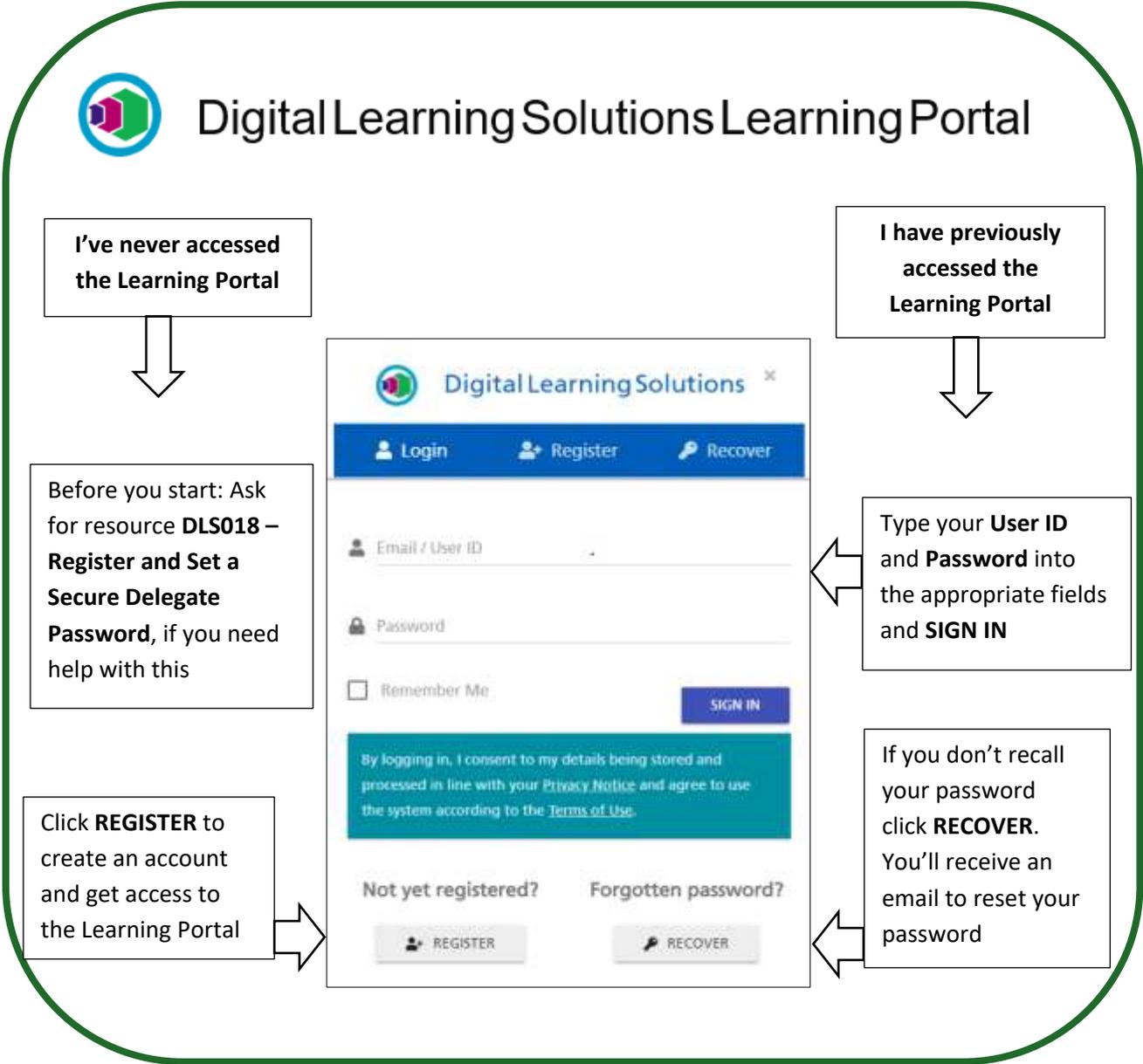




Welcome to the Learning Portal - the quick and easy way to access your IT skills courses, enrol on new courses and keep track of your achievements...

