

Skills Builder

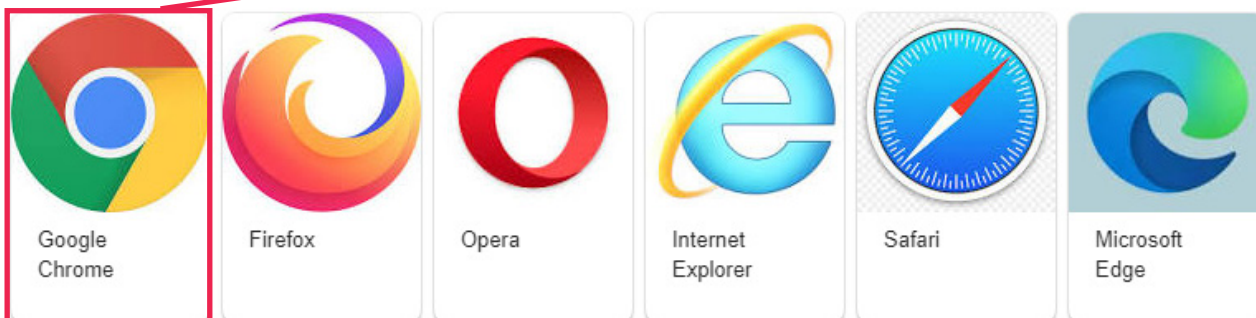
Tutor **Quick Start Guide**

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Logging into Skills Forward

1. Open your Web Browser (Preferably Chrome)



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



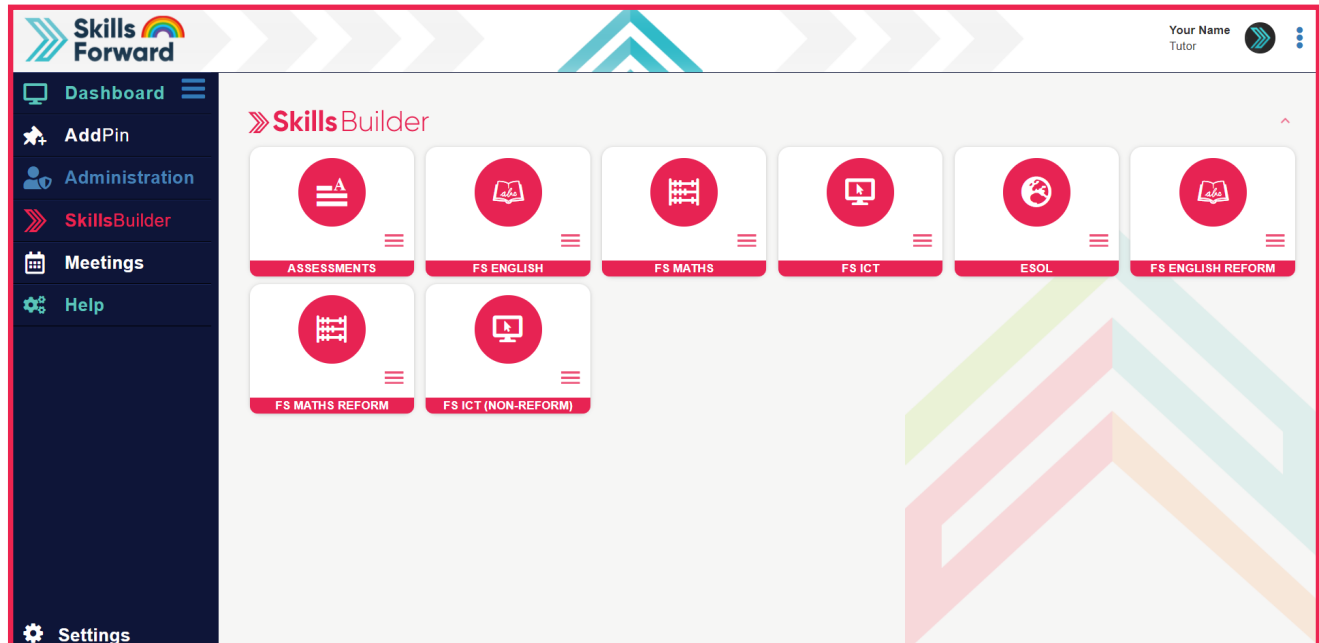
3. Enter your Username

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.

