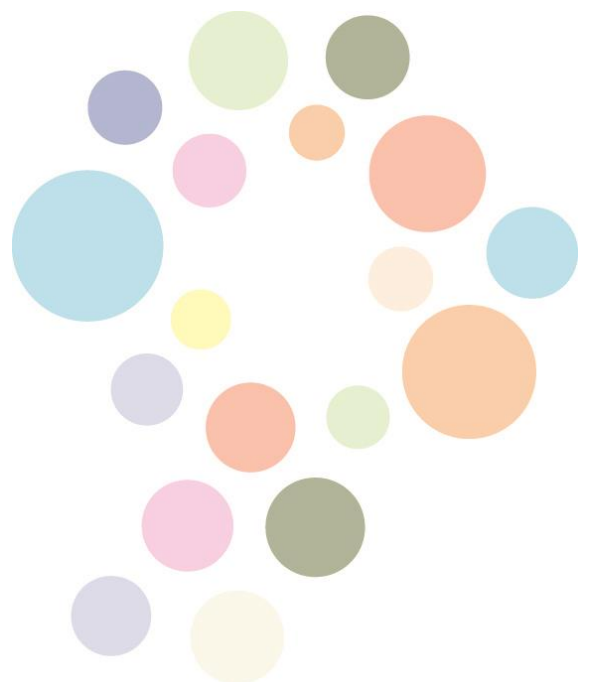




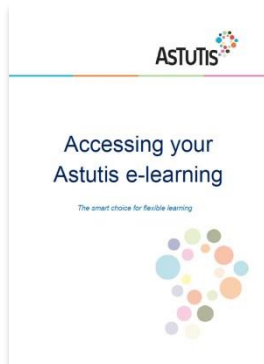
Accessing your Astutis e-learning

The smart choice for flexible learning



Welcome to your Astutis e-learning experience

You have already made the smart choice by deciding that Astutis e-learning is right for you, so now we are going to introduce you to the Astutis e-learning website.



The purpose of this short guide is to help you access and navigate your way round the Astutis e-learning website, where your course is located. Your course will include its own guidance.

You will need your login details (username and password) to access your course on the Astutis e-learning website. These were emailed to you, along with the link to this guide.



If you don't have your login details please contact our helpful e-learning team at: e-learningadvisor@astutis.com

Getting the best Astutis e-learning experience

To ensure that you get the best Astutis e-learning experience possible there are several things that you need to make sure of before you start.

Ask yourself the following questions to see if you have everything you need.

Which **web browser** are you using and is it a **recent version**?

You can access your course in any **web browser** but you need to make sure you have a recent version, especially if you are using Internet Explorer. **As a minimum you need Internet Explorer 8.** Other web browsers, such as Chrome, Firefox or Safari, tend to be updated more often.



Do you have **JavaScript** and **pop ups** enabled in your browser?

You can find out more about **enabling JavaScript** from the BBC WebWise website here: www.bbc.co.uk/webwise/guides/java-and-javascript

Pop ups are enabled differently in different web browsers. The easiest way to find out how to enable pop ups in your web browser, is by searching Google.



Do you have a **PDF reader** installed on your computer?

We recommend you have **Adobe Reader installed** on your computer so that you can save PDFs to view when you are not on the internet. You can download Adobe Reader from the Adobe website get.adobe.com/uk/reader. You might also find the [Getting the most out of PDFs video](#) on our YouTube channel useful.



Do you have **speakers or headphones**?

All of our courses have some audio, so you might want to check you have **speakers / headphones** set up. Please note that in general you will not miss out on anything by not having audio because we have provided text versions too.



Do you have a **tablet** that you could use for your learning?