To access the Learning Portal, go to Chrome and type in:
<https://www.dls.nhs.uk/home?action=login&app=lp¢reid=156>

1

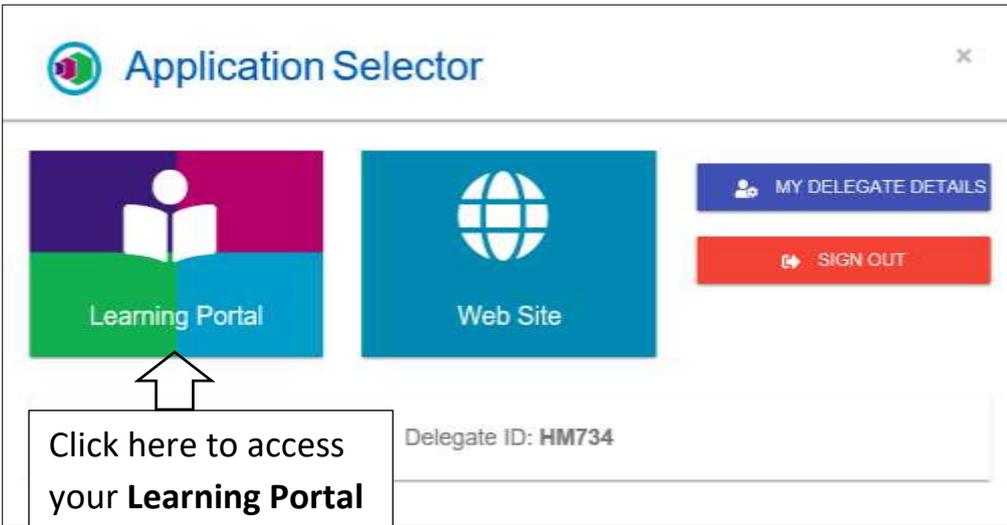


2



Application Selector

From **MY DELEGATE DETAILS** you can update your registration information, manage your password and subscribe to email notifications



SIGN OUT
of your
account

Visit the DLS
Web Site

3

NHS Digital Learning Solutions Learning Portal

- Current activities
- Completed activities
- Available activities
- Switch application
- Help
- Log out

You have reached the **Welcome** page of your Learning Portal, from here you can: -

- See your **Current activities** – *courses you have enrolled on and started*
- Navigate to your **Completed activities** – *your completed courses and certificates*
- Enrol on **Available activities** – *the courses your centre has made available to enrol on*
- **Switch application** – *to return to the Application Selector*
- Get **Help** – *search system help*
- **Log out** – *leave your Learning Portal*

4



Let's explore the Learning Portal...

Current activities

From the **Current activities** tab you can see any courses you are currently enrolled on. You can launch your course from here. If you've no current activities, you can navigate to **Available activities**.

My Current Activities

Need Help? Call a trainer on 123456

Need help? Contact your local centre

Looking for something? Use the **Search** and **Sort by** options

Search

Sort by: Last Accessed Date Descending

+ [Excel 365 for the Workplace - Full Certificate Course](#)

Launch course ← Launch course here to start learning

To see more information about your course, click the expand button

+ [Excel 365 for the Workplace - Full Certificate Course](#)

- [Excel 365 for the Workplace - Full Certificate Course](#)

Diagnostic assessment | Learning content | Learning assessment and certification

Enrolled	Last access	Complete by
29/10/2020	29/10/2020	-

Passed Sections

0/6

Remove course

Launch course

Caution: If you **Remove course** all current progress will be lost

Edit

Plan your learning, click the **Edit** button to add a complete by date.



Completed activities

From the **Completed activities** tab you can see your achievements, evaluate the courses and print your certificates.

My Completed Activities

Need Help? Call a trainer on 123456

Sort by: Completed Date Ascending

[+ Excel 365 for the Workplace - Full Certificate Course](#)

Launch course **Certificate**

Looking for something? Use the **Search** and **Sort by** options

Launch course to recap here

Access your **Certificate** here

Evaluate You'll need to **Evaluate** the course before the certificate button becomes available

To see more information about your completed course, click the expand button

[+ Excel 365 for the Workplace - Full Certificate Course](#)

- Excel 365 for the Workplace - Full Certificate Course

Diagnostic assessment | Learning content | Learning assessment and certification

Enrolled	Last access	Completed	Evaluated
20/08/2019	26/05/2020	20/08/2019	20/08/2019

Diagnostic Score	Passed Sections
100	6/6

Launch course **Certificate**



Available activities

From the **Available activities** tab you can enrol onto courses

Looking for something? Use the **Search** and **Sort by** options

Available Activities

Need Help? Call a trainer on 123456

Search

Sort by: Activity Name Descending

- + [Word for the Workplace - Full Certificate Course](#)
-
- + [Twitter - Full Certificate Course](#)
-

Enrol on a course here

To see more information about the course, click the expand button

+ [Twitter - Full Certificate Course](#)

- [Twitter - Full Certificate Course](#)

