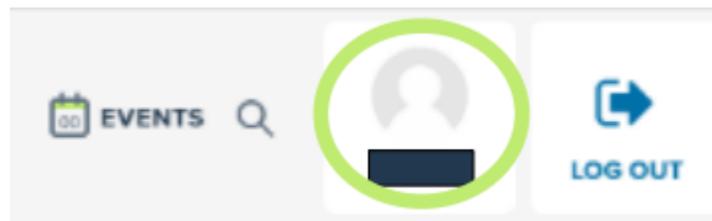


GUIDE: Access Learning Pathways

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 (Callout pointing to 'View my profile')

See your achievements (Callout pointing to 'Personal assessments')

Switch between personal and company dashboards easily (Callout pointing to 'View my profile')

See your account activity (Callout pointing to 'My activity')

Access resources from your dashboard (Callout pointing to 'BROWSE RESOURCES')

ENROLLED PATHWAYS (Callout pointing to the highlighted 'ENROLLED PATHWAYS' link in the 'My Learning Pathways' section)

Personal assessments

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

Personal action plan

3	1	ACTION PLAN >
Personal	Allocated	

My events

8	12
Registered	Attended

My activity

159 hrs 27 mins	22 hrs 8 mins
Total time	CPD time
Action plans created	6
Resources accessed	677
Last accessed 2020-10-27	

My Learning Pathways

Assessments

ENROLLED PATHWAYS >

VIEW AVAILABLE PATHWAYS >

Resources

The School has thousands of resources available to you.

BROWSE RESOURCES >

Step 3: To access the Learning Pathway you have just enrolled in, use **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: Follow either the **VIEW PATHWAY** button 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 use each individual hyperlink to be taken directly to the resource.



NB: You may find it easier to open each resource in a new tab 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 using the badges and certificates links under your name.



If you have any questions on the above, please do not hesitate to contact either [Lucy](#).