All of our e-learning courses has been developed to give the best learning experience on a desktop or laptop computer, but **some of them*** can now be accessed on tablets, like the iPad or Samsung Galaxy Tab. There are a wide range of tablets on the market and although the Astutis courses should work on all of them, **to get the best mobile experience we recommend a few things:**

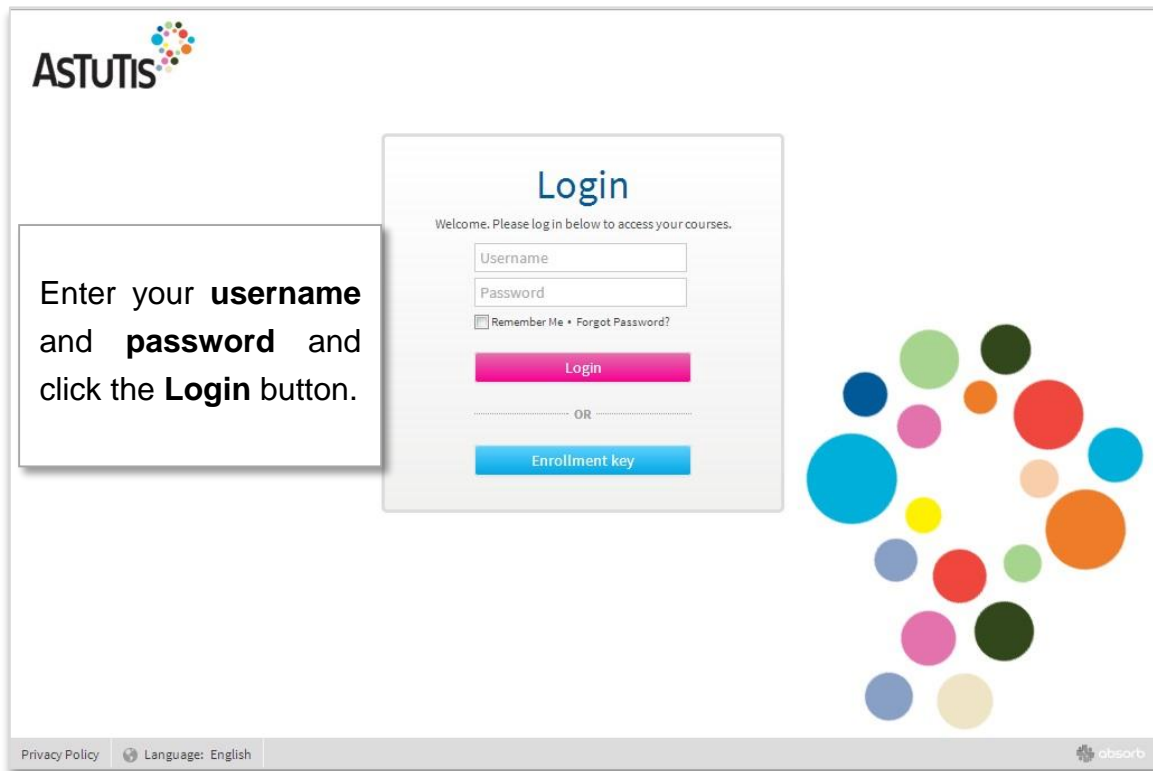
- ✓ A **minimum screen resolution** of 1024 x 600, with a recommended screen resolution of 1024 x 768 or higher.
- ✓ Generally the **standard web browser** is the best one to use, so on an iPad, for example, use Safari. You may also need to change a setting in the browser to allow cookies from 3rd parties (you definitely will with Safari).
- ✓ The courses are accessed most easily when connected to **Wi-Fi rather than mobile data networks**. If you do access via a mobile data network please note that you may be charged by your service provider, depending on your contract.
- ✓ The courses are **best viewed in landscape** but on occasion you might need to turn to portrait, to close a pop-up for example.

Logging in to your e-learning

The web address for the **Astutis e-learning website** is:

www.astutis-elearning.com

When you get to the Astutis e-learning website, the **login box** will be displayed:



The screenshot shows the Astutis e-learning login page. In the top left corner is the ASTUTIS logo. The main content area features a 'Login' box with the following elements: a heading 'Login', a welcome message 'Welcome. Please log in below to access your courses.', a 'Username' input field, a 'Password' input field, a checkbox for 'Remember Me' and a link for 'Forgot Password?', a pink 'Login' button, and an 'OR' separator. Below the separator is a blue 'Enrollment key' button. To the right of the login box is a decorative graphic of colorful circles. At the bottom left, there is a 'Privacy Policy' link and a language selector set to 'English'. At the bottom right, there is an 'absorb' logo.

Enter your **username** and **password** and click the **Login** button.