Diagnostic assessment Learning content Learning assessment and certification

Brand	Category	Topic
IT Skills Pathway	Digital Workplace	Social Media

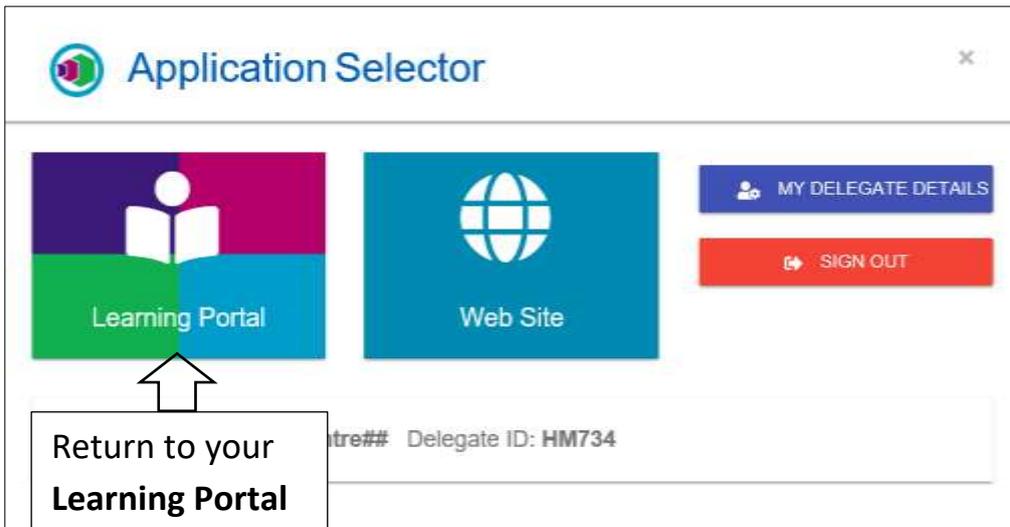


Switch application

Return to the **Application Selector**

Application Selector

From **MY DELEGATE DETAILS** you can update your registration information, manage your password and subscribe to email notifications



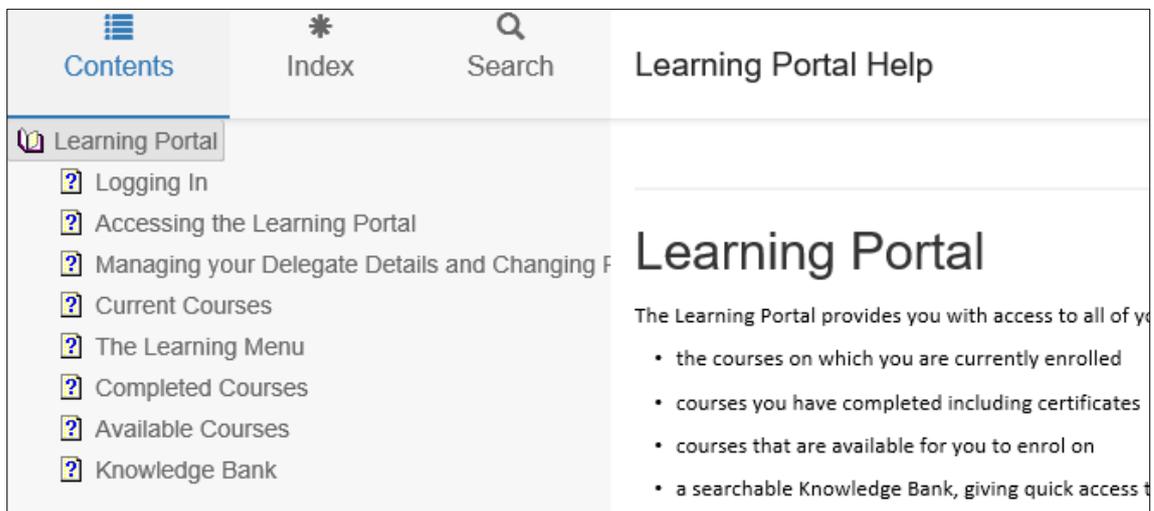
Return to your
Learning Portal

SIGN OUT
of your
account

Visit the DLS
Web Site

Help

Visit the Learning Portal comprehensive **Help**





Log out

When you're finished learning you can exit your Learning Portal from **Log out** and return to the DLS Web Site.



Need Help?

Contact your local Training / Learning and Development Team

[It.trainersRBH@uhd.nhs.uk](mailto:it.trainersRBH@uhd.nhs.uk)

Or

[It.trainersPHT@uhd.nhs.uk](mailto:it.trainersPHT@uhd.nhs.uk)