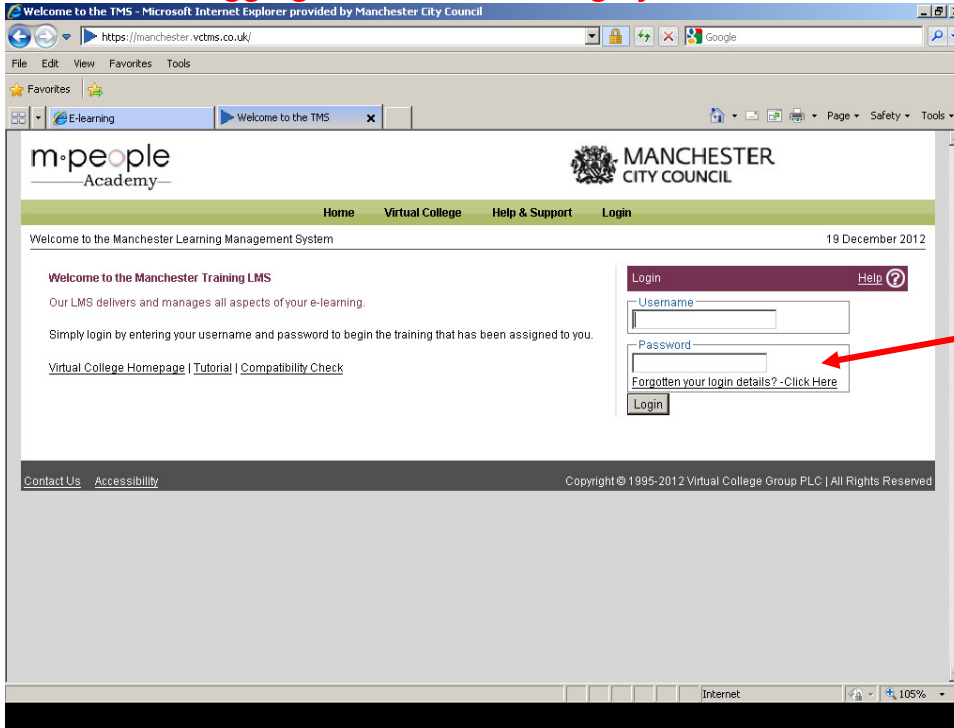


## M People Academy E – Learning Portal

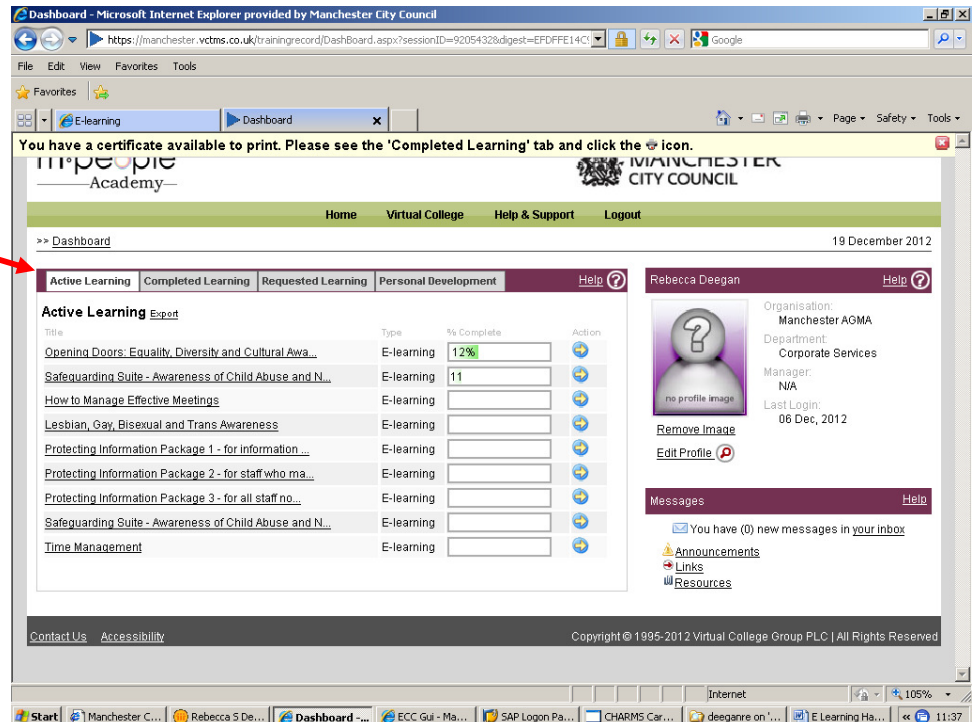
### Logging into the E Learning system:



