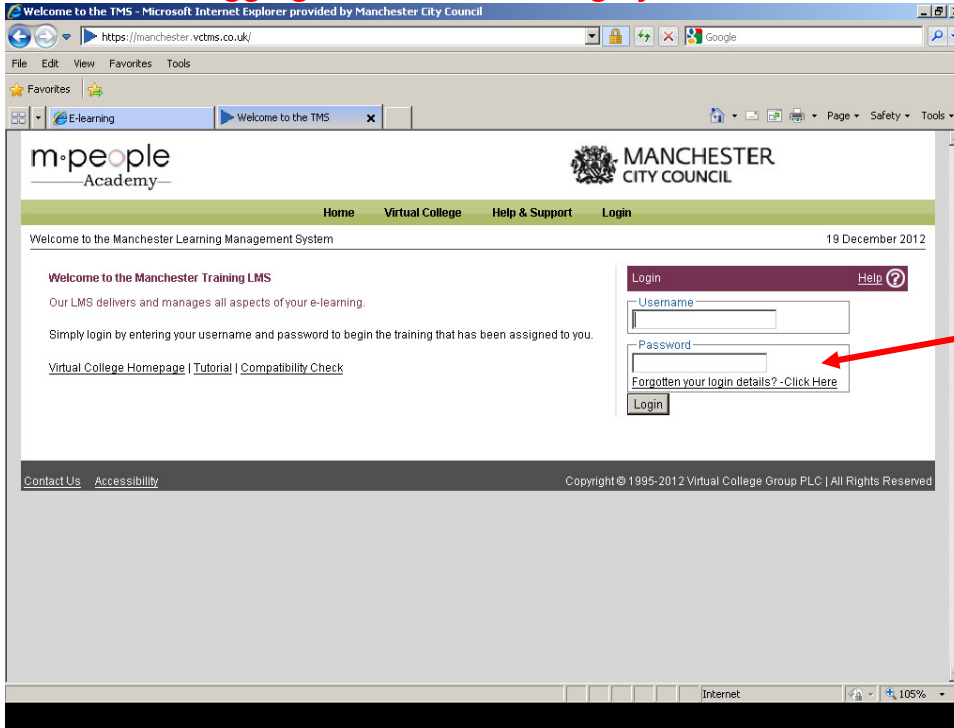# M People Academy E – Learning Portal

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.
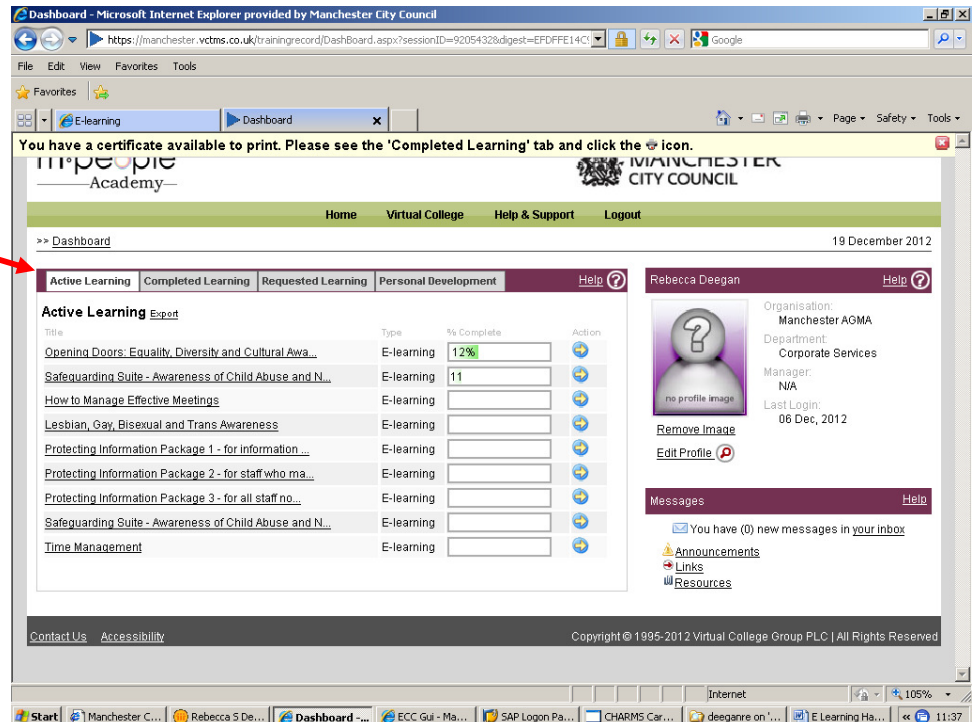
Completing E Learning Courses

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.