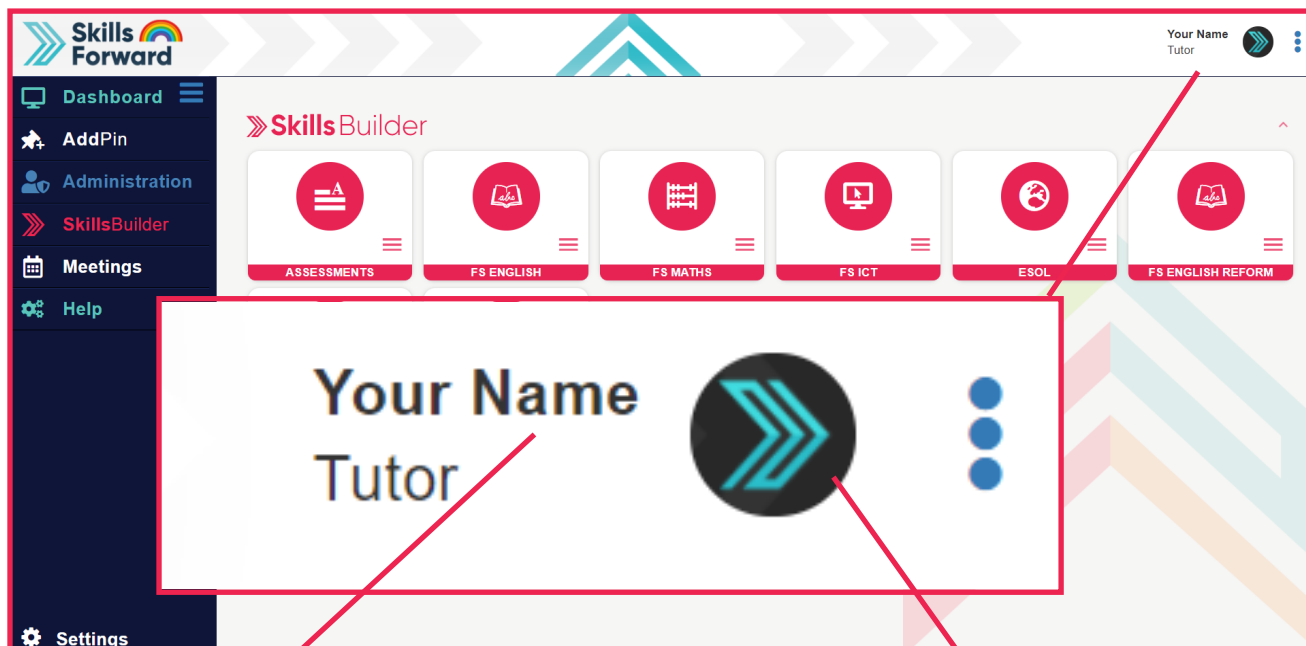


Once you are familiar with using the site you will find certain pages are accessible via more than one menu or route, depending on where you are in the site.

The Dashboard side menu will consist of products depending on what you have purchased from us prior to your account being setup or any additional products you may have added to your institution.

