



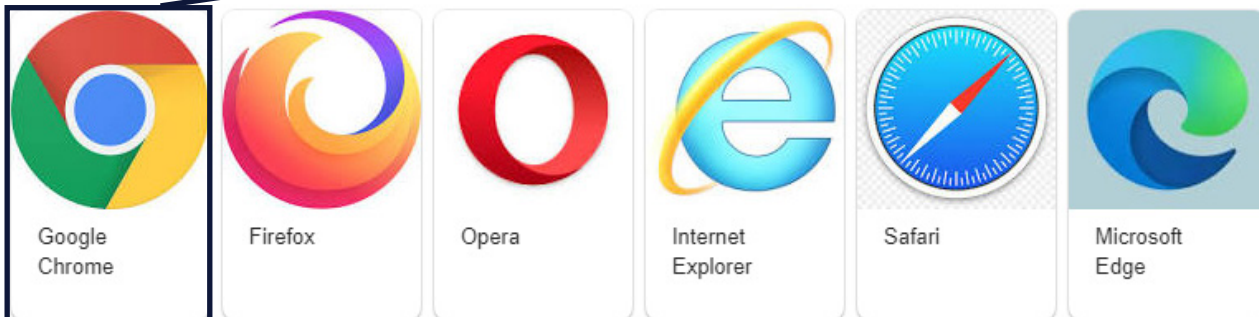
**Learner
Quick Start Guide**

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Logging into Skills Forward

1. Open your Web Browser (Preferably Chrome)



2. Enter the following address - **myskillsforward.co.uk**



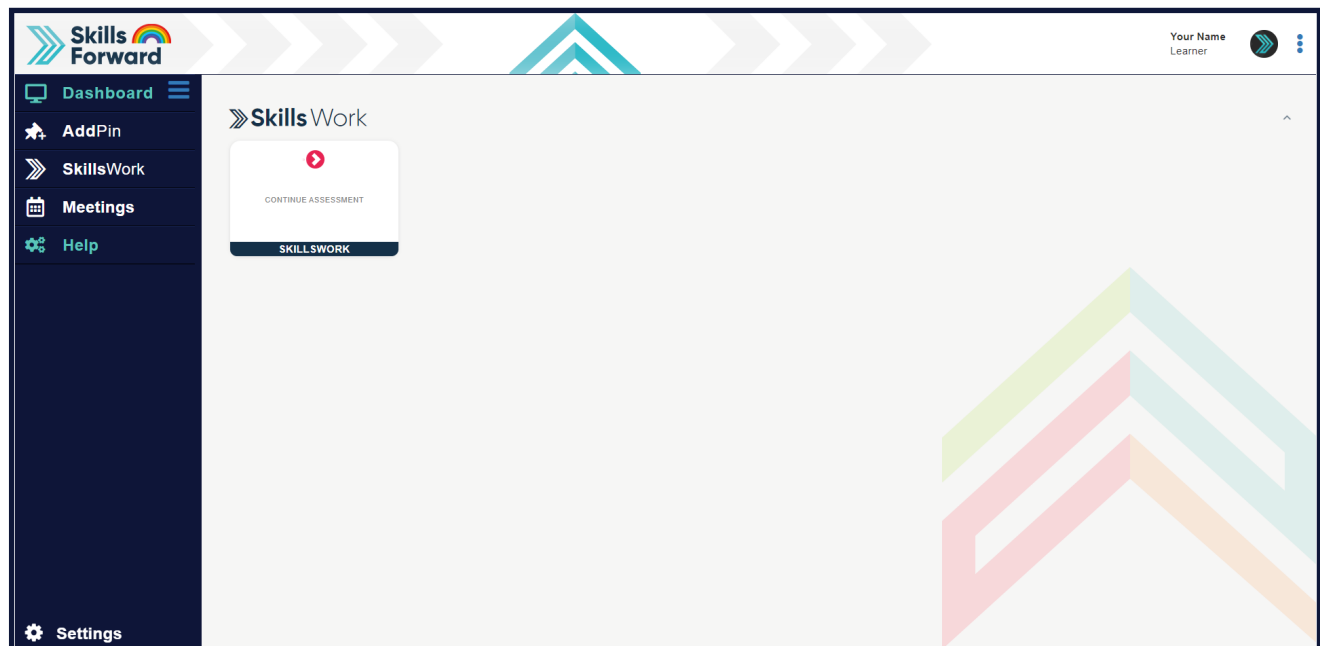
3. Enter your User name

4. Enter your Password

5. Select the Login button.

An Introduction to your Dashboard

Having logged onto the platform you will arrive at the Dashboard which is your home page.



