

# LMS guidance video for REC members

VO: Hello and welcome to the HRA's new Learning Management System.

VO: You will have received an email asking you to register. Once you've done that, what you need to do is to update your information. You can do that by clicking on your name, go to the three dots in the right-hand corner, click on edit, click profile and from here what you'll be able to do is update your information. You can put in your dietary requirements and you'll also be able to update your committee if that's incorrect. Click on save and that will be done for you.

VO: I'm going to take you back now and go into what will be the home page. Under "My courses" what you'll find is our face to face training and also our eLearning.

VO: Under "My Resources" what you'll find is information that relates to the course and material that you may wish to read.

VO: I'll take you into the courses now. Under my courses, what you will see is things that if you are a flag REC, things will have been pushed to you and will show up in this section here. From here you can also go into the calendar and this will give you a schedule of events and training days that are up and coming.

VO: I'll take you into CTIMPs. What you'll see on this page is an overview of the course, you'll see any up and coming events, you'll be able to get the travel instructions. You'll also be able to see the programme and from here you'll be able to book onto the day. If there is more than one date, that normally shows up here and then you can click on the date that is required. For this we only have one up and coming date, so you click attend you have now been booked on this training day and you will receive an email with a booking confirmation.

VO: I'm going to take you back now. You will see Library (left hand side of the screen), if you click on that you will see all the courses and categories that we have available on the website. You will be able to search and look for particular information.

VO: That's the overview of the HRA's new Learning Management System. If you have any queries, please contact the [HRA.training@nhs.net](mailto:HRA.training@nhs.net).