

Digital Learning Solutions: My account

Operational Guide

**Centre
Manager**

Administrator

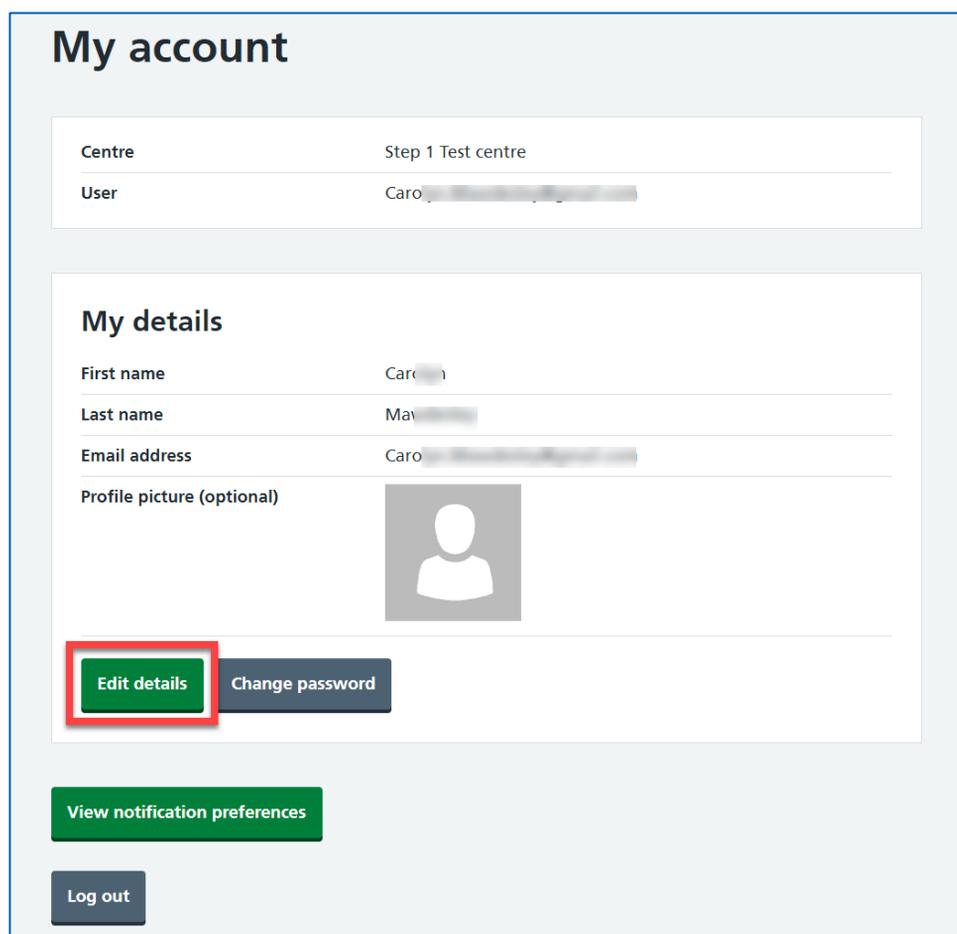
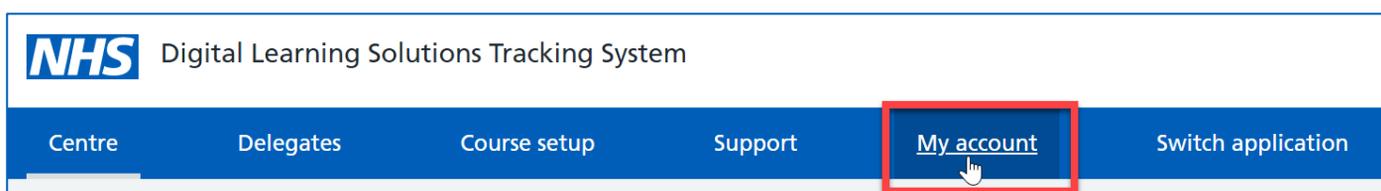
LEARNER

March 2022

Log in to change your DLS registration details or password and set up notifications

Change Details

1. Select: **My account**



2. Select: **Edit details**

3. Make your changes, **enter your current password**
4. Select: **Save**

Edit details

First name

Last name

Email address

Do you have a Professional Registration Number?
 You should have a professional registration number if you are a health professional registered with a professional body such as the NMC, GMC or GDC.

No
 Yes

Job group

Profile picture (optional)
 To change your profile picture, select a new image and click the Preview button to preview it. To remove your profile picture click the remove button. Changes will not be made until the Save button below is clicked.

