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To start the training you click on 'Start' on the first module of the course and you will be brought to this page. You then click on Begin Training and the course will begin. You should then work through each module in the same way.

Navigation:



To change your password you go into 'Edit Profile' and fill out the 'New Password' field. Then confirm your new password and click Save.

This tab is where you will find all of the courses available to you that you haven't completed.

This tab shows all of the E – Learning courses that you have completed.

Certificates:

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You will then be directed to the page shown. Then enter your email address and click on *Recover Password*. Your log in details will then be emailed to you. If you still have issues with recovering your log in details you can contact <u>e-learning@manchester.gov.uk</u> for assistance.