IT Skills Development E-bulletin

Holiday Opening/Closing Times

The IT Skills Pathway team would like to wish all our centres a very Merry Christmas!

Our support will be **CLOSED** on the following dates:-

* ## Monday 25th December

* ## Tuesday 26th December

* ## Monday 1st January

A limited service will be available between these dates and centres should raise a support ticket on the Tracking System with any questions or issues. Send an email **only** if your centre is unable to access the Tracking System: it.skills@nhs.net

Get Ready for Passwords in 2018—*Important information for all centres*

Password access to the IT Skills Pathway will become mandatory for your learners early next year.

Currently learners who access their learning via the Learning Portal have the option to set up a password (recommended) or skip at first login. Learners can receive an automated email to reset the password should it be forgotten. It is best practice to encouraged learners to set up a password as this proves identity, protects security and confidentiality.

Below a summary of the new password security changes learners can expect:-

* Passwords will no longer be optional. A user must set a password when they login if one hasn't already been set.

* Passwords must meet minimum complexity rules: 8 characters with at least one letter, one number and one symbol.

* If a delegate has already set a password that doesn't meet the complexity criteria they will be prompted to set a new one that does when they next try to login.

* Failed login attempts won't trigger an account lock-out.

Learners can prepare and learn more about passwords in the **Entry Level - Digital Literacy** course, **Staying Safe, Password Security** module.

IT SKILLS PATHWAY

Winners

Congratulations!

As an added incentive to complete the survey this year, we offered one lucky respondent the chance to win a free Content Creator licence (our in house elearning development software). The winner was picked at random after the survey closed.

We're pleased to announce the winner of the FREE content Creator Licence is..

Caroline Rigby—Bridgewater Community Healthcare Trust

AND, because it's Christmas and we're feeling extra generous we've drawn a second winner...

Sarah Clark—Nottinghamshire Health Informatics Service

*Congratulations to both of you, we wish you many happy hours of content creation using our in-house authoring tool **Content Creator.***

Congratulations!

Content Creator— Free 30 Day Trial—Reminder

To get your FREE no obligation **Content Creator** trial, receive a quote or to make an enquiry, raise a ticket on the Tracking System with the subject: **Content Creator**.

NB: Centres must attend, or have previously attended, Content Management System (CMS) training prior to applying for the Content Creator trial. Offer limited to one 30 day trial period per centre.

CONTENT CREATOR'S TOOLBOX

New Materials

Twitter and LinkedIn Following the release of the learning materials we are happy to announce that the new **LinkedIn and Twitter Diagnostic and Post Learning Assessments are now Live.** We'd like to say a big thank you to all the testers who have worked with us during the testing phase and who's timely feedback has made this release to all centres possible.

Word and PowerPoint 2016 for the Workplace Thank you to our volunteers who are currently testing the learning materials for **Word and PowerPoint 2016 for the Workplace** once the testing phase is complete these courses will be released to all centres.

Training Webinars

Content Management System (CMS) The CMS System enables centres to create bespoke courses using all of the content available from the IT Skills Pathway. Click here to view the January training dates and register for your preferred date.

IT Skills Pathway Tracking System Monthly team training webinars are available to book in January. To see dates and book a place with Eventbrite click here.

Hosting Content (charges apply) - Want to learn more about hosting your own in-house content on the Tracking System? Raise a ticket on the Tracking System and let us know your availability for a 30 minute webinar.

Learning Portal If your centre would like to arrange a training webinar to learn how to set up, configure and launch the Learning Portal please raise a ticket on the Tracking System.

Reminders Checklist

✓ **Centre Managers**

◯ Have a great Christmas! 🎄

✓ **All Tracking System Administrators**

◯ Have a great Christmas! 🎄

Top Pathway centres:

1 **University of Manchester**	6 **NHS Pathways**
2 **Teesside University**	7 **South Essex Partnership University NHS Foundation Trust**
3 **Northumbria Digital Solutions**	8 **University Hospitals of Morecambe Bay Foundation Trust**
4 **The Dudley Group NHS Foundation Trust**	9 **The Royal National Orthopaedic Hospital NHS Trust**
5 **North West Skills Development Network**	10 **Portsmouth Hospitals NHS Trust**

Pathway learning:

No. of learners in November 2017	**2702**
Total pathway learners	**256140**

IT SKILLS PATHWAY

Contact us:

ITSP Centre: **Raise a Ticket**
Email: it.skills@nhs.net
Web: www.itskills.nhs.uk