

## Learning Management System (LMS) Guide

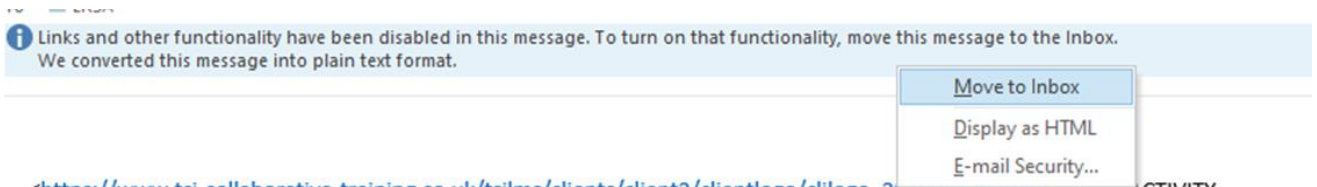
The Learning Management System or the LMS as we typically refer to this as, is the online learning portal wherein all of the distanced learning and contact days information received from the trainers is uploaded for the delegates who are going through training.

You will firstly receive an email from the LMS website with the link to the website along with your username to login and your designated password which can be changed once you login to the system.

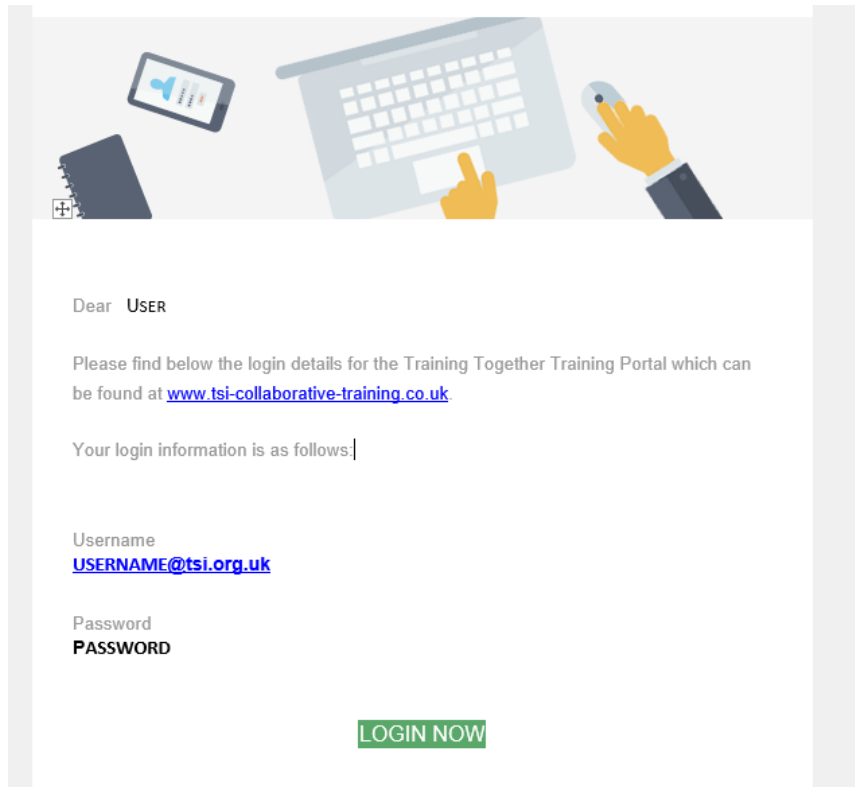
You will shortly be receiving a login email from the Training Together LMS platform.

This is where your learner materials for your chosen training courses will be accessed.

Please check your junk mail as this may be found here, if this is the case please move to your inbox and activate the links and other functionality that will have been removed as per below.



