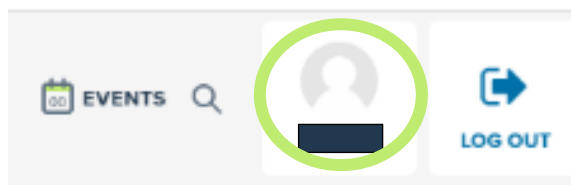


GUIDE: Access Learning Pathways

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

Personal assessments

Complete your confidential individual assessment, track your score, and generate your bespoke action plan.

Once you have completed your action plan you will be able to reassess, see how you have improved, and generate your next action plan.

ASSESSMENT	SCORE	BASELINE
BIM		ASSESS >
Lean		ASSESS >
Management		ASSESS >
Sustainability	2.06 2020-06-11	3.42 Reassess

Personal action plan

View your action plan of resources based on your most recent assessment results.

3 Personal 1 Allocated ACTION PLAN >

My events

8 Registered 12 Attended VIEW EVENTS >

My activity

159 hrs 27 mins Total time
22 hrs 8 mins CPD time
Action plans created 6

My Learning Pathways

Assessments

ENROLLED PATHWAYS >

VIEW AVAILABLE PATHWAYS >

Callout boxes:

- Edit your personal profile (points to 'View my profile')
- See your achievements (points to 'Assessment history')
- Switch between personal and company dashboards easily (points to 'Take me to my company dashboard')
- See your account activity (points to 'My activity')

CONTACT THE TEAM

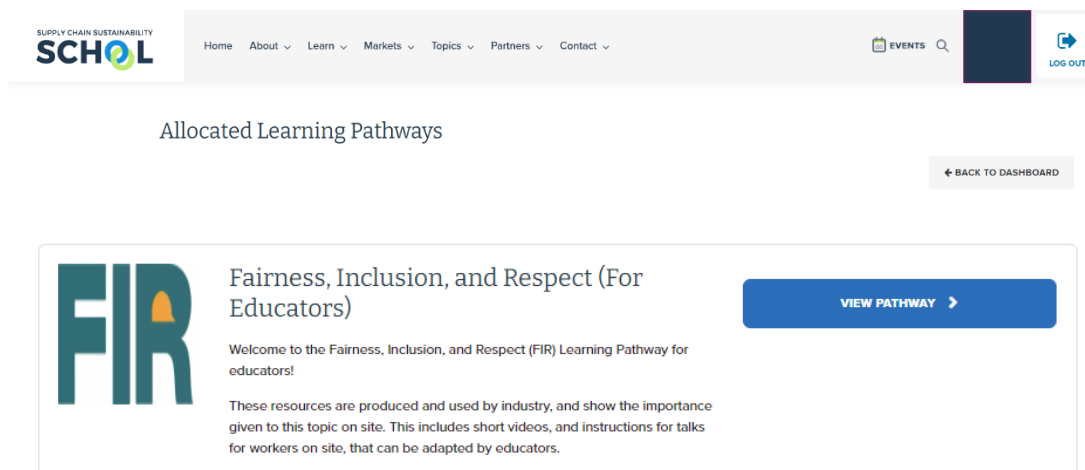
✉ Lucy.hunt@supplychainschool.co.uk
 ☎ 020 7697 1977
 🌐 supplychainschool.co.uk/events
 🐦 @SupplyCSSchool

GUIDE: Access Learning Pathways

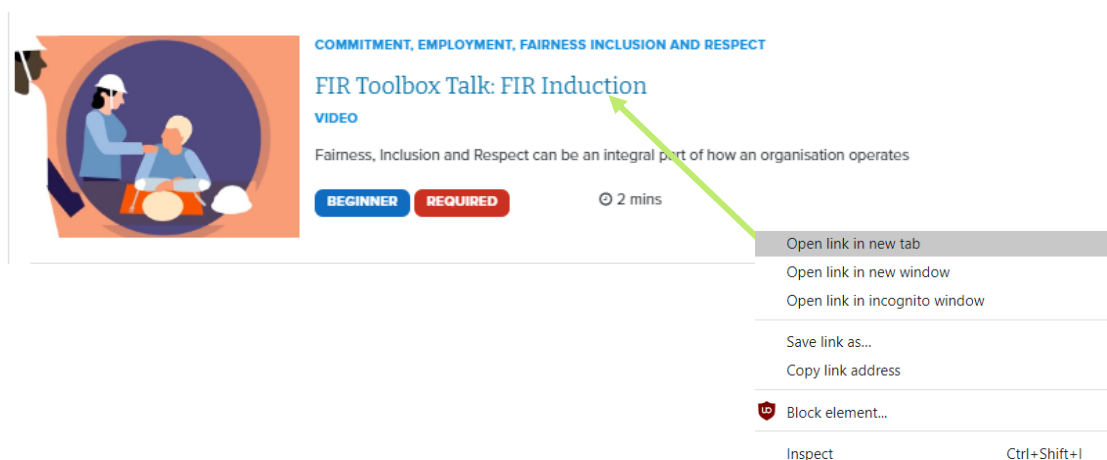
Step 3: To access the pathway you have been enrolled in, click **ENROLLED PATHWAYS** (the blue button, highlighted in green above).

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.



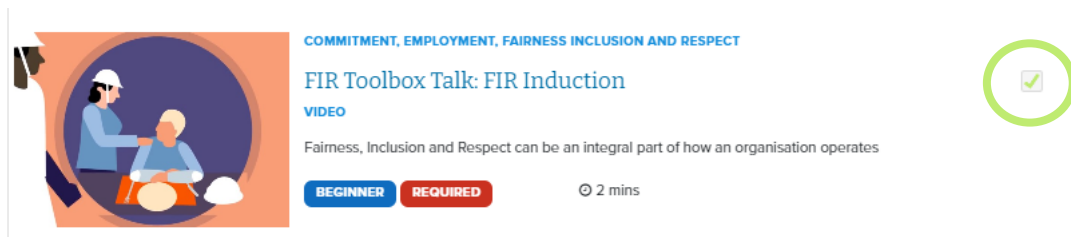
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 lucy.hunt@supplychainschool.co.uk
 020 7697 1977
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GUIDE: Access Learning Pathways

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.



See your badges and certificates here

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

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 supplychainschool.co.uk/events
 @SupplyCSSchool