Log into the Learning Management System by entering your

Username: First initial and surname (eg: Sgeering)

Password: This should be the same as your network login

You will be presented with the home page.
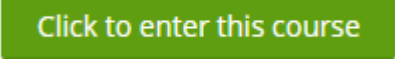
1. Click on the **Induction** tile.

You will be presented with a list of Induction training courses.

▶ **Company Induction**

▶ **Office Induction**

▶ **Operations Induction**

2. Click on the Company Induction to begin and work your way through the modules and activities

3. Click on under **History & Culture Videos**.

4. Click on the History & Culture link to watch the first video. Headphones will be required.

*Once the video has ended, click on Company Induction to return to the Induction list.

Home > Courses > INDUCTION > Company Induction > Induction

5. Click on the Quality & Service link to watch the second video. Headphones will be required.

*Once the video has ended, click on the Company Induction to return to the Induction list.

6. Continue through each module in the Company Induction until you have completed all the modules and activities.

To return to the Main Menu.

7. Select the word Induction in the navigation pain in the top bar.

Dashboard > Courses > INDUCTION > Company Induction > Induction

8. Select the appropriate category that relates to your role.
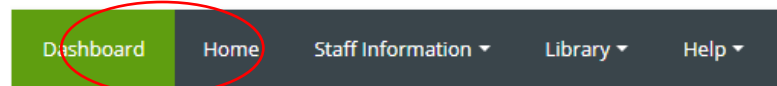   a. Office Induction or Operations Induction

9. Continue to work your way through all of the courses and activities.

10. Under some modules, click on the [icon] icon to enter and complete the module. If the module has an Activity attached to it, click [icon] to complete the Activity.

Note: Complete one whole module before moving onto the next.

To return to the Home page.

11. Select the work Home in the Dashboard bar

Dashboard   Home   Staff Information ▼   Library ▼   Help ▼

12. From the home page you would continue with further e-Learning training specific to your needs.

To listen to a tutorial on the navigation of the LMS, click on the avatar