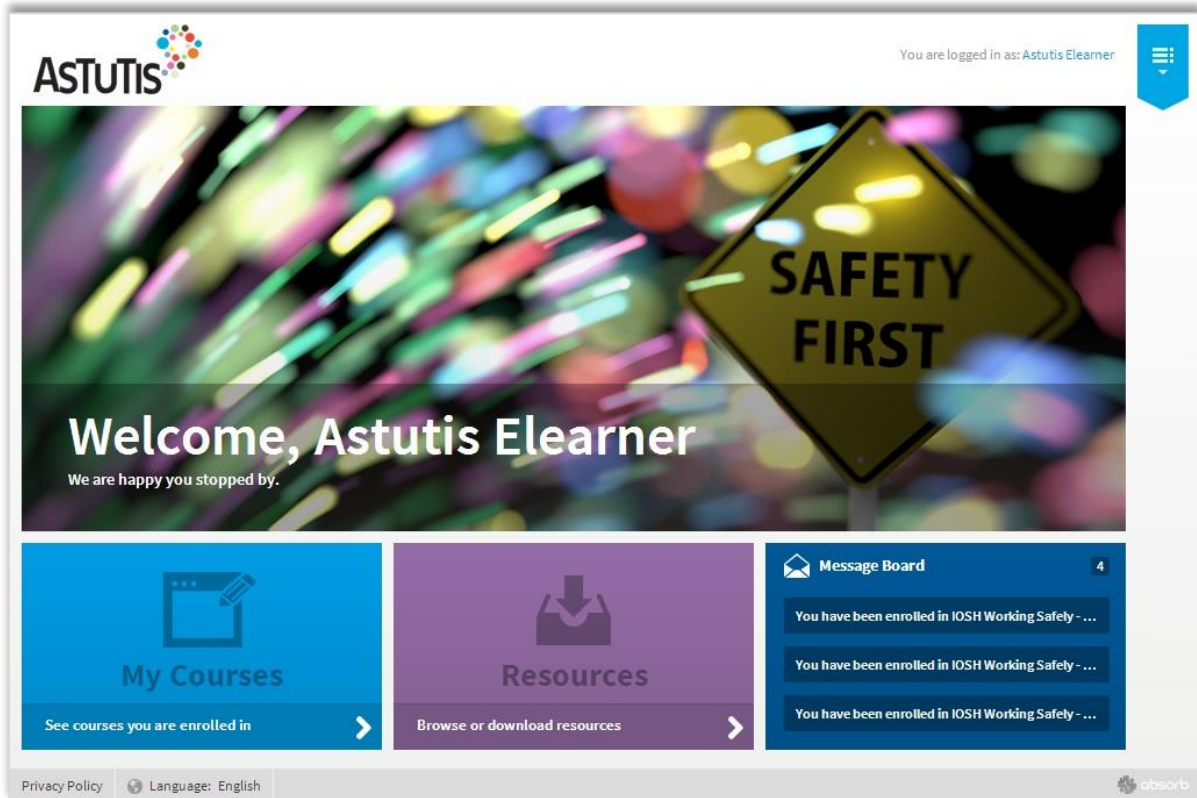
If you do **forget your password** there is a link on the login page (just above the login button) where you can request an automated reminder ... as long as you know either your username or the email you have used for this course.



This is a close-up of the login page. A blue arrow points from the text box on the left to the 'Forgot Password?' link, which is located just above the pink 'Login' button.

Your Dashboard

Once you are logged into the Astutis e-learning website you will see your 'Dashboard', which is the homepage for your Astutis e-learning experience.



Your Dashboard is made up of 3 main parts:

My Course



Resources



Message Board



These are all explained in the following pages of this guide.



