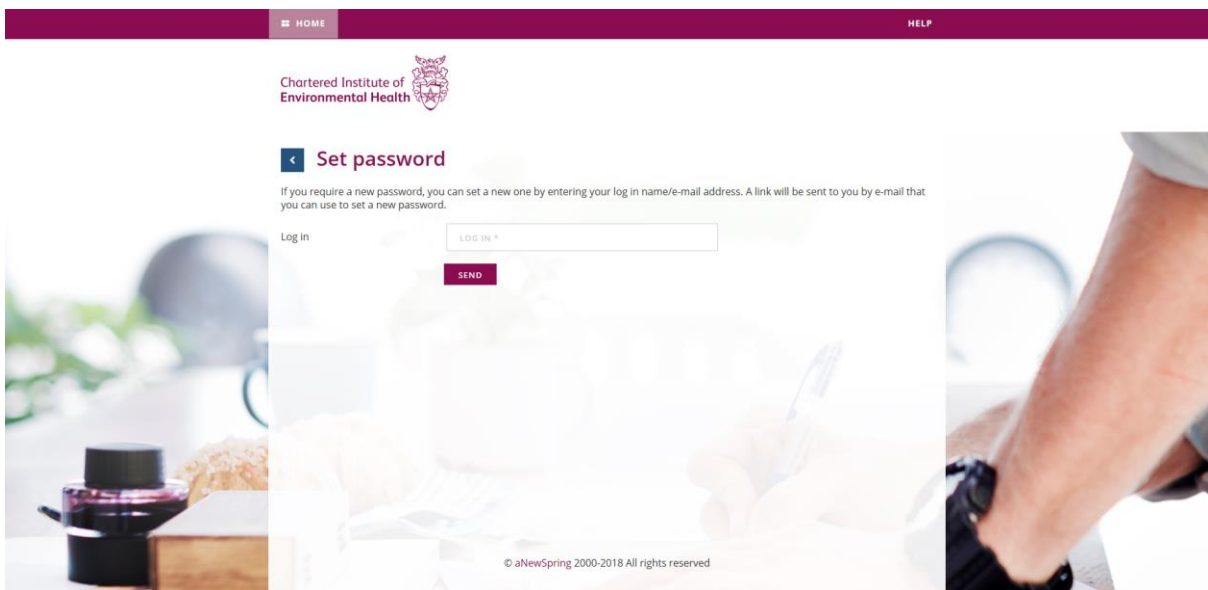
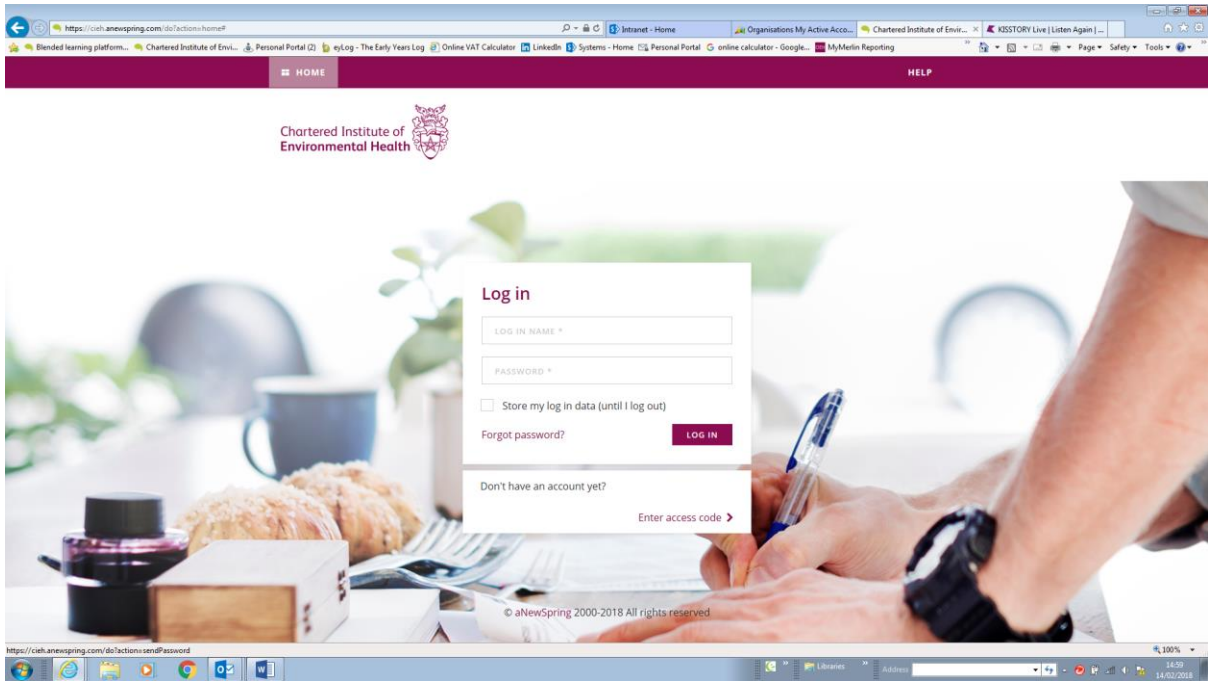
NOTE: this is available within the course learning platform or from the login page.



