



A Quick Start Learner Guide

to the UNIFY Learning Management System

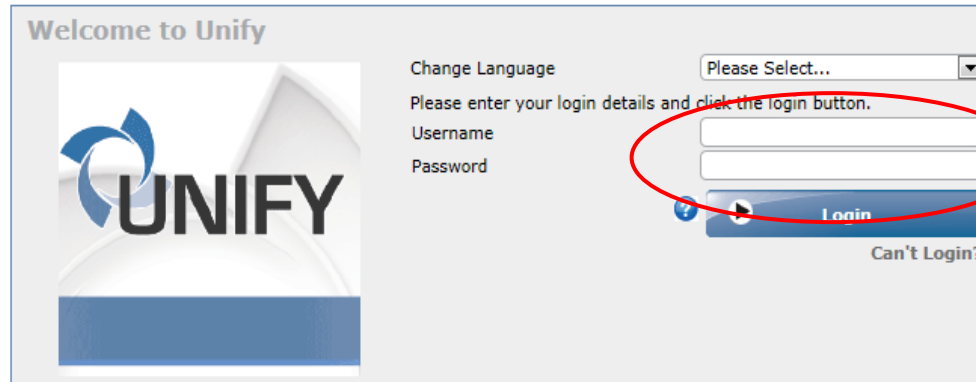
Introduction

This document provides a brief guide on how to access, and navigate through, your account on the UNIFY Learning Management System.

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1. Login Page



Welcome to Unify

Change Language Please Select...

Please enter your login details and click the login button.

Username

Password

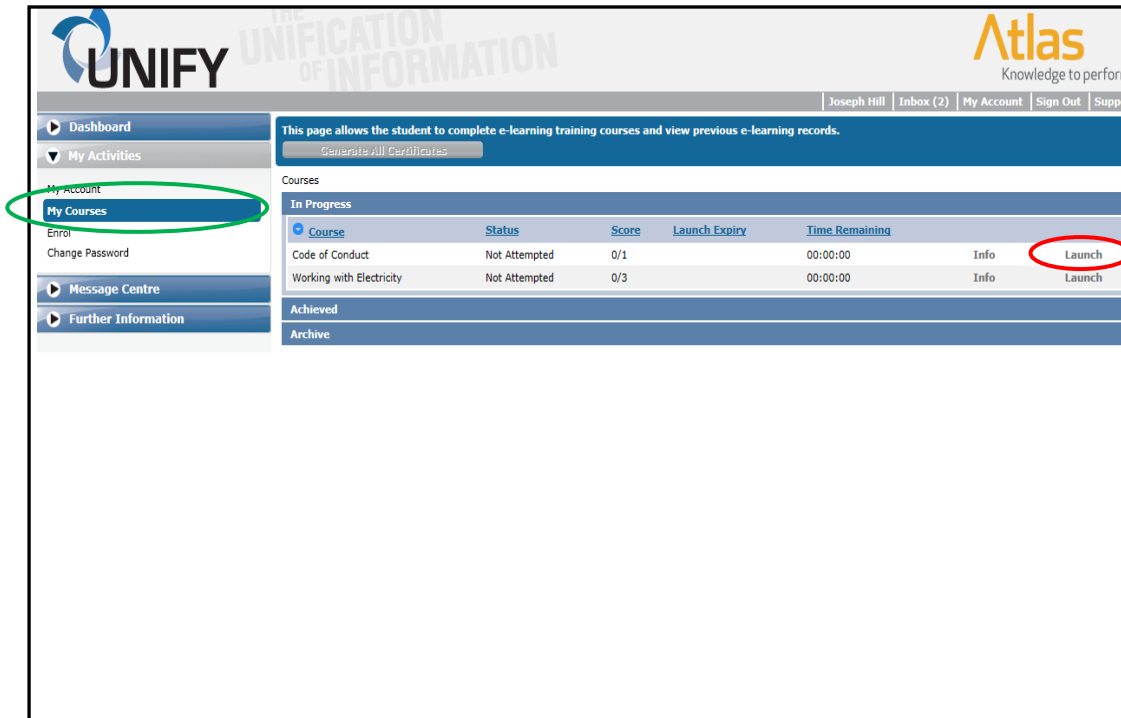
[Can't Login?](#)

The screenshot on the left shows the front screen of the UNIFY portal. You should enter your login details in the **Username** and **Password** fields, which are circled in red. (Please note that the password field is case sensitive so be careful to copy it accurately).