From here you will be able to go directly into your Skills Work assessment results, as well as continue on with any ongoing assessments you have already started.

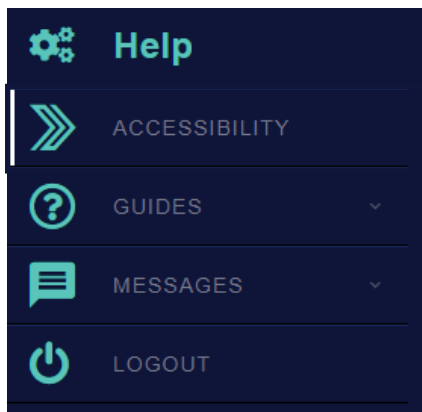
Customise your Side menu colours

Feel free to change the colours of your side menu to something else. At the bottom of the side menu is the Settings option, After selecting this, then pick from the list of Themes and it will be reloaded with the new colours.

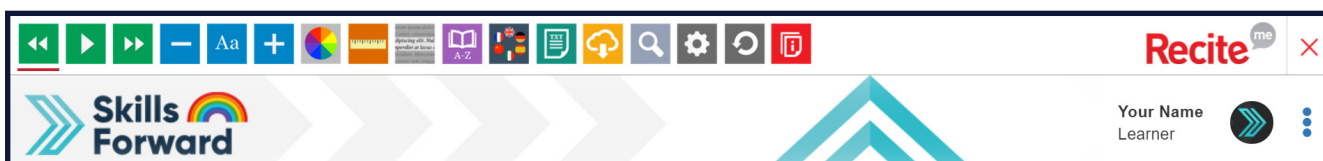


Accessibility Options

If you would like some accessibility tools and options while using our platform, you can access these from the side menu under Help and then by selecting Accessibility.

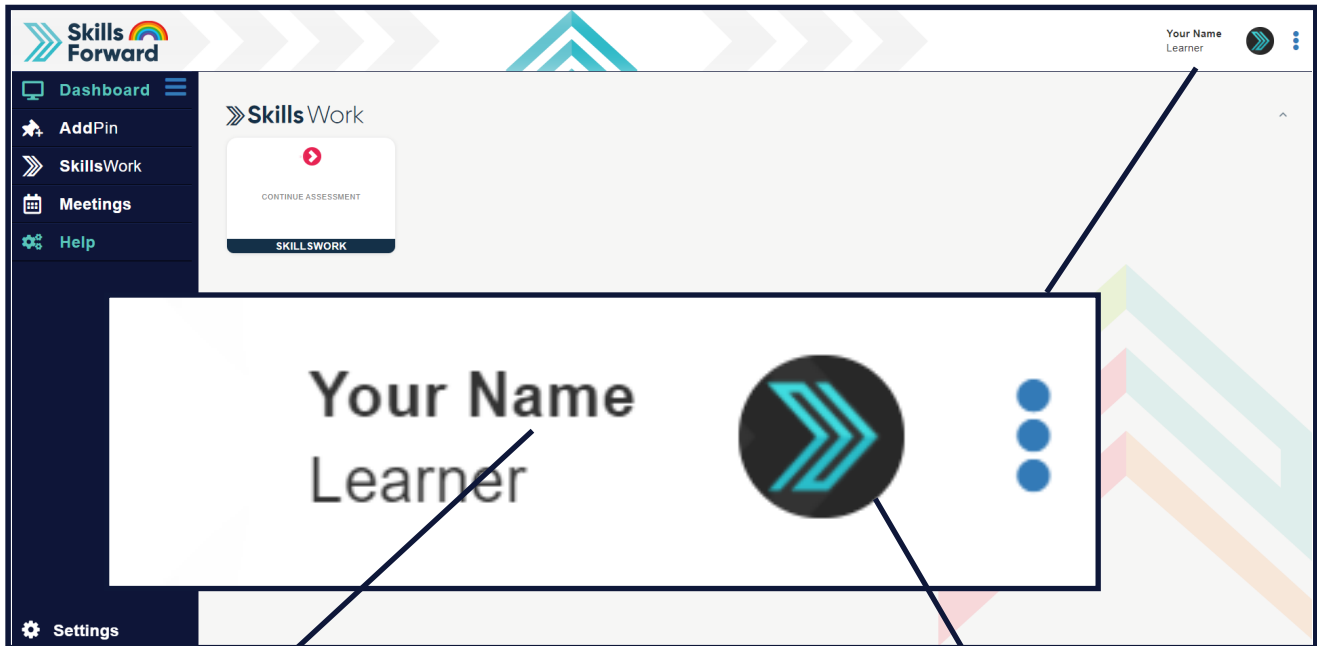


A new list of icons will appear at the top of the page for you to use for the accessibility options you would like to use such as Read Text, Magnifying Glass, Font options and much more.