Password Reset

As a User

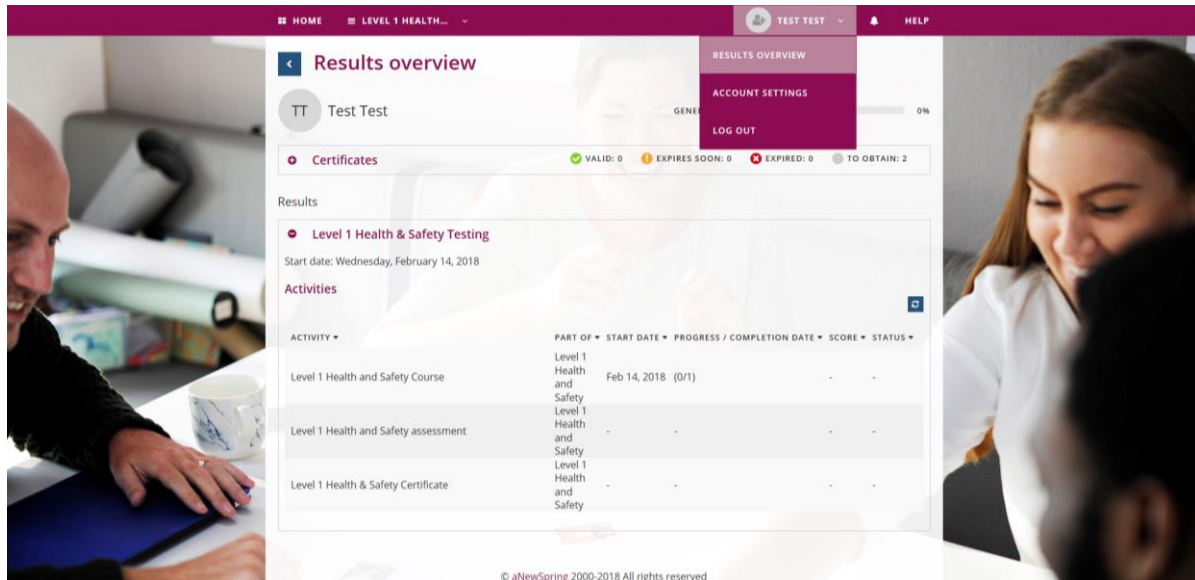
Within the login page select Forgot password?



Tracking progress

1. Select user name
2. Results overview

Note completed certificates are also stored here.



The screenshot shows a web application interface with a purple header. The main content area is titled 'Results overview' and features a user profile for 'Test Test'. A progress bar indicates 0% completion. Below this, there are statistics for certificates: VALID: 0, EXPIRES SOON: 0, EXPIRED: 0, and TO OBTAIN: 2. The 'Results' section is titled 'Level 1 Health & Safety Testing' and shows a start date of Wednesday, February 14, 2018. An 'Activities' table lists the following items:

ACTIVITY	PART OF	START DATE	PROGRESS / COMPLETION DATE	SCORE	STATUS
Level 1 Health and Safety Course	Level 1 Health and Safety	Feb 14, 2018	(0/1)	-	-
Level 1 Health and Safety assessment	Level 1 Health and Safety	-	-	-	-
Level 1 Health & Safety Certificate	Level 1 Health and Safety	-	-	-	-

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Reports

Currently available to export into Excel under Reports tab

- Learner – progress per course
- Learner – last active + total time active
- Learner – number of certificates per status
- Certificate – number of learners per status
- Courses – number of subscriptions per course

