

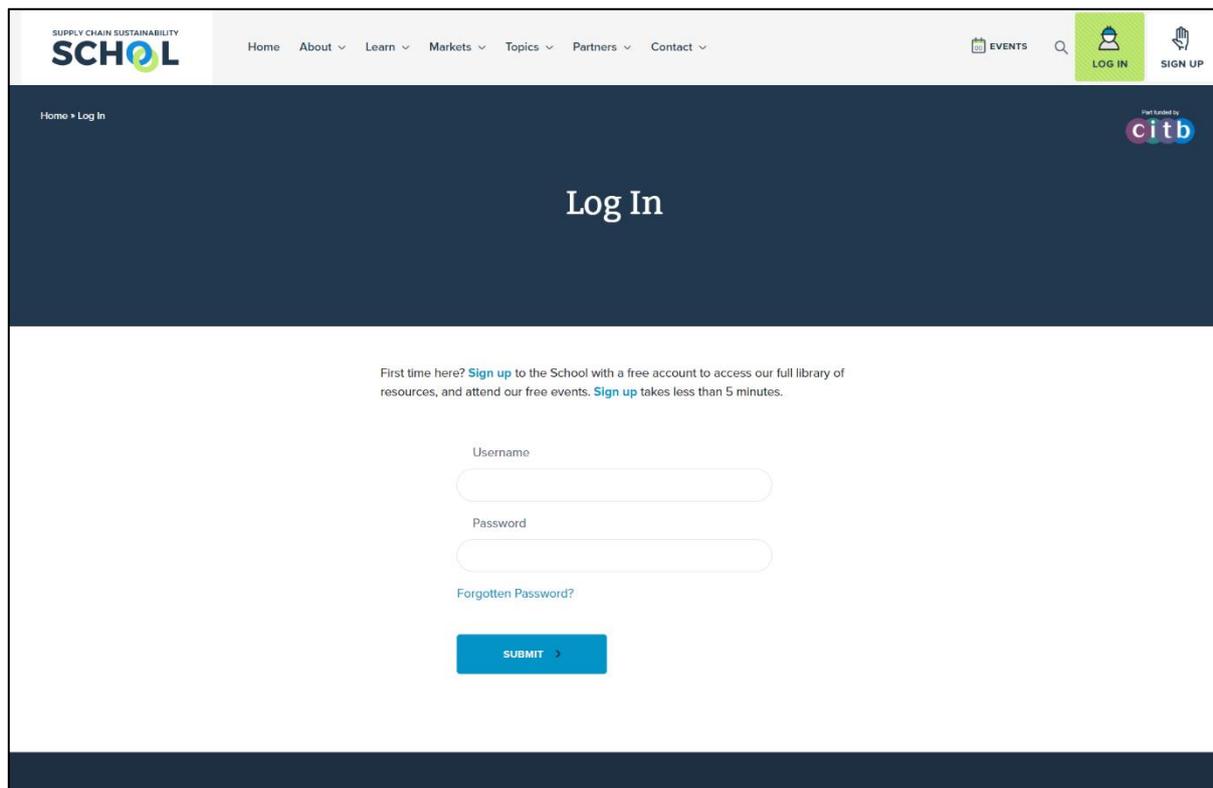
[Accessing the National Highways Supplier Development System](#)
[Self-Enrol Pathway](#)

Dear Colleague,

We are delighted that you would like to complete the National Highways “Supplier Development System” learning pathway and demonstrate your commitment to supporting our efforts to delivering projects sustainably. Please follow the instructions below to access and then complete the learning pathway.

Step 1: Visit the [Supply Chain Sustainability School website](#) and select “Log in”.

Step 2: 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.



If you do not have an account with the School, you will need to select the “sign up” option and follow the instructions on screen.

Step 3: On logging in, you will be directed to your individual dashboard, please see below for more information on this.

NB: When you first login or register, you will be directed to your individual dashboard which relates only to information about yourself. To view information on your company please select “take me to my company dashboard”.

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Switch between personal and company dashboards easily

You can also access and enrol in the National Highways individual pathways (core 1 and core 2)

Step 4: Move to your company dashboard view (*highlighted above*) – it will look as below.