Your Profile page

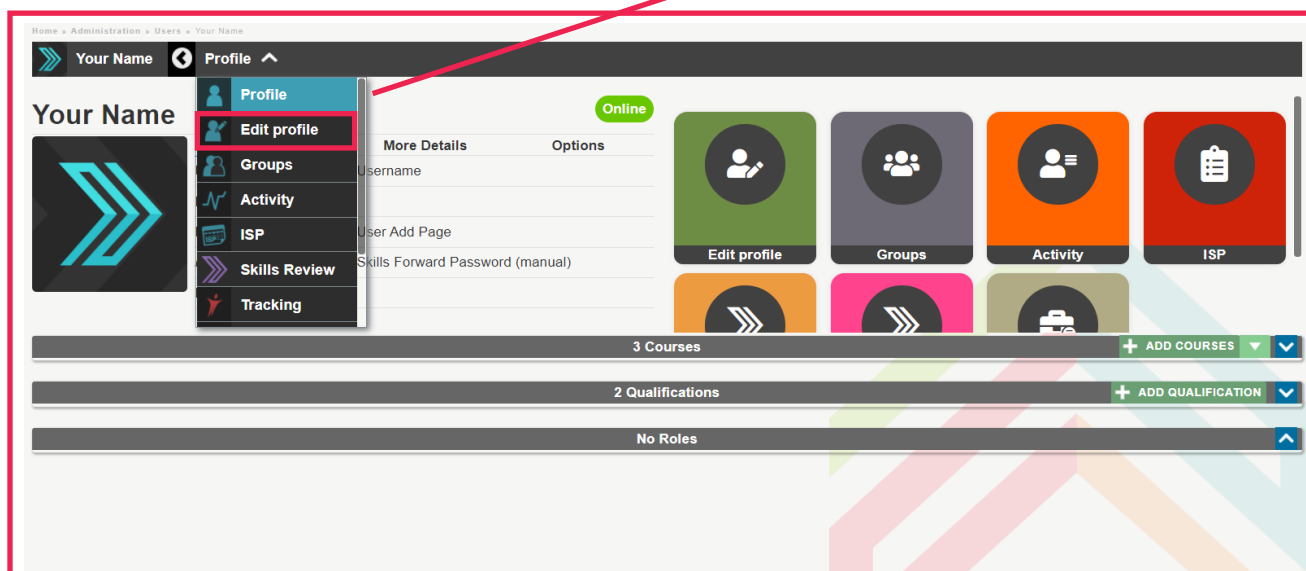
Your profile page can be accessed via either of the two options.



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"/>

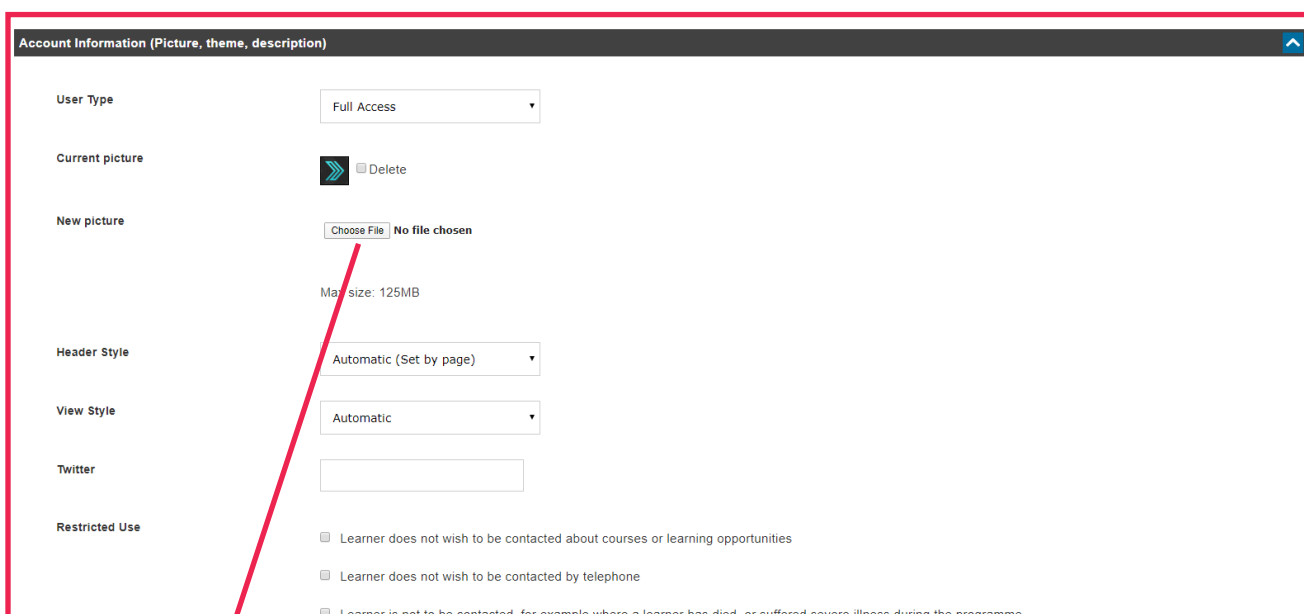
Select the **Update button** at the bottom of the page to save any changes made.



