How-To Use the E-Learning Portal for GET LICENSED*

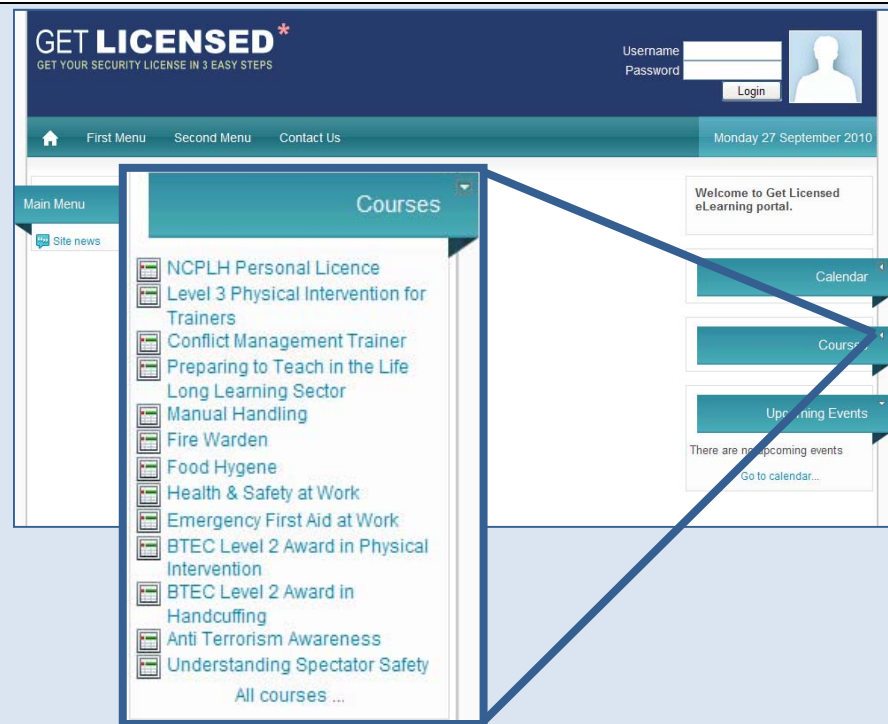## Select A Course for Licensure

➢ Go To: http://e.get-licensed.co.uk/
➢ Select Course for Licensure

Courses that may be selected are listed on the home page. For full search results go to the right side of the screen, locate the Courses tab and click the small arrow◁ . A longer list of courses will drop down and the All Courses… option at the bottom will grant you access to additional course categories.
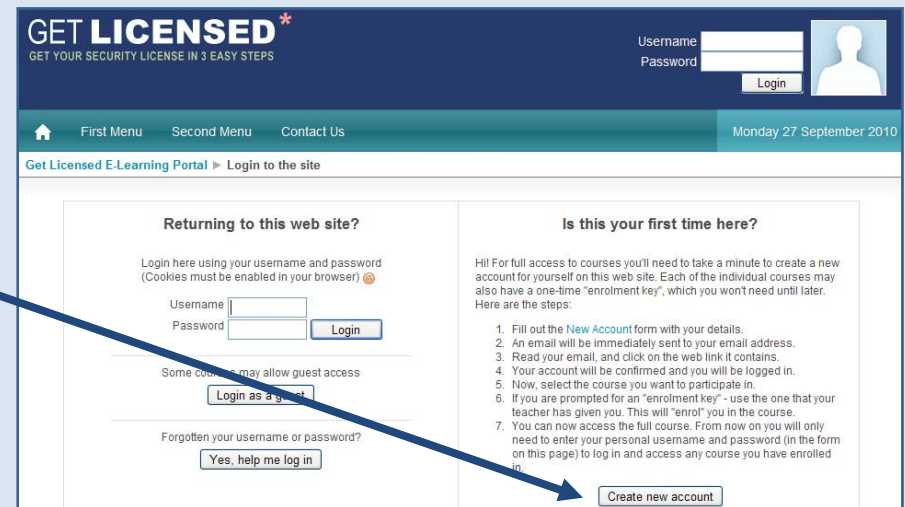
Once you select a course, you will be prompted to:
➢ Login
➢ Create New Account

