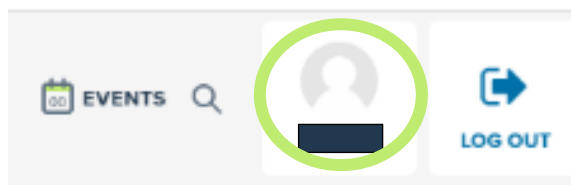# GUIDE: Access Learning Pathways

This short guide will help you to access the learning pathways you have been enrolled in.

Step 1: You will have received your unique login details to the Supply Chain Sustainability School via email. You can log in to your account by following the link here. Upon logging in, you will be prompted to change your password.

Step 2: To access the learning pathway you have been enrolled in, please navigate to your individual dashboard on the School by selecting your **PERSONAL AVATAR** in the top right corner of your screen (*highlighted in green below*). This will take you to your individual dashboard which will look as below:

INDIVIDUAL DASHBOARD VIEW

Edit your personal profile

See your achievements

Switch between personal and company dashboards easily

See your account activity

CONTACT THE TEAM

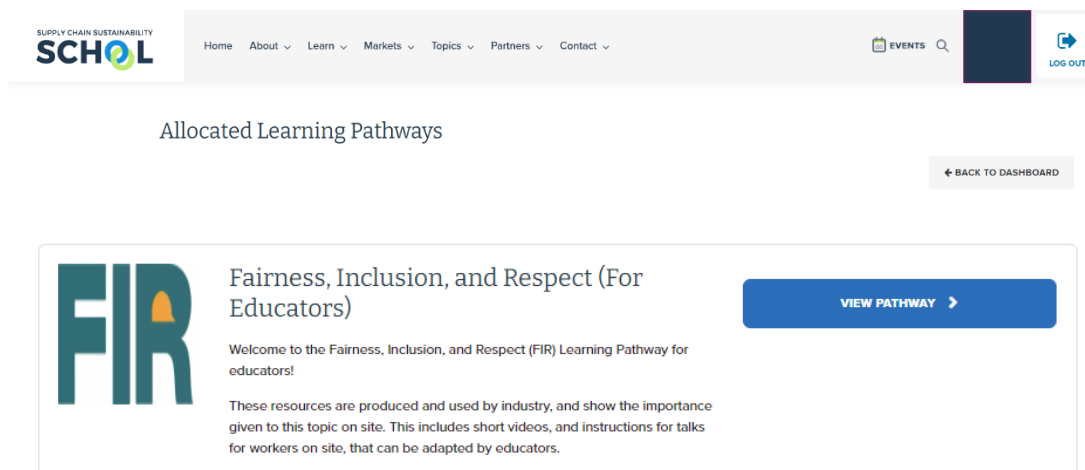info@supplychainschool.co.uk

020 7697 1977

supplychainschool.co.uk/events

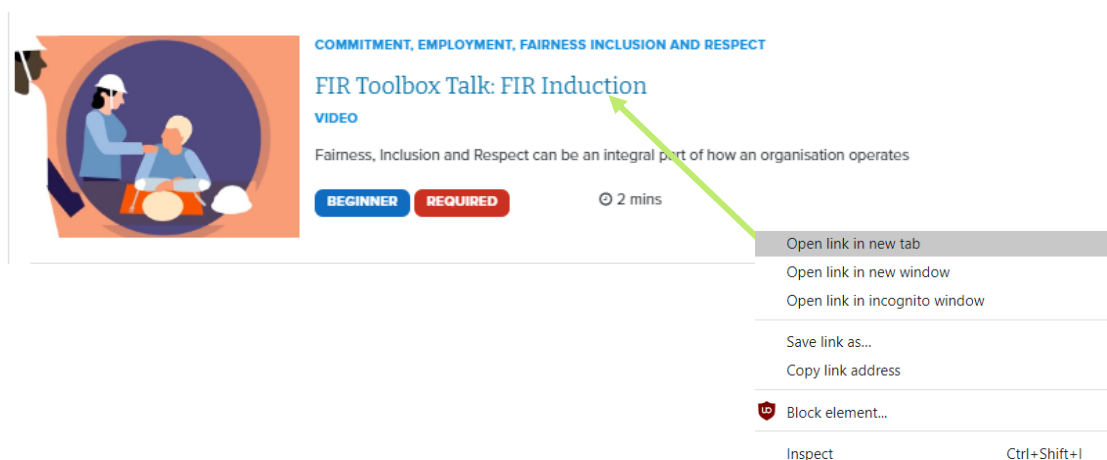@SupplyCSSchool

GUIDE: Access Learning Pathways

Step 3: To access the pathway you have been enrolled in, click **ENROLLED PATHWAYS** (*the blue button, highlighted in green above*).

NB: If you have already enrolled in additional pathways available on the School, these may appear first. Please scroll down the page until you find the relevant pathway.

Step 4: Click either **VIEW PATHWAY** or anywhere within the pathway description and the list of resources which need to be completed will drop down.

Step 5: You will need to complete all the resources contained within the learning pathway. To access them, please click on each individually (*they are hyperlinked*), to be taken directly to the resource.
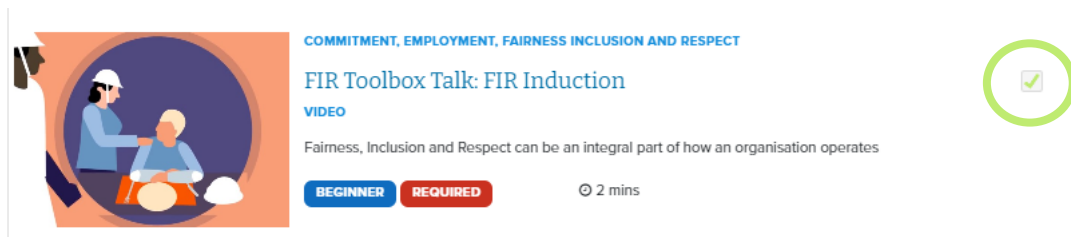
GUIDE: Access Learning Pathways

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.

Step 6: Once a resource has been completed, the grey box beside each will automatically tick itself as per below.

NB: If you've already completed a resource, the system will recognise this and the resource will mark as complete already.

Step 7: When you have completed the pathway, you will receive a badge of completion, as well as any CPD certificates for resources within it.

You can view this by looking at your personal dashboard and clicking on the badges and certificates under your name.

If you have any questions on the above, please do not hesitate to contact **Lucy**.