2. Check your company's interests

1. Check your access rights

3. Enrol in the SDS pathway

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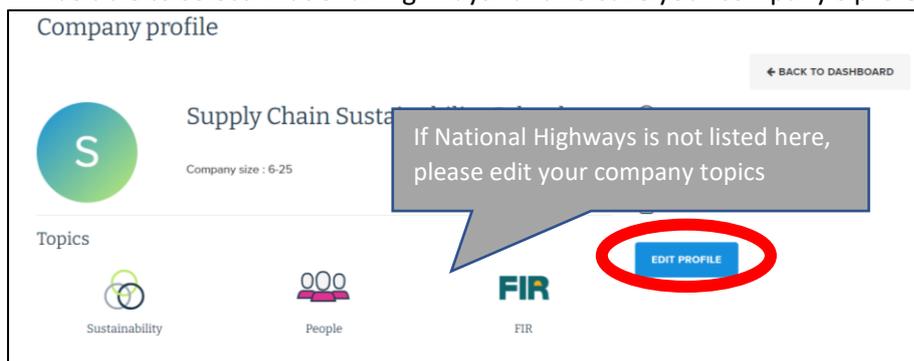
Step 5: Check your access rights for your company by, clicking “VIEW ALL COLLEAGUES” (point 1, highlighted above)

NB: You need to be a “company owner” or “company admin” to enrol your company in the National Highways SDS pathway. If you see “company member” beside your name, please contact your company administrators to request these permissions or reach out to the School directly.

Role	
Company Owner	✓
Company Admin	✓
Company Member	✗

Step 6: Once you have “company admin” status; check your company is enrolled in the National Highways topic by clicking “VIEW COMPANY PROFILE” (point 2, highlighted above)

Step 7: If you do not see National Highways listed in your company topics, select “EDIT PROFILE” (if you see it listed, you do not need to make any amendments and proceed to step 8). From here, you will be able to select “National Highways” and re-save your company’s preferences.



Select your topics and trades

Please select 1 or more topics your organisation is interested in

Sustainability
 Procurement
 People
 Offsite
 National Highways
 Management
 Lean
 FIR
 Digital

Step 8: To access the National Highways pathway and enrol, click “VIEW AVAILABLE PATHWAYS” on your company dashboard (point 3, highlighted above)



National Highways Supplier Development System

At National Highways we are committed to working with highways suppliers to create supplier development approaches that drive better alignment, leadership and collaboration. To enrol in this pathway please click on the "enrol" button beside this message and your organisation will gain access to the content via the learning pathways stored on your company account.

NB: You need to be an administrator or owner of your company account with the School in order to enrol your business onto this pathway. Please contact your account administrator in order to be given these rights for your business. (company administrators can be found in the "view all colleagues" section of your corporate dashboard).

Should you have any questions about this process please feel free to contact becky@supplychainschool.co.uk



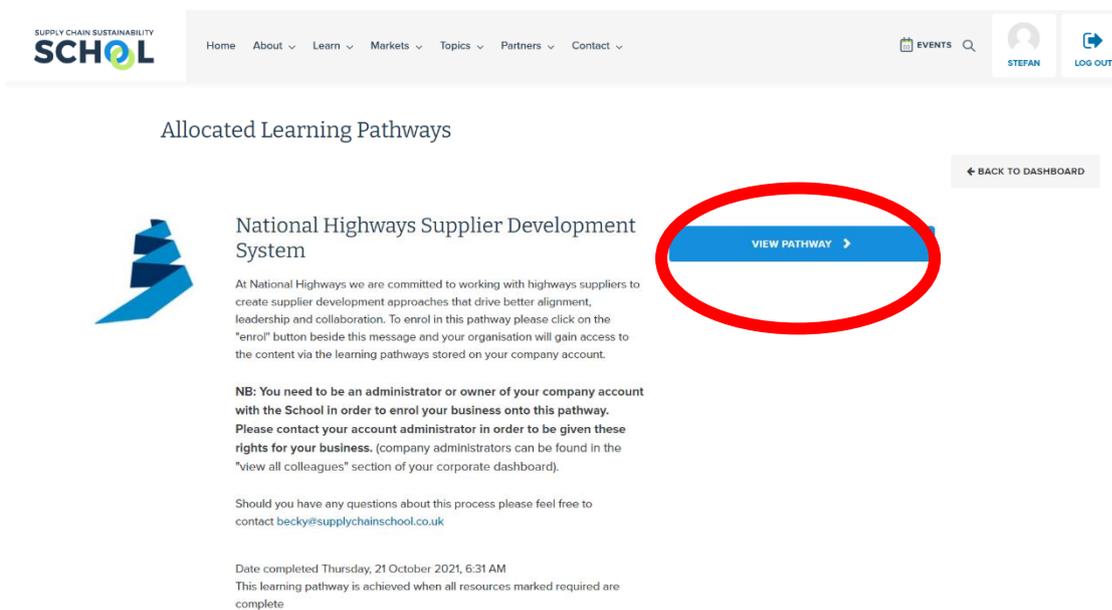
You will receive a confirmation pop up that you have successfully enrolled and the enrol button will go grey.