Then click on the **Login** button.

This will log you into your account on the portal.

2. Launching a Course



The screenshot shows the UNIFY Learning Management System interface. The left sidebar contains a navigation menu with the following items: Dashboard, My Activities, My Account, My Courses (circled in green), Enrol, Change Password, Message Centre, and Further Information. The main content area is titled 'This page allows the student to complete e-learning training courses and view previous e-learning records.' and includes a 'Generate All Certificates' button. Below this, there is a section for 'Courses' with a table of 'In Progress' courses. The table has columns for Course, Status, Score, Launch Expiry, Time Remaining, Info, and Launch. The 'Launch' link for the 'Working with Electricity' course is circled in red.

Course	Status	Score	Launch Expiry	Time Remaining	Info	Launch
Code of Conduct	Not Attempted	0/1	00:00:00	00:00:00	Info	Launch
Working with Electricity	Not Attempted	0/3	00:00:00	00:00:00	Info	Launch

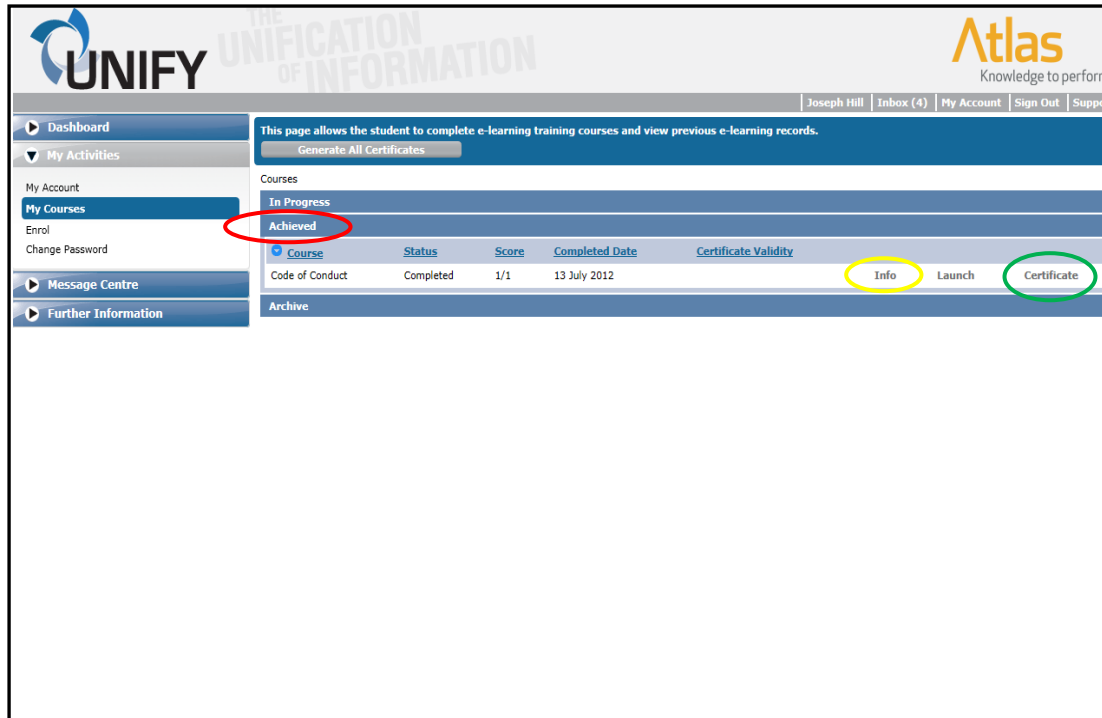
After you have logged in, you will need to navigate to the **My Courses** screen. This is found within the **My Activities** drop down section, shown circled in green.

The screen will now display all courses that you have been enrolled on but are yet to complete.

To launch a course, click on the **Launch** link, shown circled in red.