Create an Account and Login

New Users:
➢ Select [Create new account]
➢ Create a **Username** and **Password**
 and fill out the requested information.
  o *Remember to keep this in a safe and accessible place because you will use the information to sign in.*
➢ **Confirm your account** by going to the web address (click the link) provided to you via email.
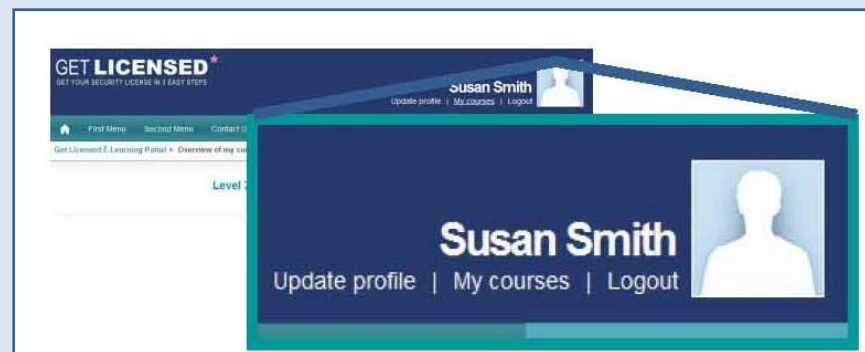➢ **Verify** that you wish to enrol yourself as a member of the course when prompted to do so.

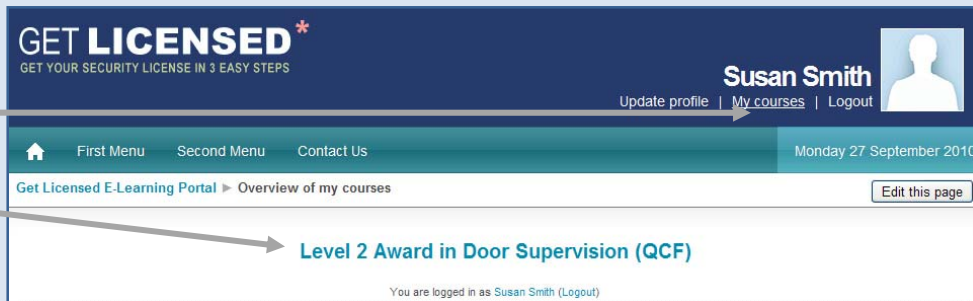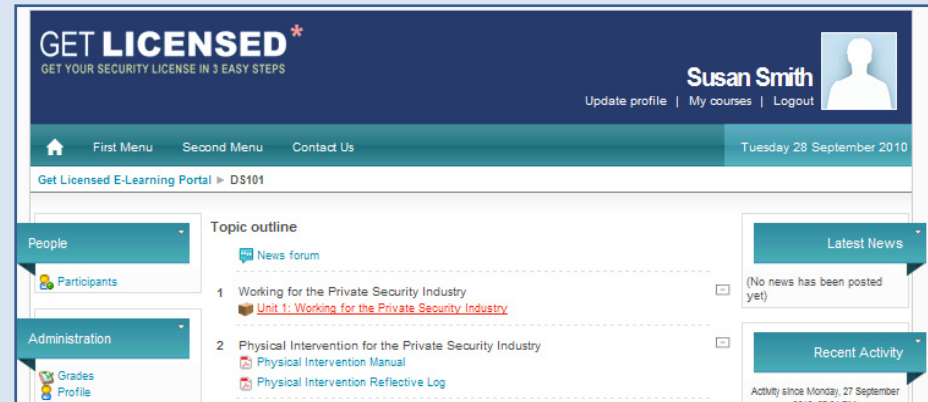|	
For Future Reference: Once an account is created, use the login area at the top right hand side of the screen.	
After successfully registering and logging in, the upper right corner of the screen will display your name (ie. Susan Smith) and provide links to: • **Update Profile** • **My Courses** • **Logout**	
# Access Course Information ➢ Once logged in, click My courses ➢ Select course from the list of courses enroled in [Level 2 Award in Door Supervision (QCF)]	