Your Profile page

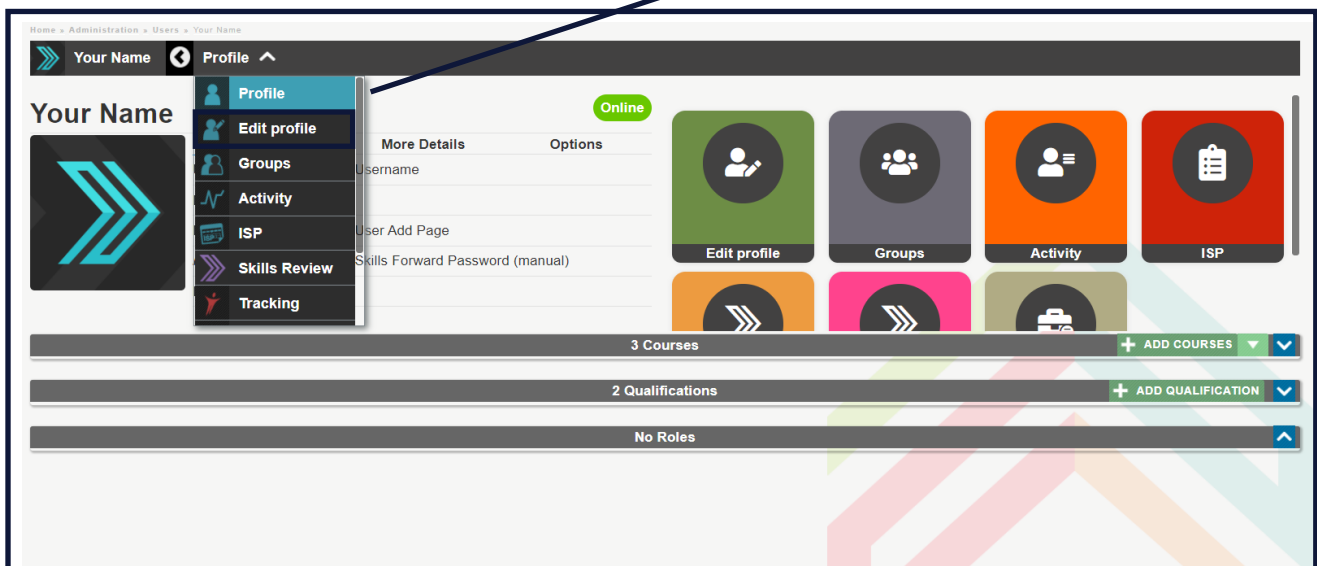
Your profile page can be accessed via either of the two options.



Selecting your name

Selecting your Profile picture

To edit your details, from the profile page, select **Edit profile** from the drop down.



Your profile information can be edited, added or removed as required.

Contact Information (Phone, address)	
Phone	<input type="text"/>
Phone 2	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
County	<input type="text"/>
City/town	<input type="text"/>
Postcode	<input type="text"/>

