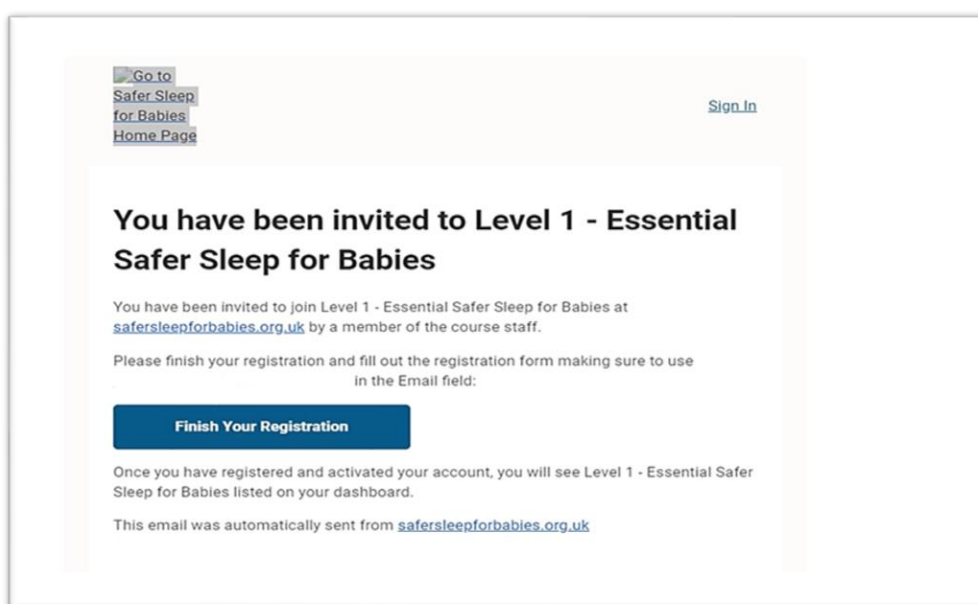


Level 1 - Essential Safer Sleep for Babies

Quick guide for learners

When you are signed up for a course in saferleepforbabies.org.uk your local manager/administrator will enrol you on the course. You should receive an email that looks like this:



Be sure to check your **spam folder** for any emails after you know the manager has added you to the course. Click on the link to finish your registration in the email. Make sure you use the email that the invitation is sent to.

You will be taken to the registration page, please complete the following:

- **Full Name:** enter your name as you would want it to appear on your certificate.
- **Username:** this is how you will be referred to in the course. It must be unique so your first choice may not be available.
- **Email:** enter the same email as on the invitation. Other emails are not registered for the course and will not be accepted.
- **Password:** create your password. Please note that administrators and technical staff have no access to your password details. You can reset this after registration by using the password reset link or I forgot my password.
- Read and Accept the Terms of Service. Click Create Account.
- You will receive an auto email to activate your account; **check your spam folder**.

Once your account activated it should take you back to the learning platform and you should see the course(s) you have been enrolled onto.

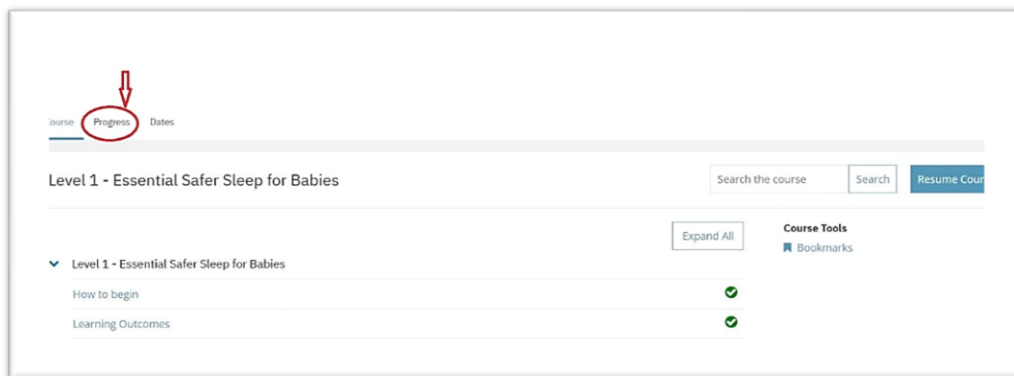
Now you are all ready to start the training. Click on the course to start. Once the course is open for learning you will be able to access the content. You can always pause and go back to your course but clicking “resume course” and it will take you to the last place you accessed.

A couple of useful tools for you:

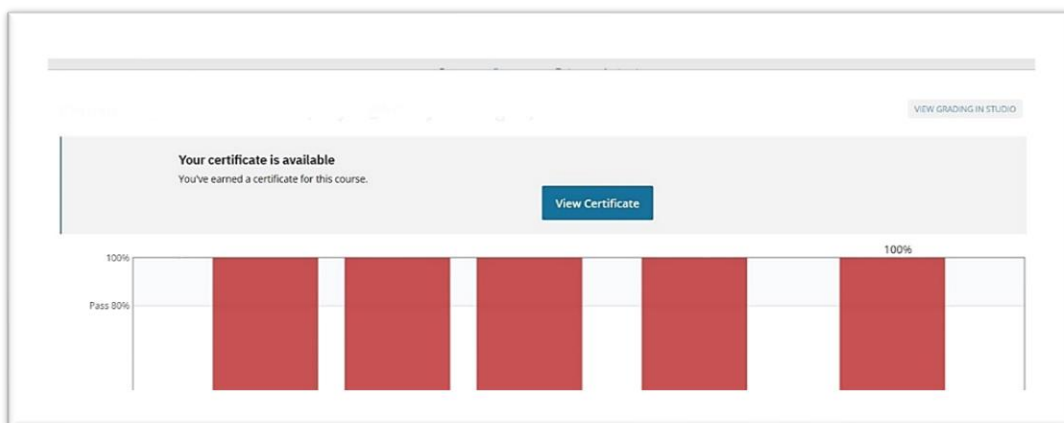
Next: appears at the top and bottom of the screen allowing you to go to the next or previous content pages. When you reach the end of your course, you won’t be able press “Next”. Just click “Resume course” or “Previous” if you wish to review materials again.

Progress: this page shows your progress through the course and your attainment on various quizzes or other work.

Certificate: Once you have completed your training the link to your certificate will appear on the progress page (see a picture below)



Press “request certificate” button and you should be able to view a certificate.



You can now print or save your certificate as a PDF. If you decide to print your certificate, make sure to apply the following settings: Layout- Landscape; Colour – yes; Background graphics -yes.

To leave: Simply click next to your username in the upper right-hand corner and click log out.

Contact us: If you experiencing any issues or have any questions please contact our Training team: training@lullabytrust.org.uk