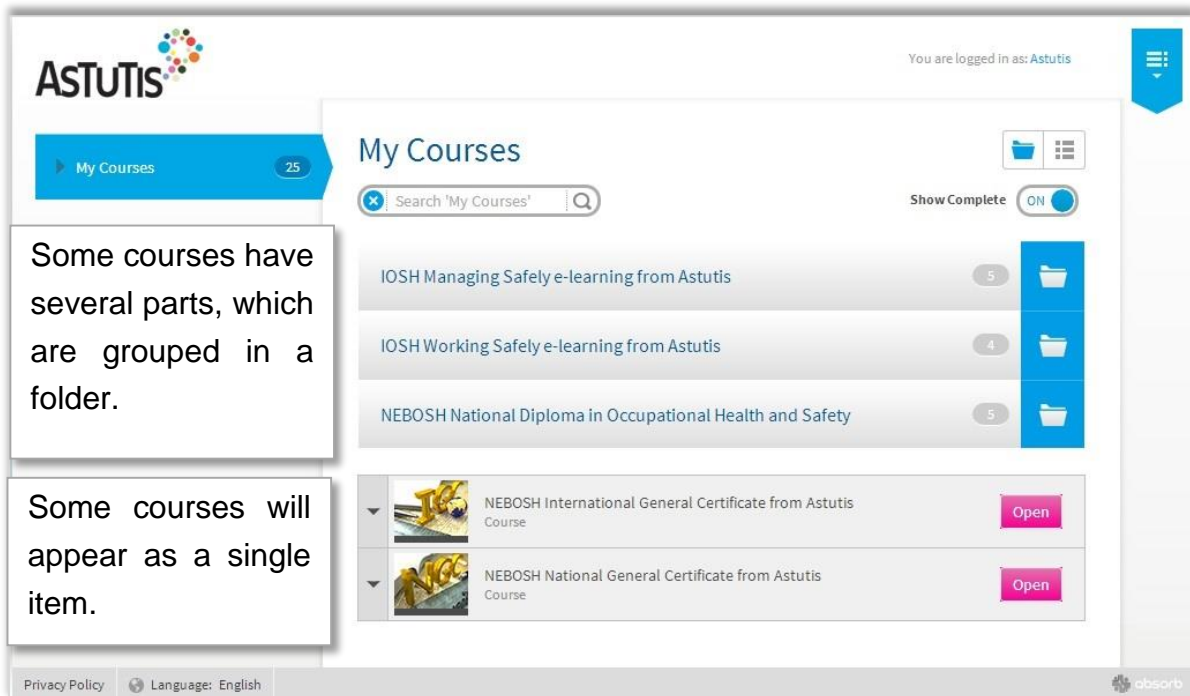
Remember that wherever you are in the Astutis e-learning website you can always get back to this page by clicking the Astutis logo in the top left hand corner of the screen.

My Courses

My Courses is where you will find the course that you are enrolled on. Your course will include the online learning materials as well as additional resources specific to the course.



My Courses will take you to another page, which will look something like this, depending which of the Astutis e-learning courses you have enrolled on.



Some courses have several parts, which are grouped in a folder.

Course Name	Progress	Folder Icon
IOSH Managing Safely e-learning from Astutis	5	Folder icon
IOSH Working Safely e-learning from Astutis	4	Folder icon
NEBOSH National Diploma in Occupational Health and Safety	5	Folder icon

Some courses will appear as a single item.

Course Name	Action
NEBOSH International General Certificate from Astutis Course	Open
NEBOSH National General Certificate from Astutis Course	Open



Clicking on the course title will reveal more detail about your chosen course, including guidance on how to navigate your way around it.

Resources

Resources gives you access to general resources to support your e-learning experience, including links to free tools aimed at helping you see and hear the course more easily, links to help you plan your study, and guidance on how to make the most of the digital course notes (PDFs) we also provide.



Resources will take you to another page, which looks like this:

A screenshot of the Astutis e-learning interface. The top left shows the Astutis logo. The top right says "You are logged in as: Helen Hodges". A blue navigation bar on the left has a "Resources" button with a "12" badge. The main content area is titled "Resources" and features a search bar with "Search 'Resources'" and a "Download All" button. Below the search bar is a list of four resource items, each with a folder icon and a number: "Help to hear the course" (1), "Help with planning and getting organised" (2), "Help with seeing the course more clearly" (6), and "Help with Word docs and PDFs" (3).

Resources group the useful links into folders.

The links are to resources, information and guidance that we hope will help you get the best Astutis e-learning experience possible.