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:

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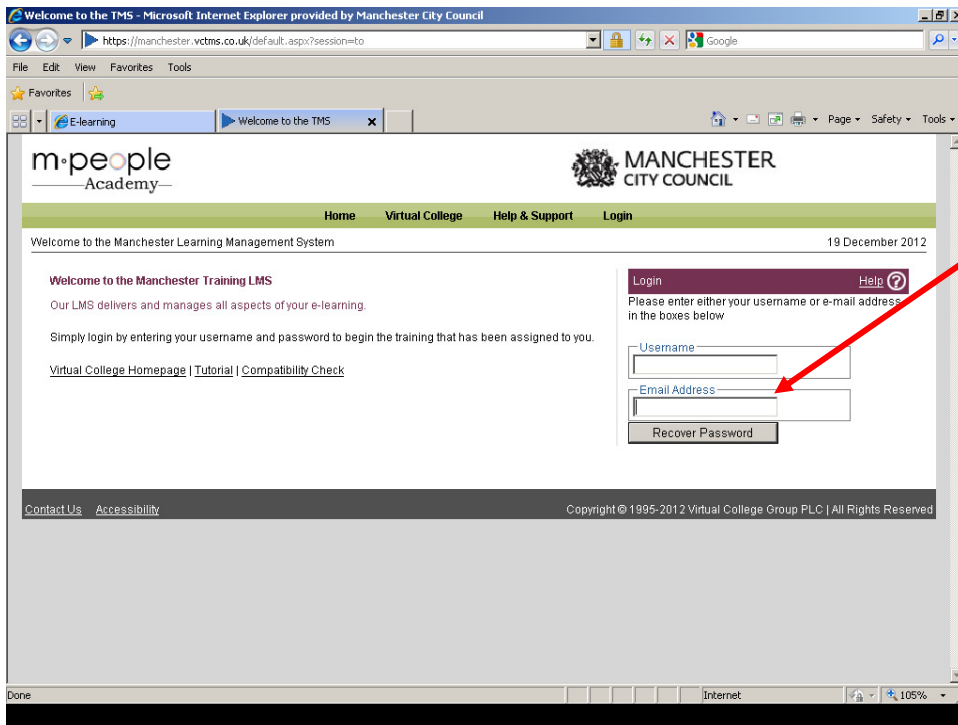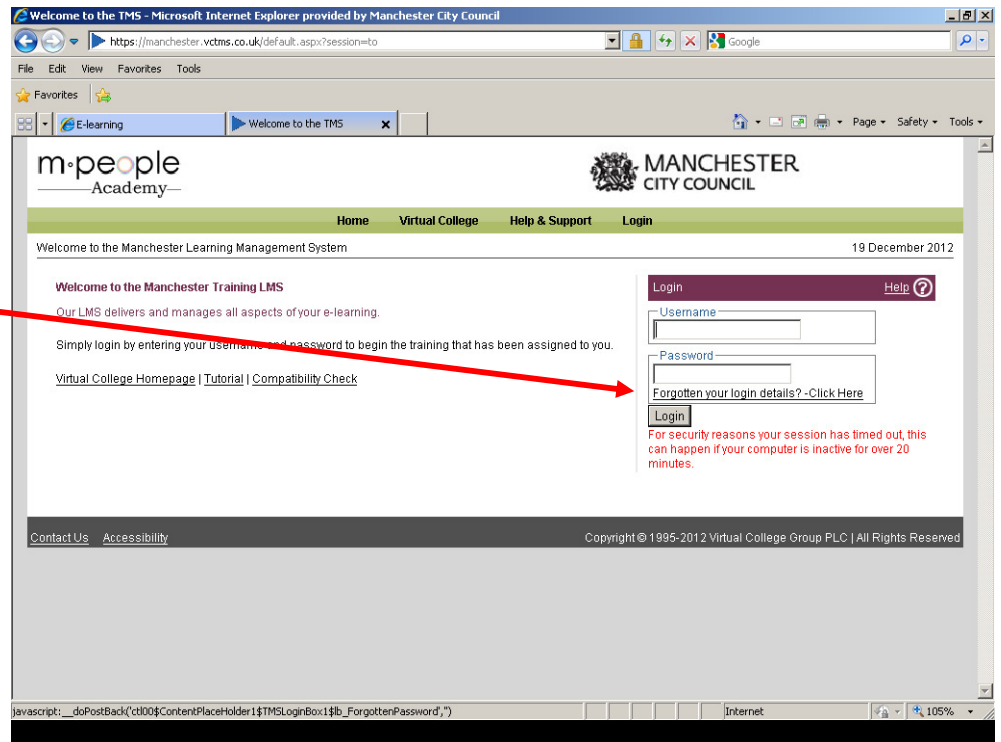
You will then be directed to the page shown. Then enter your email address and click on *Recover Password.*
Your log in details will then be emailed to you.
If you still have issues with recovering your log in details you can contact e-learning@manchester.gov.uk for assistance.