User guide to Unicef UK e-learning system (Litmos)

Welcome to the Unicef UK e-learning training– you will access this via a learning management system called Litmos. The following guide will explain how to login and access the training.

The process will start in one of two ways

1. You have been added to the system by an administrator and receive an email

Your username will listed (this should usually be your email address).

E-learning login information - Unicef UK Baby Friendly Initiative				
	Unicef UK Baby Friendly Initiative <system@litmos.com></system@litmos.com>	₅ Reply ∨		
	Mickey Mouse (testingbfi@outlook.com) ¥			
Hello Mickey,				
	ccount has been created for you on the Unicef UK Baby Friendly Initiative training platform.			
Login Details				
Username: testingbif i @outlook.comm				
To login and complete our training course please click on the following link. You will be asked to create a password when you login for the first time: https://babyfriendly.litmos.com/login.aspx? loginkeys785ce85-e8e7-4a94-953f-fbcae11cefd3				
Best wishes,				
	Unicef UK Baby Friendly Initiative			
	www.unicef.org.uk/babyfriendly./bfi@unicef.org.uk/@babyfriendly			

To proceed, click the link in the email

2. You are given a code to use to sign up yourself

To sign up, go to https://babyfriendly.litmos.com/self-signup/

You will be asked to enter you First Name, Last Name, Email address and a code Please use the code provided to you by your training administrator/infant feeding co-ordinator. This will ensure you are signed up to the correct account.

Onli	ne Courses Self Sign Up
Register	a access courses by entering the code provided to you
First Name:	
Last Name:	
Email:	
We will send at Confirm Emai	court login information to this address b
Code:	
	Register

If you have entered a correct code, you'll see a confirmation message to show you have successfully registered, and it will prompt you to check your email. You should receive an email to notify you that you have been added to the system. *To proceed, click the link in the email*

From either method of starting, once you click the link in the email, you'll be taken to a page to create a password and confirm your contact details

Hello Mickey Mouse	Section 1 – Enter your First Name and Last Name
1. Confirm your name * is required field Please make sure that we have your first and last names correct. First Name* Mickey Last Name* Mouse 2. Create a password Vext time you login you will use the following username and password Username: testingbfil@outlook.comm Password* Your password must be at least 6 characters long Confirm your password*	Section 2 – Create your password
3. Additional information	Section 3 – Optional – you can enter any additional information, but this isn't required

Then click the green **continue** button. You'll now be logged in and you'll see the following welcome message



Click the green **continue to my dashboard** button and you'll see any training courses that have been assigned to you. Click on the course to begin.



The courses are broken down into short pieces of content called modules. The course doesn't have to be completed all at once; you can stop working and come back later to resume exactly where you left.

Course content/troubleshooting

During the course you will see different types of content; text with images, slides and videos. There are examples below of how these should look. Please ensure you have sound enabled during video clips (you may wish to use headphones). If you are having trouble viewing the content, please check your system requirements and contact <u>bfi@unicef.org.uk</u> with any queries.

Text with images



Slides (remember to click the arrow on the right to proceed through the slide deck)



Videos (either within a text page, or as a full screen video)



System requirements for using Litmos

- An Internet connection
- Web browser:
 - Internet Explorer 8+
 - Firefox 2+
 - Safari on Mac 1.2+
 - o Google Chrome
- Javascript and Cookies enabled
- Flash Player 9+
- While not a requirement, Litmos is best viewed using a minimum screen resolution of 1024x768