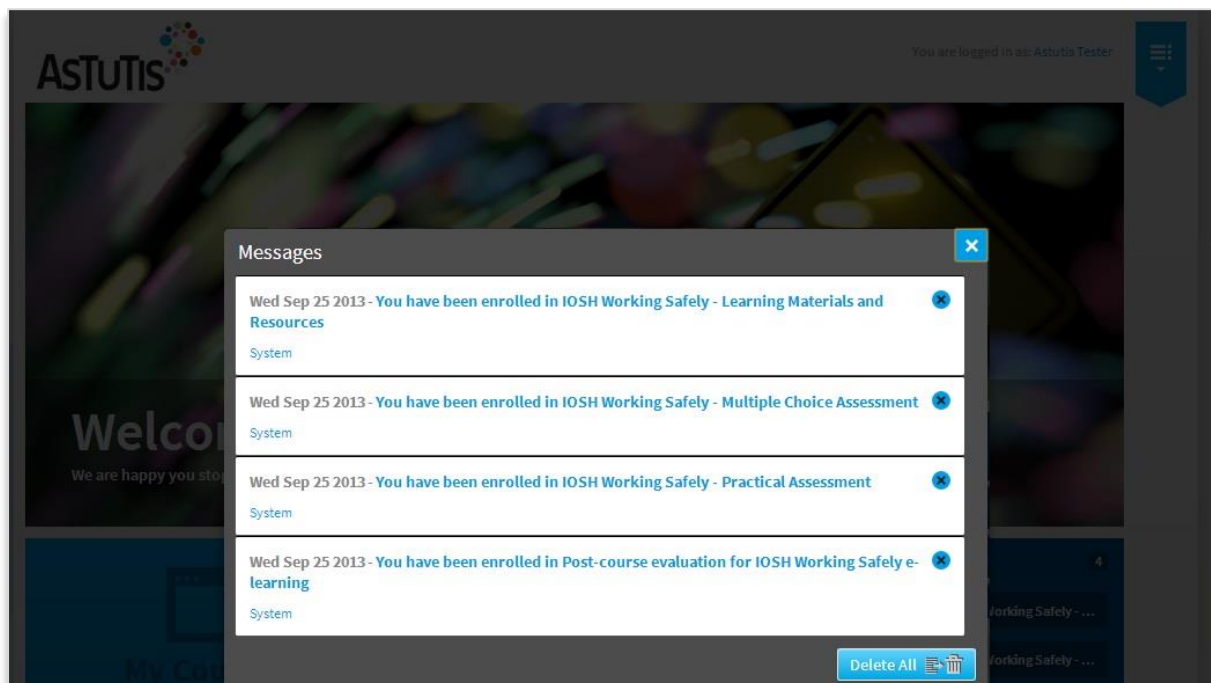
Note: If you know of or find any other resources you think would be useful for other Astutis e-learners then please [let us know](#) and we can add them here for all to share.

Message Board

Message Board gives you access, in one place, to the messages sent to you via the Astutis e-learning website. These messages will generally be about things like enrolment, course progress, completion or any updates to the system. You will also receive the most important of these messages via email.



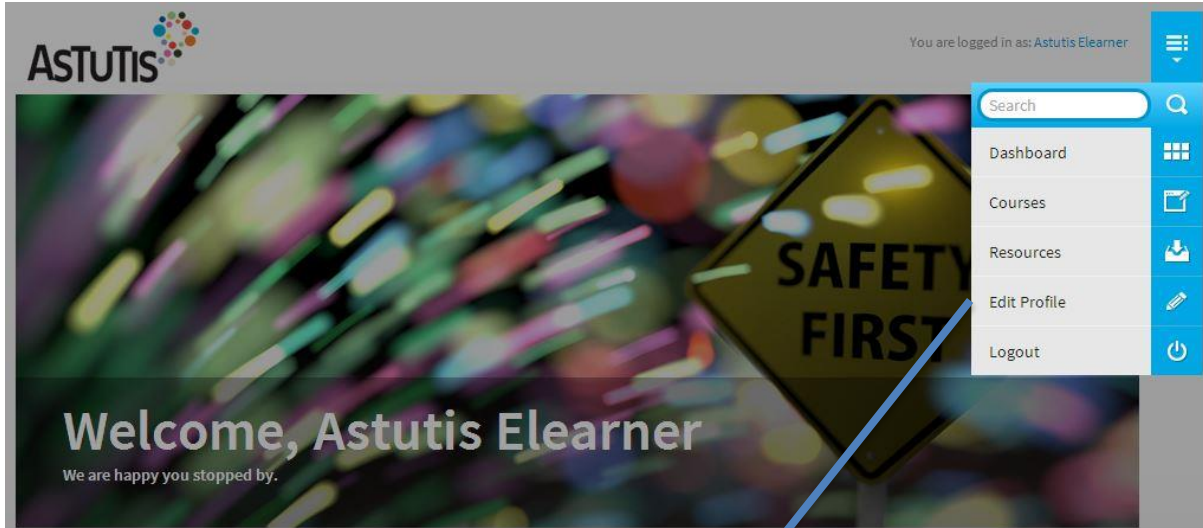
Your **Messages** open up like this:



Your most recent messages are displayed at the top. You can choose to delete the messages, or to keep them. Remember that the most important messages will also have been emailed to you.

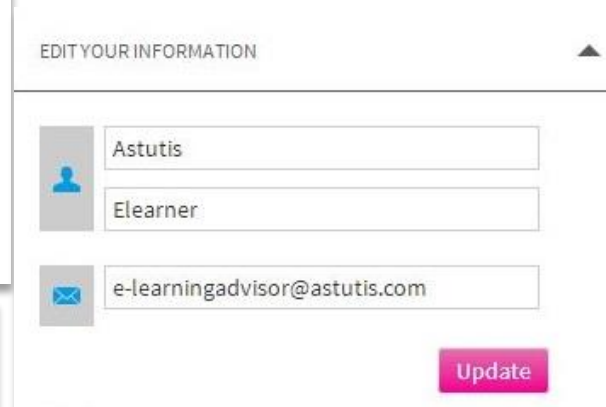
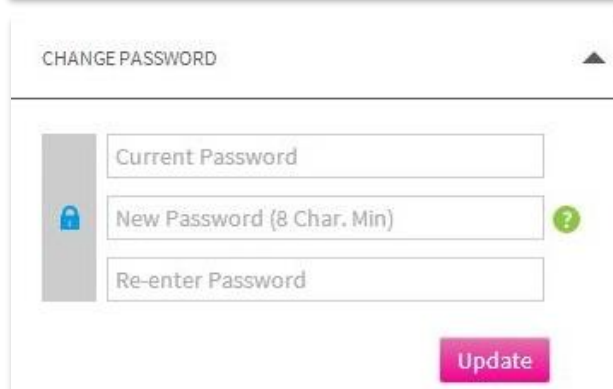
Editing your profile (changing your password)

Once you are logged in you are able to edit some of the information used to set up your account, like your password or your email address.



The drop down menu is displayed at the top of every page, so you can navigate back to the Dashboard, your course, or the resources quickly.

It is the place to go if you want to **edit your profile**, or **change your password**.



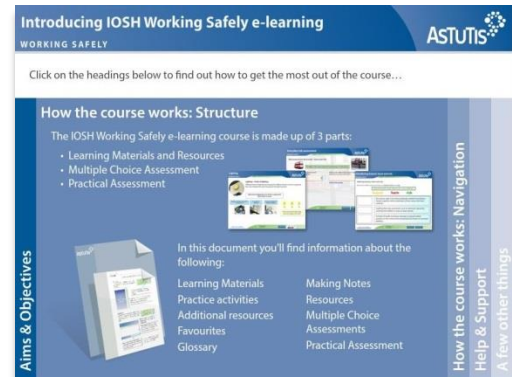
Please inform us immediately of any changes to your personal details.

Note: If you update your email address here please be aware that because your username is also your email address this will automatically update too. The next time you login your username will be your new email address.

If you need help while you are learning ...

The Astutis e-learning courses are designed, wherever possible, with a range of help and support features built in.

Once you have logged in to the Astutis e-learning website and have found your way round, you will discover that your course also has an 'Introduction'. This is where you will find lots more guidance on how to get started and make the most of your course, as well as more details about specific help and support.



If you do have any queries or concerns about getting started with your course then remember that the Astutis e-learning team are always here to help!



The best way to get in touch with us is by email or phone.

Email us at: e-learningadvisor@astutis.com

Call us on: 0845 2413684

... but please note that although you can email or call us at any time of the day, our advisors will be on hand during our office hours, **Monday to Friday 8.30 am to 4.30pm (GMT)**, to respond.

