

# Tutor Quick Start Guide

## Contents

Logging into Skills Forward	Page 3
An Introduction to your Dashboard	Page 4
Your Profile Page	Page 5
Uploading a Profile Picture	Page 7

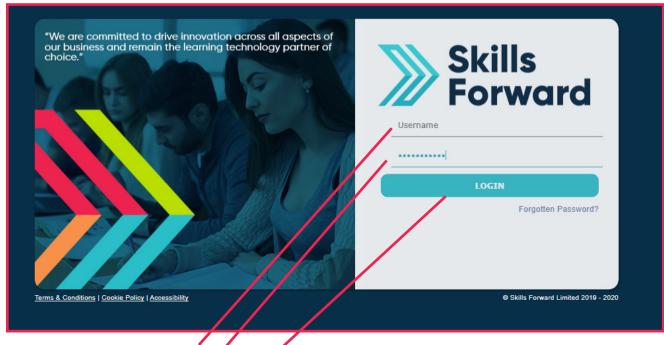


# Logging into Skills Forward

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.



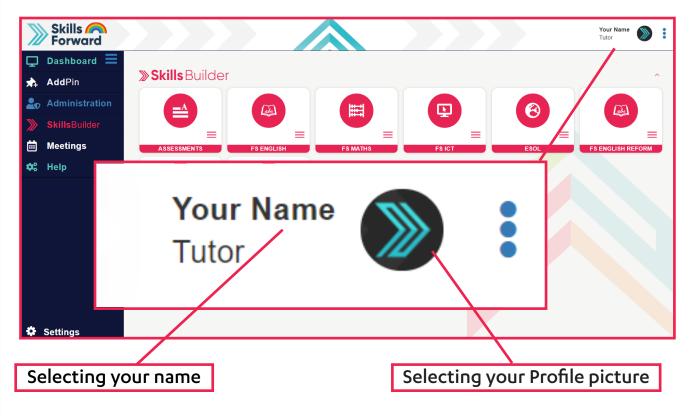
Once you are familiar with using the site you will find certain pages are accessible via more than one menu or route, depending on where you are in the site.

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.



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

Home » Administration » Users » Your	
	Profile Online
Your Name	Edit profile
3	Groups Username (2→) (2=) (1=)
JV.	Activity
	ISP User Add Page Edit profile Groups Activity ISP
	Skills Review Skills Forward Password (manual) Edit profile Groups Activity ISP
7	Tracking
	3 Courses + ADD COURSES V
_	2 Qualifications + ADD QUALIFICATION
	No Roles
	NO KOJES

Your profile information can be edited, added or removed as required.		
Contact Information (Phone, address)		
Phone		
Phone 2		
Address 1		
Address 2		
Address 3		
County		
City/town		
Postcode		

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.

ccount Information (Picture, the	eme, description)
User Type	Full Access
Current picture	Delete
New picture	Choose File No file chosen
	Marsize: 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

### 1. Select Choose file button

2. Browse to the location of the picture you wish to upload and select it and then click Open.