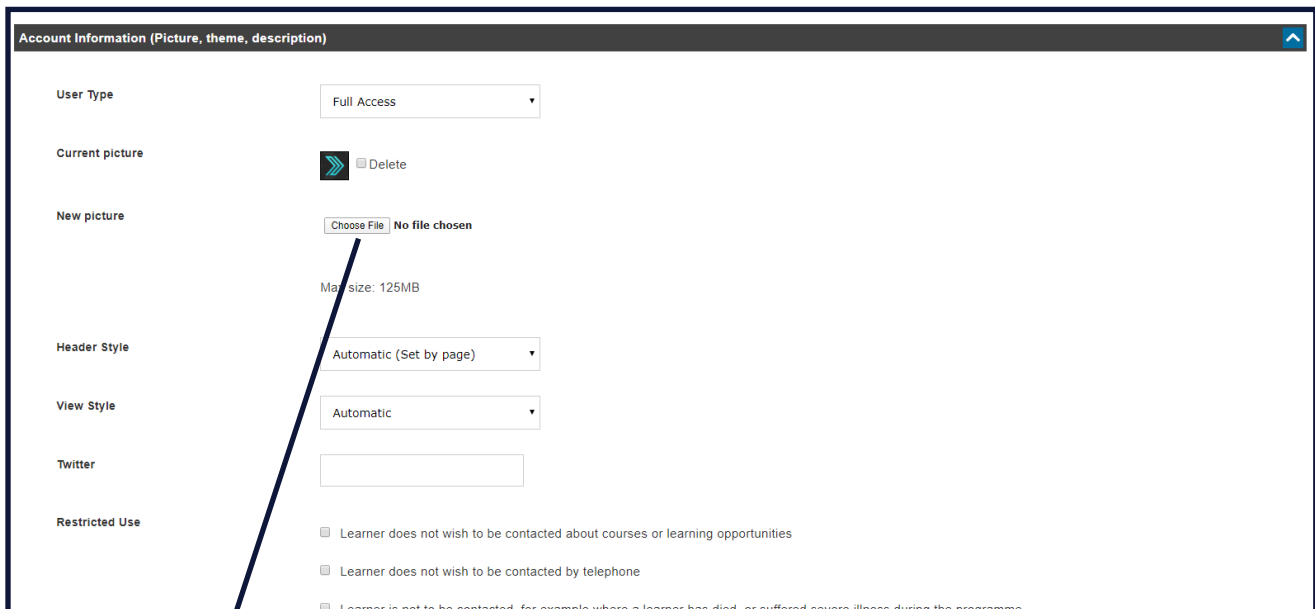
Select the **Update button** at the bottom of the page to save any changes made.



Uploading a Profile Picture


Both staff and learners can upload photos of themselves to their profile. Learners can, if decided by your organisation, be prevented from uploading pictures to their profile.

This is set at the institution level by your Primary/Super Admin.



Account Information (Picture, theme, description)

User Type: Full Access

Current picture:  Delete

New picture: No file chosen

Max size: 125MB

Header Style: Automatic (Set by page)

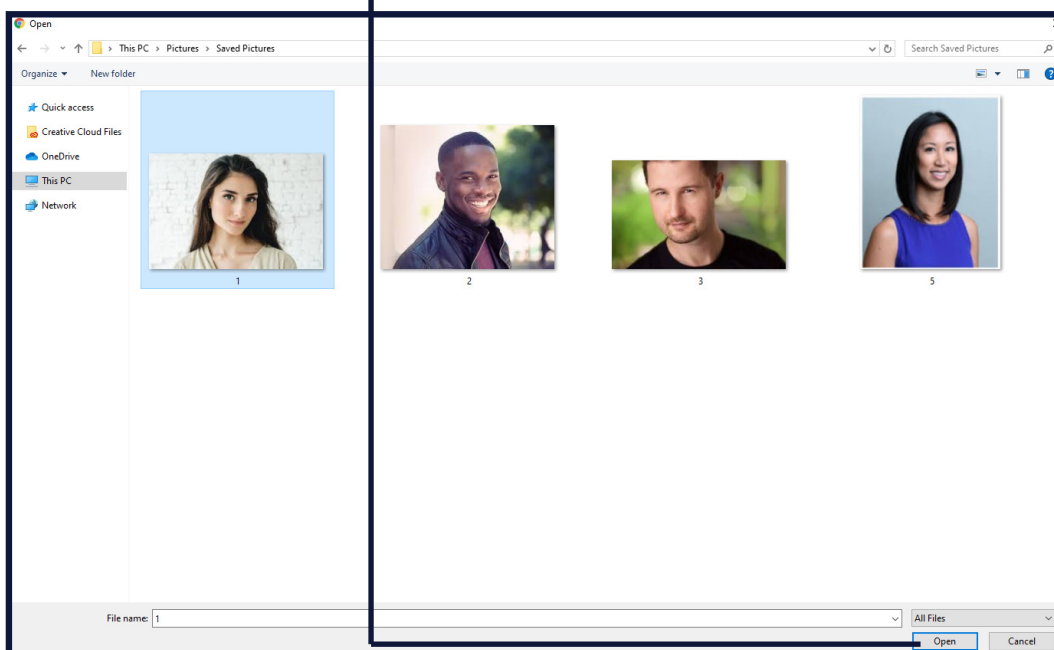
View Style: Automatic

Twitter:

Restricted Use:

- Learner does not wish to be contacted about courses or learning opportunities
- Learner does not wish to be contacted by telephone
- Learner is not to be contacted, for example where a learner has died, or suffered severe illness during the programme

1. Select **Choose file** button
2. Browse to the location of the picture you wish to upload and **select** it and then click **Open**.



3. Select the **Update** button to save the changes.





Skills Work



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