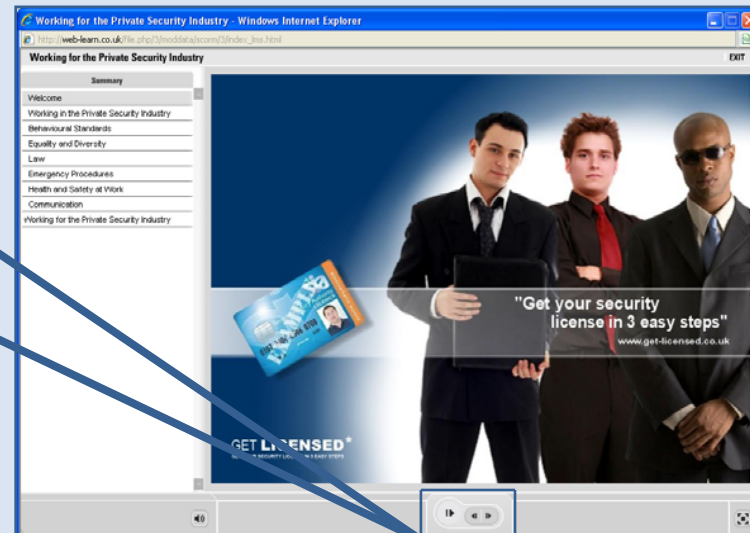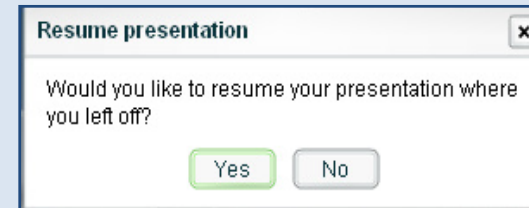|	
Selecting the course will direct you to a topic outline where you can access all related information To get started select Unit 1, which in this example is: Unit 1: Working for the Private Security Industry	
On the Unit 1 page, click the blue link- Working for the Private Security Industry (Link will turn to red when hovering over it with the mouse) After being directed to a new page for Unit 1, click Launch ▶ to begin viewing slides containing course information.	

Launch ▶   Selecting Launch will direct you to this page
 	
Use the arrows at the bottom of the screen to scroll through the slides.
 	
    ▮▶   *Moves **Forward** through slides*
 	
    ◀▮   *Moves **Backward** through slides*
 	
➢ *Units are divided into sections, which can be seen in the summary column on the left.*
➢ *Each section within a unit will begin with the screen to the right.*	

** If you stop viewing the slides before taking the exam at the end of the unit, the learning portal will remember where you left off. When you continue viewing the slides, you will be able to resume your presentation where you left off. **

Resume presentation ✖

Would you like to resume your presentation where you left off?
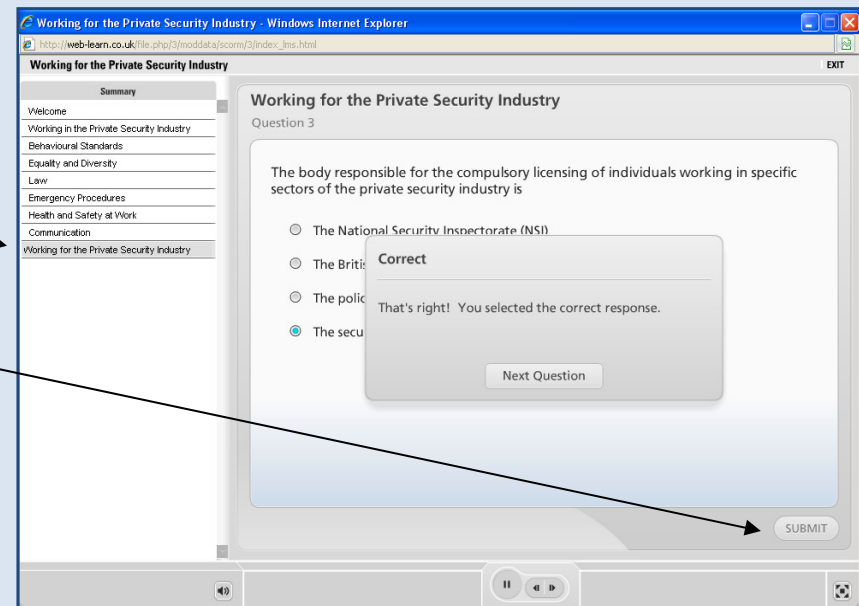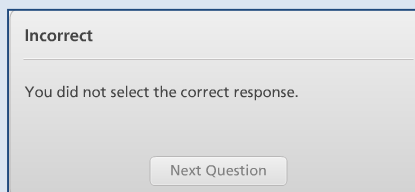
[Yes] [No]

