



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 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 navigation menu includes 'Dashboard', 'My Activities', 'My Courses' (circled in green), 'Enrol', 'Change Password', 'Message Centre', and 'Further Information'. The main content area displays a table of courses with the following data:

Course	Status	Score	Launch Expiry	Time Remaining	Info	Launch
Code of Conduct	Not Attempted	0/1		00:00:00	Info	Launch
Working with Electricity	Not Attempted	0/3		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 top navigation bar includes the UNIFY logo, the slogan 'THE UNIFICATION OF INFORMATION', and the Atlas logo with the tagline 'Knowledge to perform'. The user's name 'Joseph Hill' and notification count 'Inbox (4)' are visible. The main content area is titled 'This page allows the student to complete e-learning training courses and view previous e-learning records.' and features a 'Generate All Certificates' button. The 'My Courses' section is expanded, showing 'In Progress' and 'Achieved' tabs. The 'Achieved' tab is circled in red. Below it, a table displays course information:

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

The 'Info' and 'Certificate' links in the table are circled in yellow and green respectively.

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 top navigation bar includes the UNIFY logo, the text 'UNIFICATION OF INFORMATION', the Atlas logo with 'Knowledge to perform', and user information: 'Joseph Hill | Inbox (4) | My Account | Sign Out | Support'. The left sidebar contains navigation options: Dashboard, My Activities, Message Centre (with sub-options: Inbox, Compose New Message, Sent Items), 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 are sections for 'Courses' with sub-sections 'In Progress', 'Achieved', and 'Archive' (circled in red). The 'Archive' section contains a table with the following data:

Course	Status	Score	Completed Date	Info
Working with Electricity	Expired	3/3	13/07/2012	Info (circled in yellow)

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