## **CPCF LMS Instructions**

## Logging in:

To login to the LMS go to <u>tsi-collaborative-training.co.uk</u> and login using the credentials you have received via email.

After logging in, it is recommended you change your password to something secure and memorable. Instructions on how to do this can be found later in this document.

## Finding your learning content:

When you login you will see the following page:

E Craining together	* 🔘
Dashboard	
Upcoming Events	Recent Activities
i No events found	Curriculum Progress (p-wh) 0 Sasted 0 Complete 1 No Started 0 De 0 De 1 No activities found
Announcements  MS Training Materials Access Please be aware, we will be looking to delete LMS training material access for previous training delivery 2019 – May 2022, as of 26 August for candidates who have completed this training Additional Access	View All Therefore if you wish to download any material please do so before this date.

In the top right corner, click the three lines and from the dropdown menu, select 'Plan':

* O training together	£	Û
LLARNING       Pin       Catalog       Archive       Transcript.       My Queries		
KNOWLEDGE Announcements Documents		
Announcements	A Vier	w All
Los Training Materials Access		

You will then see the below page, with your 'curriculums' (Units) on the left and each individual piece of content in boxes on the right when you select a curriculum:

training together vering to each of back by backet									
Learning Plan									₫ #
Learning Curriculums Unit 6 - Sept 2022 Not Started	Unit 6 - Sept 2022								
			-	All the contents in this curriculum are unlocked! He	appy Lea	mingl			
	01 - REFERENCE MATERIAL	02 - REFERENCE MATERIAL	O	03 - REFERENCE MATERIAL	G	04 - REFERENCE MATERIAL	D	05 - REFERENCE MATERIAL	0
	U6 S1 - Introduction	U6 S1 L1 - How markets are regula	ted	U6 S1 L2 - Pre and post market contro	ls	U6 S1 L3 - The characteristics of modern markets	n	U6 S1 L4 - Risk assessment and management	
	Not Started () Mandatory	Not Started () Mandatory		Not Started () Mandatory		Not Started () Mandatory		Not Started () Mandatory	
	LAUNCH	LAUNCH		LAUNCH		LAUNCH		LAUNCH	
	06 - REFERENCE MATERIAL	٥							
	U6 S1 L5 - Enforcement and market surveillance via ports and borders								
	Not Started (1) Mandatory	3							
	LAUNCH								

To download a lesson ('reference material') click 'Launch'. You will then be promoted to save the PDF to your computer. When you have downloaded a document, it will be marked as 'complete'. You can download these in any order you wish:

01 - REFERENCE MATERIAL	0	01 - REFERENCE MATERIAL	(
U4 (W&M) S1 - Introduction		U6 S1 - Introduction	
Not Started () Mandatory		Completed I Mandatory	
LAUNCH		LAUNCH	

Some of the boxes are labelled as a 'course'. These are quizzes that will help you test your knowledge from the lessons; they cannot be downloaded. Before you start the box will look like this:

15 - COURSE	1
U4 (W&M) S2 - End of section quiz	
Not Started () Mandatory	
BEGIN COURSE	

These will launch a new window where you can work through the quiz; they cannot be downloaded:



You will then need to click the box at the top of the window to launch the quiz:

U4 (W&M) S2 - End	g together
Section r	Unit 4 - Weights and measures 2 - Legal and operational principles: weighing and neasuring equipment and average quantity End of section quiz
• 0	

If you quit the quiz mid-way through the box will appear as below:



If you complete the quiz the box will appear as below:

15 - COURSE	0
U4 (W&M) S2 - End of section quiz	
Completed (1) Mandatory	
RESUME COURSE	

## Changing your password:

To change your password, click the three lines menu in top right corner (see first image) and click the cog icon on the right of the small drop-down menu. You will be immediately greeted with the change password page:

Profile Change Password  Profile Update Password Change Password P	* 🕐
L Profile     Update Password       Change Password     Password Details	
Change Password Details	
Password Details	
Photo Upload	
Time Zone , "Old Password	
Organizational Details > *New Password	
General > * Confirm New	
Diagnottics > Password	
Lipdate Presson	late Password