Accessing the National Highways Supplier Development System Self-Enrol Pathway

SUPPLY CHAIN SUSTAINABILITY

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.

SUPPLY CHAIN SUSTAINABILITY	Home About v Learn v Markets v Topics v Partners v Contact v	EVENTS	٩		SIGN UP
Home » Log In				C	itb
	Log In				
	First time here? Sign up to the School with a free account to access our full library of resources, and attend our free events. Sign up takes less than 5 minutes.				
	Username				
	Password				
	Forgotten Password?				
	SUBMIT				

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.

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

<u>NB</u>: 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".



Accessing the National Highways Supplier Development System

Stefan © 0 Badges	Atefan Jastak SJ S S S S S S S S S S S S S		d Managemen Moriste	t V	SCORE	BASELINE ASSESS > ASSESS > ASSESS >	
take me to my co	inpany dashooard	Personal action plan View your action plan of resources based on your more results.	ost recent assessment	O O Personal A	llocated	You can also acces the National Highv pathways (core 1 c	s and enrol in vays individual and core 2)
		My events 0 1 Registered Attended VIEW EVENTS >	My activity S hrs 37 mins Total time Action plans created Resources accessed Last accessed 2020-08-26	7 hrs 55 mins CPD time 0 15	My	Learning Antways	
		Resources The School has thousands of resources that are free	at the point of use.		BROWSE RE	SOURCES >	

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

2 of

	Supply Chain Sustainability				ו
	School 2 School 2 U 1 Bedges	2. Check your company's interes	ress 533% on your way to silver	To achieve silver, you need to: • Complete a reassessment within 12 months	
	Administration Manage learning pathways	L. Check your access	; rights		
	Conception of the second secon	FIR •	rete your bespoke action plan. Your Score 2.21 2.21 Current Baseline	ASSESS NOW	
	View all colleagues	Industry benchmark See how your score compares to others in your ind	ustry, and across the School.	Acadomic •	
	C History Assessments Action plan		segor Clair Secondaria Secon		
		KEY	YOUR SCORE SHOW DATA	DOL AVERAGE	
		Company action plan View your action plan of resources based on your n results.	nost recent assessment	ACTION FLAN	
		Our activity 302 hrs 36 70 hrs 51 mins mins CPD time Total time	Our events Attended 32 Residend	3. ENFOLIN Click here to see activities assign by our Partners.	the SDS pathway
5 P i		Action plans created 15 Unique resources viewed 551	Registered 50 Non-attendance 11	ENROLLED PATHWAYS	: h o o l . c o . u k

SUPPLY CHAIN SUSTAINABILITY

<u>Step 5:</u> Check your access rights for your company by, clicking "VIEW ALL COLLEAGUES" (point 1, highlighted above)

<u>NB:</u> 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	\checkmark
Company Admin	\checkmark
Company Member	X

<u>Step 6:</u> 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*)

<u>Step 7:</u> 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.





<u>Step 8:</u> To access the National Highways pathway and enrol, click "VIEW AVAILABLE PATHWAYS" on your company dashboard (*point 3, highlighted above*)



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

Accessing the National Highways Supplier Development System Self-Enrol Pathway

SUPPLY CHAIN SUSTAINABILITY

<u>Step 9:</u> Now press the back button on your web-browser and click "ENROLLED PATHWAYS" (*directly above "view available pathways"*)

	Home About \lor Learn \lor Markets \lor Topics \lor Partners \lor Contact \lor		📩 events Q	STEFAN	LOG OUT
All	ocated Learning Pathways		€ 84	CK TO DASHB	OARD
3	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 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).	VIEW PATHWAY 💙			
	should you have any questions about this process please teel free to contact beckyesupplychainschool.co.uk Date completed Thursday, 21 October 2021, 6:31 AM This learning pathway is achieved when all resources marked required are complete				

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.

<u>Step 10</u>: Click either "**VIEW PATHWAY**" and the list of resources which need to be copleted will drop down.



<u>Step 11</u>: 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.

ent: An Introduction	p												
⊘ 2 mins	Open link in new tab			📀 Allo	cated L	earning	g Pathways	×	🧿 Sustaina	ble Procuren	nent: An Intro 🗙	+	
	Open link in new window Open link in incognito windo	w	-	$\leftarrow \rightarrow$	C		learn.supp	lychain	school.co.uk/	/local/tlacti	onplans/resour	ce_intro.php?id	=507&modty
	Save link as Copy link address			Apps	6	Workp	blace Sign In	2	Supply Chain S	chool 🧿	Site Administratio	n 🤨 PDFesca	pe 💰 MailC
duction	Block element						Home	About 、	it 🗸 Learn 🗸	Markets 🗸	Topics \checkmark		
	Inspect	Ctrl+Shift+I											



SUPPLY CHAIN SUSTAINABILITY

<u>Step 12:</u> Once a resource has been completed, the grey box eside each will automatically tick itself.



<u>Completion</u>: 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.