No file chosen

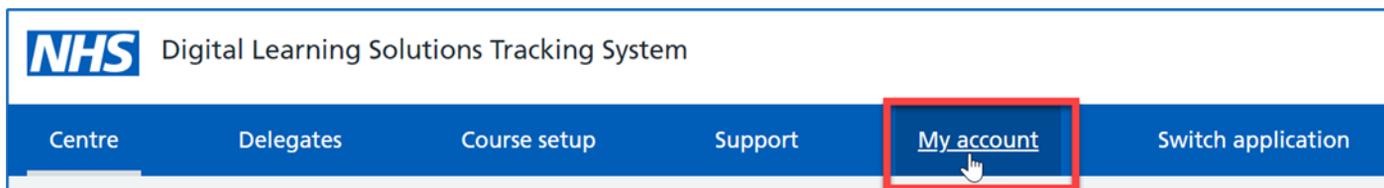


Confirm password to save changes:

[X Cancel](#)

Change Password

1. Select: **My account**



My account

Centre	Step 1 Test centre
User	Caro [redacted]

My details

First name	Caro [redacted]
Last name	May [redacted]
Email address	Caro [redacted]
Profile picture (optional)	

Edit details

Change password

View notification preferences

Log out

2. Select: **Change password**

Change password

Use the form below to change the password for delegate and admin accounts associated with your email address.

Current password

New password

Your new password should have a minimum of 8 characters with at least 1 letter, 1 number and 1 symbol.

Re-type new password

Change password

✕ Cancel

3. Enter your **Current** password
4. Enter your **New password**

Your password should have a minimum of 8 characters with at least 1 letter, 1 number and 1 symbol

5. **Re-type** your new password
6. Select: **Change password**

Change password

Your password was successfully changed.

[My Account](#)

Notifications

Learners and administrators can subscribe and unsubscribe to notifications that will send email to the registered account when system activities occur

1. From **My account**
2. Select: **View notification preferences**

The screenshot shows the 'My account' page with the following elements:

- Navigation bar:** Centre, Delegates, Course setup, Support, **My account** (highlighted), Switch application
- My account section:**
 - Centre: Step 1 Test centre
 - User: Carolyn [redacted]
- My details section:**
 - First name: Carolyn
 - Last name: Mawdesley
 - Email address: Carolyn [redacted]
 - Profile picture (optional): [Placeholder image]
- Buttons:** Edit details, Change password, **View notification preferences** (highlighted), Log out

Notification preferences

<p>system notification added</p> <p>Triggered when the central ISG team add a notification to the system. These are used to issue important system information such as:</p> <ul style="list-style-type: none"> • changes to the system • notification of downtime / unavailability of services • notification of known issues <p>These notifications will also appear on your in-tray when you log in to the system until you acknowledge them.</p>	Subscribed
<p>New Centre Administrator registration</p> <p>Triggered when a new administrator registers to use the Tracking System for your centre and needs your approval.</p>	Subscribed
<p>New course published to centre</p> <p>Triggered when a new course is made available to your centre.</p>	Subscribed
<p>Delegate registration requires approval</p> <p>Triggered when a delegate registers for your centre from outside of your network and requires approval.</p>	Subscribed
<p>Support ticket alerts</p> <p>Triggered when:</p> <ul style="list-style-type: none"> • you raise a support ticket • a member of IT Skills Pathway support responds to your support ticket • your support ticket is closed by an administrator. 	Subscribed
<p>Learner completed assigned course</p> <p>Triggered when a learner completes a course that you enrolled them on.</p>	Subscribed
<p>Learner completion overdue</p> <p>Triggered when the completion due date assigned to a learner by you has passed without the course being complete.</p>	Subscribed
<p>Nominated as Supervisor by Delegate</p> <p>Triggered when a delegate identifies you as their supervisor for a course or activity.</p>	Unsubscribed
<p>Delegate requested supervisor verification</p> <p>Triggered when a delegate requests your supervisor review / verification on their progress against an activity.</p>	Unsubscribed

Update preferences

A list of the **Notification preferences** you are **Subscribed** and **Unsubscribed** to is displayed

To make changes

3. Select: **Update preferences**

Update notification preferences

Please tick the boxes for all the notifications you would like to receive.

- System notification added**
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 - changes to the system
 - notification of downtime / unavailability of services
 - notification of known issues

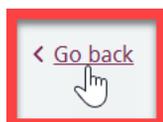
These notifications will also appear on your in-tray when you log in to the system until you acknowledge them.
- New Centre Administrator registration**
Triggered when a new administrator registers to use the Tracking System for your centre and needs your approval.
- New course published to centre**
Triggered when a new course is made available to your centre.
- Delegate registration requires approval**
Triggered when a delegate registers for your centre from outside of your network and requires approval.
- Support ticket alerts**
Triggered when:
 - you raise a support ticket
 - a member of IT Skills Pathway support responds to your support ticket
 - your support ticket is closed by an administrator.
- Learner completed assigned course**
Triggered when a learner completes a course that you enrolled them on.
- Learner completion overdue**
Triggered when the completion due date assigned to a learner by you has passed without the course being complete.
- Nominated as Supervisor by Delegate**
Triggered when a delegate identifies you as their supervisor for a course or activity.
- Delegate requested supervisor verification**
Triggered when a delegate requests your supervisor review / verification of their progress against an activity.



X Cancel

4. Select: **Subscribe** or **Unsubscribe** as appropriate

5. Select: **Save** to submit your changes



A summary of your notification preferences appears on screen

6. Select: **Go back** to return to **My account**