Taking Quizzes

After watching all of the slides for each section of the unit, there is a quiz at the end.

Answering Questions:
- ❖ Decide on the option that best answers the question and select [SUBMIT]

If the answer is correct, you will see the image to the right pop up on the screen.

If the answer is incorrect, this image will pop up.

Incorrect

You did not select the correct response.

Next Question

Working for the Private Security Industry - Windows Internet Explorer

http://web-learn.co.uk/file.php/3/moddata/scorm/3/index_lms.html

Working for the Private Security Industry   EXIT

Summary
Welcome
Working in the Private Security Industry
Behavioural Standards
Equality and Diversity
Law
Emergency Procedures
Health and Safety at Work
Communication
Working for the Private Security Industry

Working for the Private Security Industry
Question 3

The body responsible for the compulsory licensing of individuals working in specific sectors of the private security industry is

○ The National Security Inspectorate (NSI)

○ The Briti   **Correct**

○ The polic   That's right! You selected the correct response.

● The secu

                 Next Question

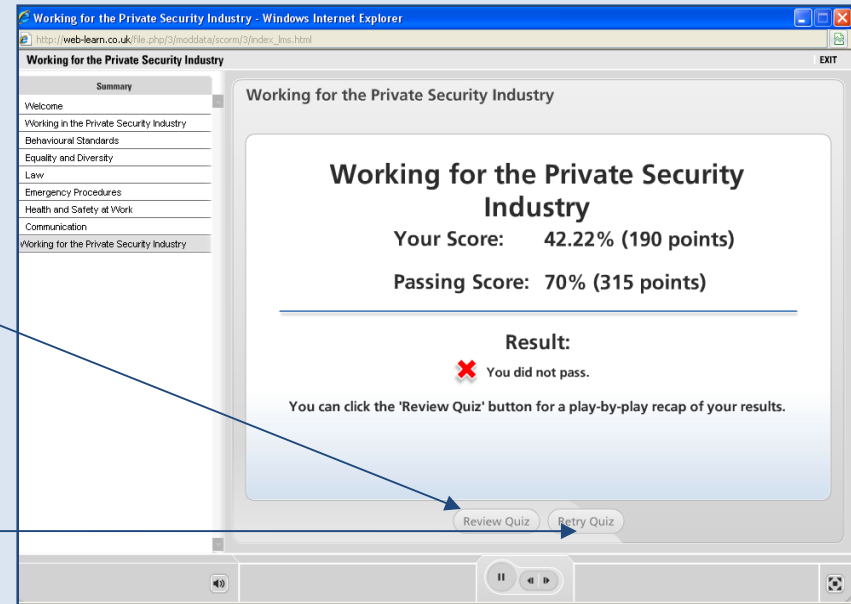   SUBMIT

When the quiz is complete, your final score is displayed. A 70% is required to pass. If you scored below a 70% or got a few answers incorrect, click [Review Quiz]

The Review will address all questions and whether they were correct or incorrect.

After reviewing the material, you must retake the quiz in order to receive a passing score. To take the quiz again, click [Retry Quiz].

When a passing score is achieved, the score along with a congratulatory message will be displayed.