3. Course Status

3.1 Achieved



The screenshot shows the UNIFY Learning Management System interface. The left sidebar contains navigation links: Dashboard, My Activities, My Account, My Courses (selected), Enrol, Change Password, Message Centre, and Further Information. The main content area has a header with the UNIFY logo and the text 'THE UNIFICATION OF INFORMATION'. Below this, there's a section for 'My Courses' with a sub-section for 'Achieved' (circled in red). A button 'Generate All Certificates' is visible. Below the 'Achieved' section, there's a table with the following data:

Course	Status	Score	Completed Date	Certificate Validity	Info	Launch	Certificate
Code of Conduct	Completed	1/1	13 July 2012		Info	Launch	Certificate

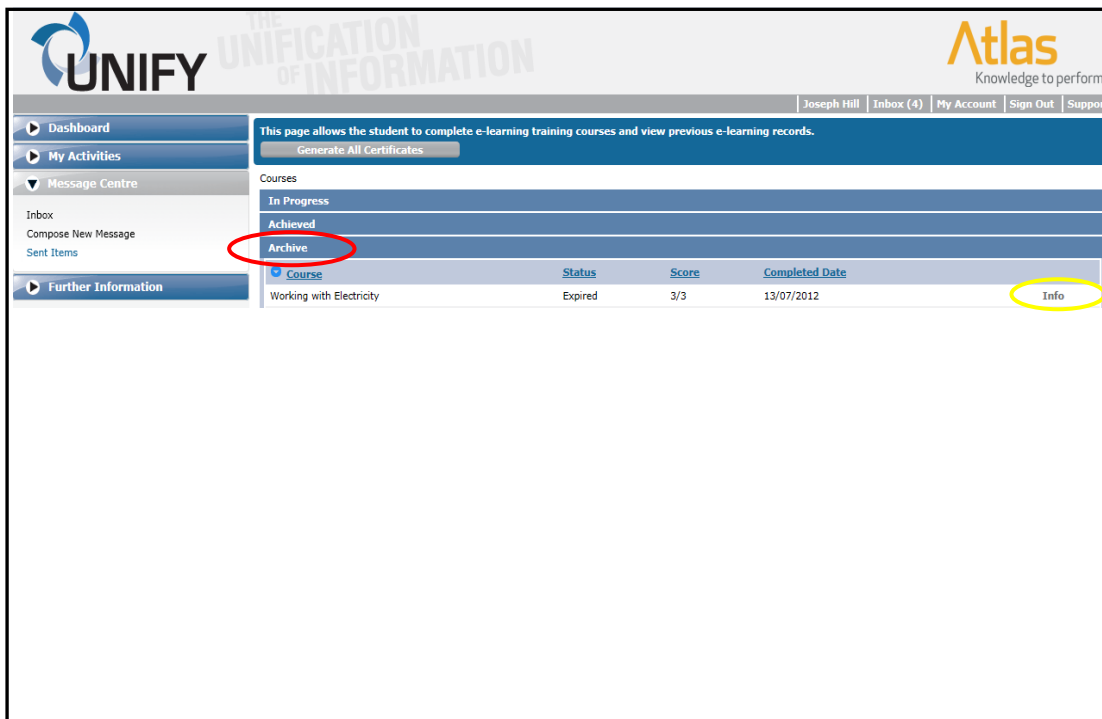
The 'Info' link is circled in yellow, and the 'Certificate' link is circled in green.

The **Achieved** section holds courses with the statuses completed and passed. This is accessed by clicking on the drop down section **Achieved**, shown circled in red.

If you would like to find more information on the course, including the questions you have answered and your final score, click on the **Info** link, shown circled in yellow.

The **Certificate** link, shown highlighted in green, allows you to access the certificate for the course as proof of completion.

3.2 Archive



The screenshot shows the UNIFY learning management system interface. The left sidebar contains navigation links: Dashboard, My Activities, Message Centre, and Further Information. The Message Centre is expanded, showing links to Inbox, Compose New Message, and Sent Items. The 'Archive' link is circled in red. The main content area displays a table of courses with the following data:

Course	Status	Score	Completed Date	Info
Working with Electricity	Expired	3/3	13/07/2012	Info

Courses with a status of failed, or courses which may have expired, are shown in the **Archive** drop down section, shown circled in red.

The **Info** link, shown circled in yellow, shows the same information as in the **Achieved** section.

If any further assistance is required, regarding access to your account, please contact:
support@atlasknowledge.com or phone +44 (0) 844 247 21 21