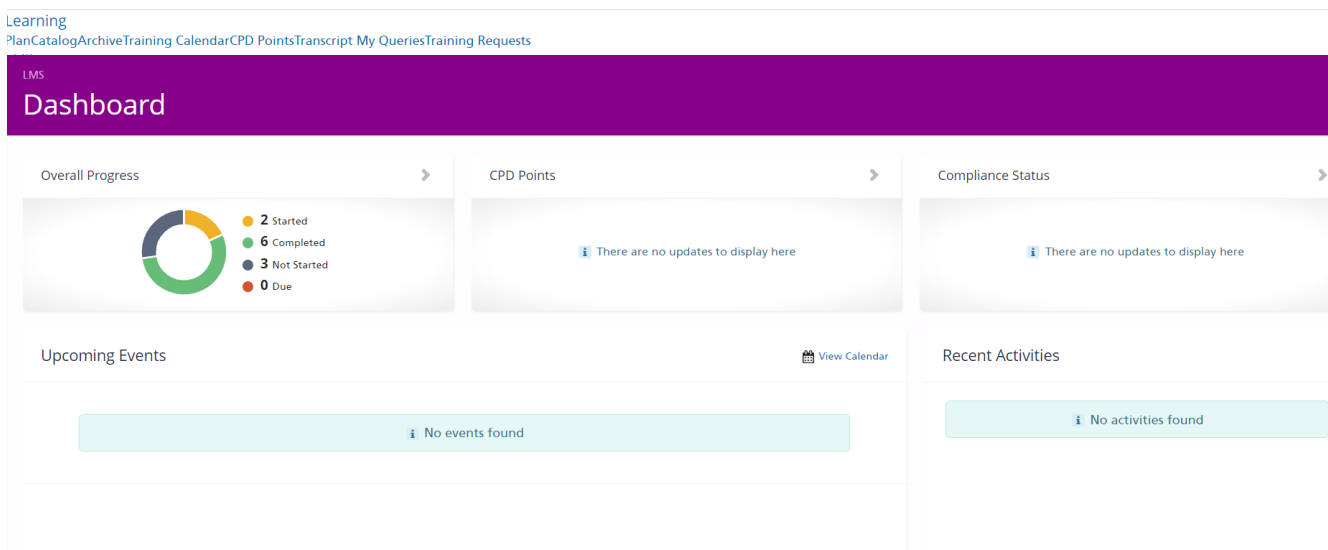
Your email should now be seen like this:



Click on the green **LOGIN NOW** icon, use the username and password that have been sent to you in the email & a step by step basic instruction tutorial for the platform will be available once you have logged in.

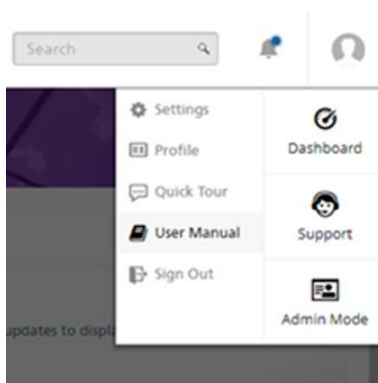
The materials can take a while to load once you activate your account from the login page, so please do contact us via email if you are still unable to access your training materials.

The first page that you access should look like this:



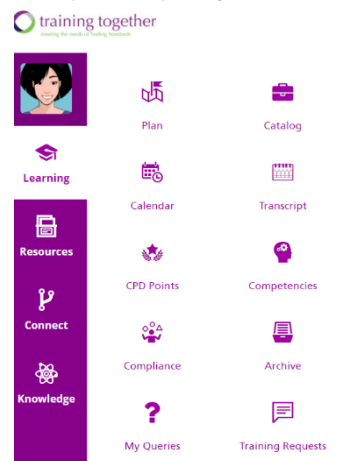
For a more comprehensive user manual you can access this via the dashboard on the top right of your screen:

Click on the silhouette next to the notifications bell.



Once you login to the system you will come to the homepage where you will see any announcements that the Qualifications Team or the trainers have put out to the delegates. You will also see your overall process chart which will show when you have completed or started a course so you can keep on top of your courses if you have multiple.

Down the left-hand side of the page there is a purple bar with options to choose from. To access your training courses, you will need to click Learning and then this will bring up further options. You will then need to select 'Plan' which will bring up your courses for you to access and work through. All of your learning curriculums will then appear here for you to work through.



Quick guide (Unit title):

Unit 1: Regulatory Environment and Enforcement

Unit 2: Business & Consumer Legal Frameworks

Unit 3: Trading Standards Law Part 1

Unit 4: Is comprised of Weights and Measures and three optional units: Feed, Food Standards and Product Safety

Unit 5: Investigations

Unit 6: Regulating Markets