You will be sent an email with your log in details with the link to the login page. You then need to enter your log in details and click on *Login*.

Your e - learning account will show all of the courses you have available. These are located in the *Active Learning* tab.

To view a course you should click on the relevant course title – this will direct you to another page which shows all of the course modules.



## Completing E Learning Courses

When you open the course it might be broken down into multiple modules which you will need to complete.

The course will show as complete only when you have completed all modules.

The screenshot shows a web browser window displaying the course page. The page header includes the Manchester City Council logo and navigation links: Home, Virtual College, Help & Support, and Logout. The main content area shows the course title, a progress bar at 0%, and a course description. A 'Course Breakdown' table lists the modules:

Title	Status	Last Accessed	Time Taken	Action
Welcome and Learning Objectives	Not Attempted	N/A	N/A	<a href="#">Start &gt;&gt;</a>
Part 1a: The Diversity of Sexual Orientation	Not Attempted	N/A	N/A	<a href="#">Start &gt;&gt;</a>

A red arrow points from the text 'The course will show as complete only when you have completed all modules.' to the 'Status' column in the table, which shows 'Not Started' for the first module.

The screenshot shows a dialog box with the following text:

You have chosen to launch the following training unit-  
**Welcome and Learning Objectives**  
Please click "Begin Training" to load this content

Below the text is a button labeled "Begin Training". A red arrow points from the text 'You then click on Begin Training and the course will begin.' to this button.

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:

The screenshot shows the dashboard with the following elements:

- Navigation tabs: Active Learning, Completed Learning, Requested Learning, Personal Development, Help.
- Table of Active Learning courses:
 

Title	Type	% Complete	Action
Data Protection Essentials	E-learning		
Equality and Diversity in the Workplace	E-learning		
Health and Safety Essentials	E-learning		
LGBT Awareness	E-learning		
- User Profile: Rebecca Deegan, Organisation: Manchester AGMA, Department: Corporate Services, Manager: N/A, Last Login: 05 Sep, 2012. The 'Edit Profile' link is highlighted.

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:

The screenshot shows the course view page with the following details:

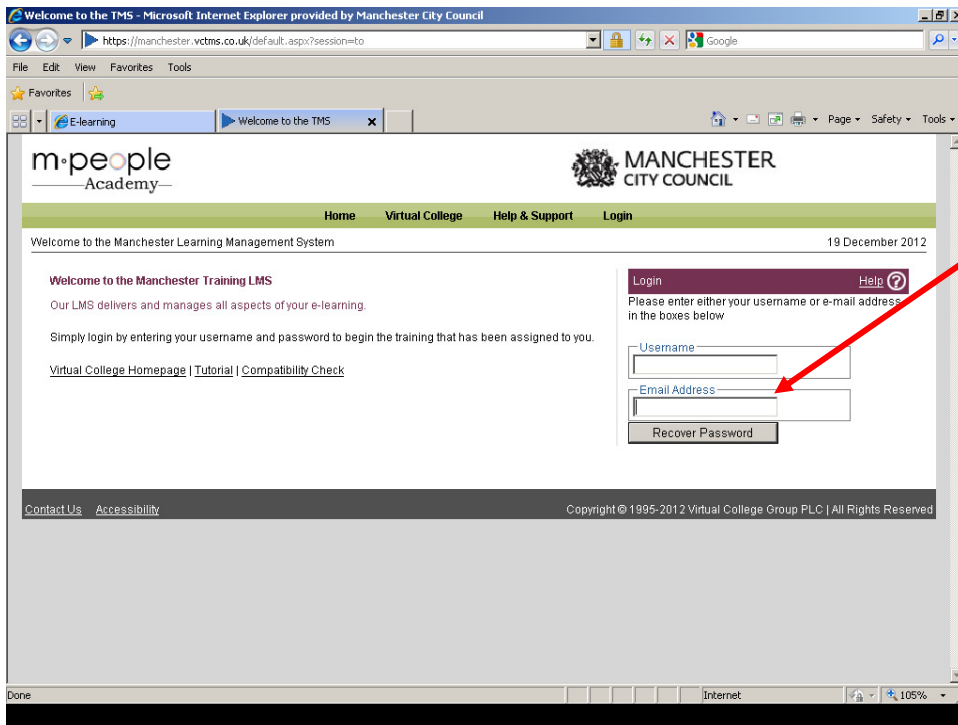
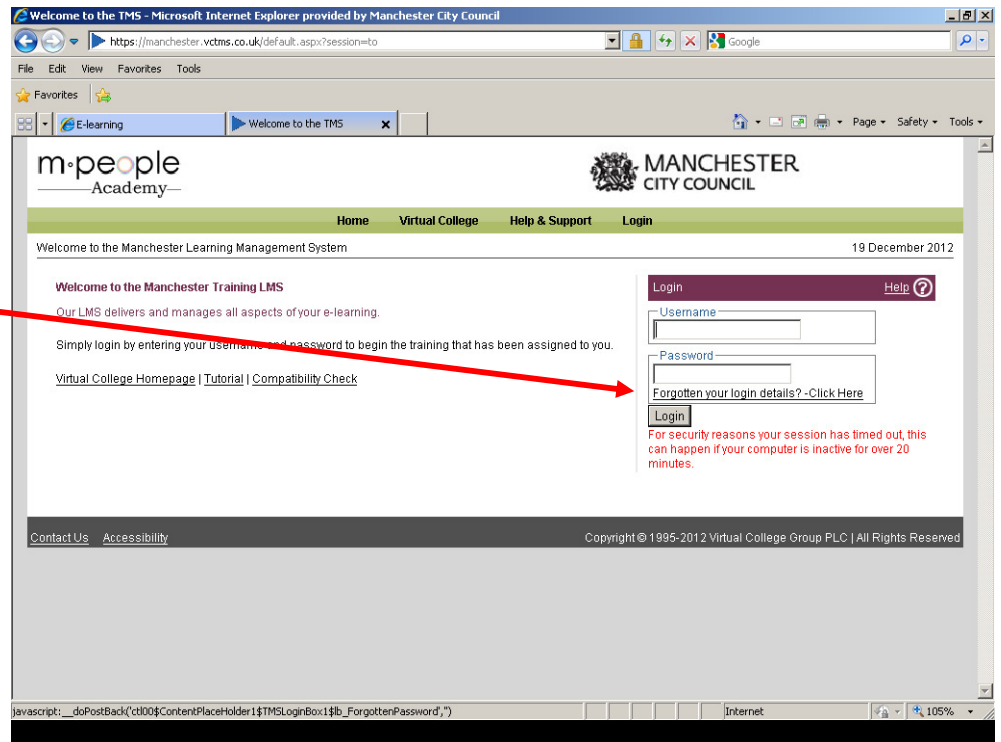
- Course Status: Active
- Last Location: Terminology quick reference guide
- Total Time Spent: 0 hr 10 mins
- Total Time Allowed: N/A
- Deadline: N/A
- Course Breakdown:
 

Module	Progress	Activities
Module 1 - Introduction	100%	1 Activity
Module 2 - Ordering goods	100%	1 Activity
Module 3 - Searching for purchase orders, confirming delivery and returning delivery	100%	1 Activity
Terminology quick reference guide	100%	1 Activity
Assessment of learning	100%	1 Activity

When you have completed a course, you can print off a certificate by clicking on the link here

## Forgotten your Password

If you have forgotten your password you can retrieve it by clicking on the *Forgotten your log in details? Click Here* link under the log in fields.



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 [e-learning@manchester.gov.uk](mailto:e-learning@manchester.gov.uk) for assistance.