You are already enrolled in this learning pathway

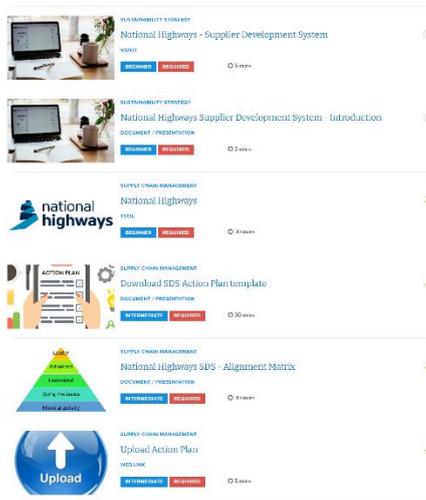
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Step 9: Now press the back button on your web-browser and click “ENROLLED PATHWAYS” (directly above “view available pathways”)



NB: If you have already been enrolled in additional pathways available on the School these may appear first. Please scroll down the page until you see National Highways as above.

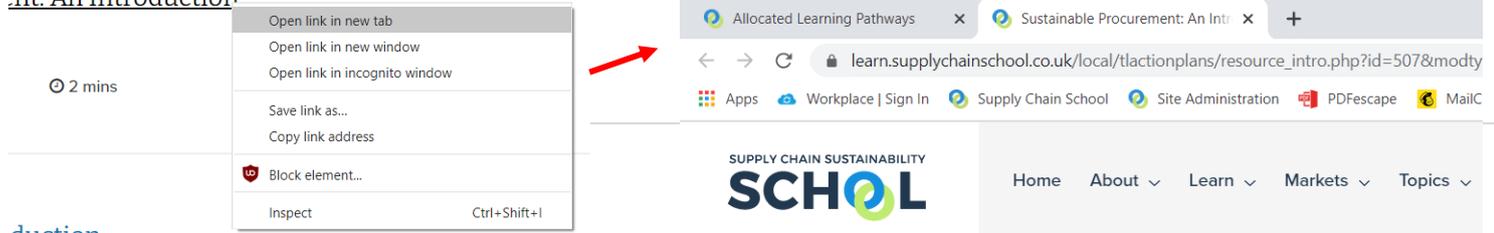
Step 10: Click either “VIEW PATHWAY” and the list of resources which need to be completed will drop down.



Step 11: You will need to complete all the resources contained within the learning pathway. To access them, please click on each individually (they are hyper linked), to be taken directly to the resource.

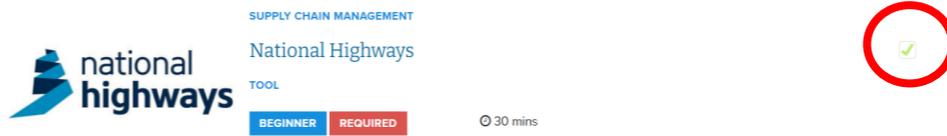
NB: You may find it easier to open each resource in a new tab in order to complete it. To do this simply right click on the hyperlink and select “open in new tab”. This will ensure that the learning pathway remains open in the original tab for you to easily access.

Content: An Introduction



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Step 12: Once a resource has been completed, the grey box beside each will automatically tick itself.



Completion: Once you have completed the pathway, your account will update automatically to give you the relevant badge and also mark your completion via the learning pathway itself. You can view this via your company dashboard.