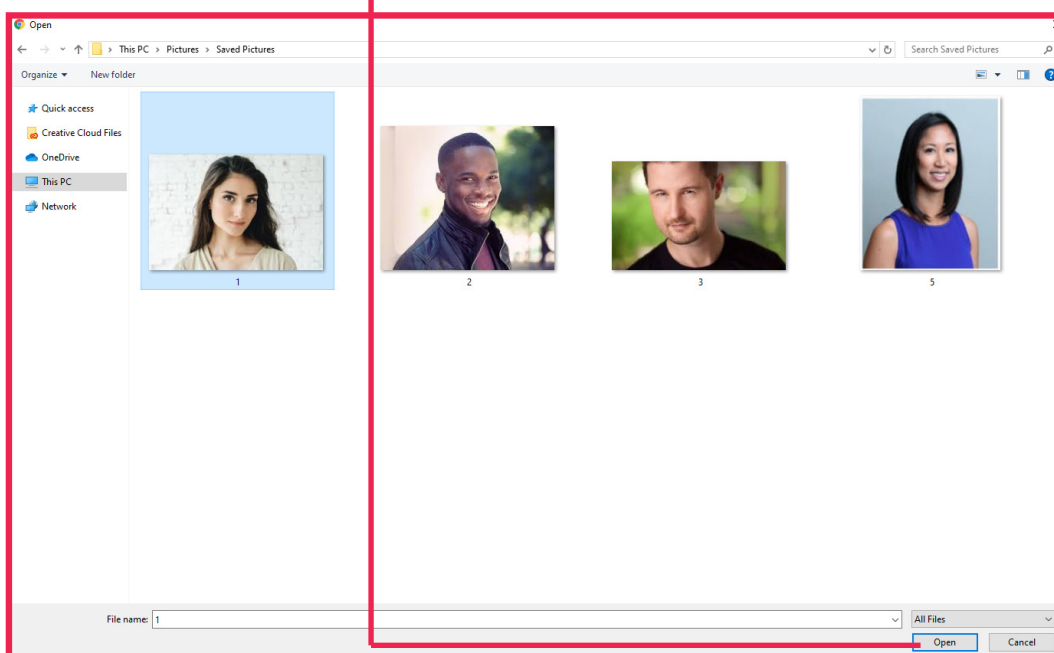
Uploading a Profile Picture

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.

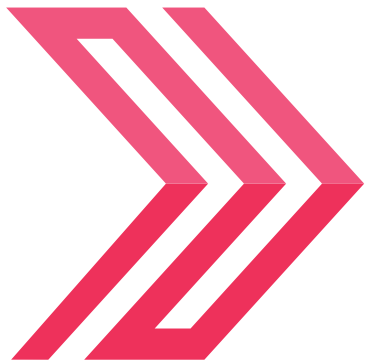


1. Select **Choose file** button
2. Browse to the location of the picture you wish to upload and **select** it and then click **Open**.



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





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