

# **Associate Resource Hub Access guide** (Training modules)

### What do I need to do?

1. After receiving the email with the link to the Associate Resource Hub, enter your email in this box and click in the recover tab:

City&Guilds Group = MENU

City Coulds Group		Logn
	My Account	
	Recover your password	
	To recover your password follow the instructions below to either reset your paymord or submit a support request to reset your password.	
	Enter your email address or username: Enter the email address or username associated with your according.	da -
		E1 18
	Recover	
	Forgotten your email or username?	

2. An email will be sent to your email address. The email contains instructions to reset your password.

3. Open your email and click in the link or copy and paste it on your browser.

Kineo automated To: alberto.perez3	e <b>mail - do not reply</b> <noreply@cgassociates.kineoportal.co.uk> 15@yahoo.co.uk</noreply@cgassociates.kineoportal.co.uk>	ē	Thu, 18 Jun at 10:46	*
(	City <mark>&amp;</mark> Guilds Group			
	**** AUTOMATED EMAIL - PASSWORD RECOVERY **** Site: Kineo Courses - City & Guilds - Associates - http://cgassociates.kineoportal.co.uk Username:			
	Dear Test account Test account: You have been sent this email in response to your password recovery request for your Kineo Courses - City & Guilds - Associates account. Please click the link below to enter and confirm a new password for your account. This link			
	will be active for 36 hours or until you have entered a new password. http://cgassociates.kineoportal.co.uk/content/account/pass_recover/change_password.jsp? hash=41	)		
	If you believe you have received this email in error, please delete and disregard this message. If you believe your email address is incorrectly associated with this account, please forward this message and a short note to help@kineo.com.au.			
	Home   Help   Disclaimer   Copyright   Privacy Policy			

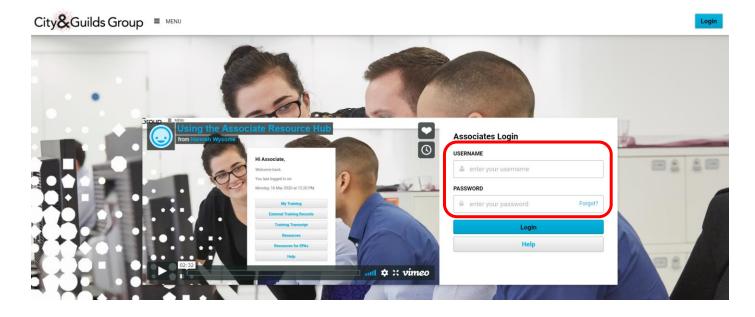


4. Create your password in the following screen, once you have "Confirm new password", click on "Save Password"

City <b>&amp;</b> Guilds Group	≡ menu	Login
	Change your password	
• •	PLEASE ENTER A NEW PASSWORD FOR YOUR ACCOUNT	
	New password	1a
	Confirm new password	
	Save Password	
1.1201		

Passwords must contain at least 1 lower case character, 1 upper case character and 1 number.

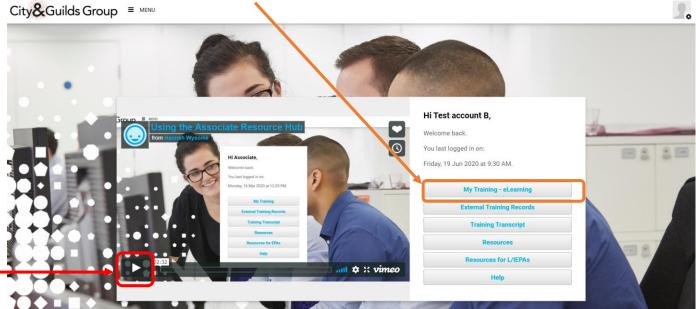
#### 5. The login screen will appear for you to enter your username and your password





6. Play the video to familiarise with the system, and to access and complete your eLearning modules, click on "My Training - eLearning" tab.

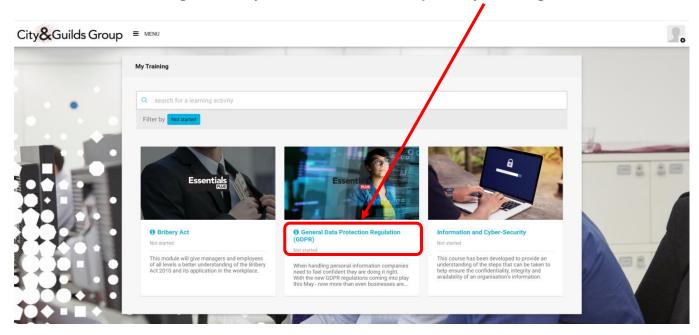
City&Guilds Group = MENU



#### 7. Filter courses by "Not started"

City&Guilds Group	My Training	
•	search for a learning activity  Filter b Not started	
. H	Mandatory Courses	-

#### 8. Select the eLearning module you would like to complete by clicking on the title.





#### 9. In the next screen, you need click on the "Launch Course" tab

City <mark>&amp;</mark> Guilds Group	General Data Protection Regulation (GDPR)	
	PREVIOUS PROGRESS: 0% General Data Protection Regulation	-
	The GDPR module will help your, understand the EU General Data Protection Regulation, which averns how personal information must be handled. Please click the link help to launch the course. Launch Course	
	< PREVIOUS	

**10. Follow the on-screen prompts to progress through the modules**, ensure you open all the pages, drop-down menus, complete all activities, quizzes and assessments, if you do not do this, the module will show as incomplete and still pending.

You know you have completed the module when the module shows the option to view or download a certificate of completion.

## 11. To access a module that you accessed previously but did not complete, filter courses by selecting the "In progress" tab

City <b>&amp;</b> Guilds Group	≡ menu		
	My Training		
	Q search for a learning activity		
	Filter by Not started In progress		
<b>11</b>	Mandatory Courses	do.	