

## Log on support for Environmental Essentials asbestos awareness course

### Course login information

You will receive an email like the example below from '**admin@learnbyee.co.uk**' with your login details

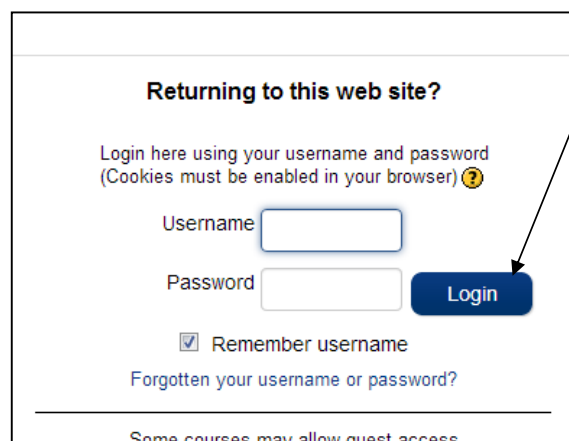
1. Please click on the hyperlink to take you directly to the Learning management system
2. keep your email open so you can refer back to and use your personal username and password to log into the course



- The hyperlink will take you to our Learning management system where you should type in your username and password from your learnbyee email.

*Please note- your username and password must be typed out exactly the same as it appears in your email or your will not be allowed access.*

- Once you have typed in your correct details press the login button to enter the site.

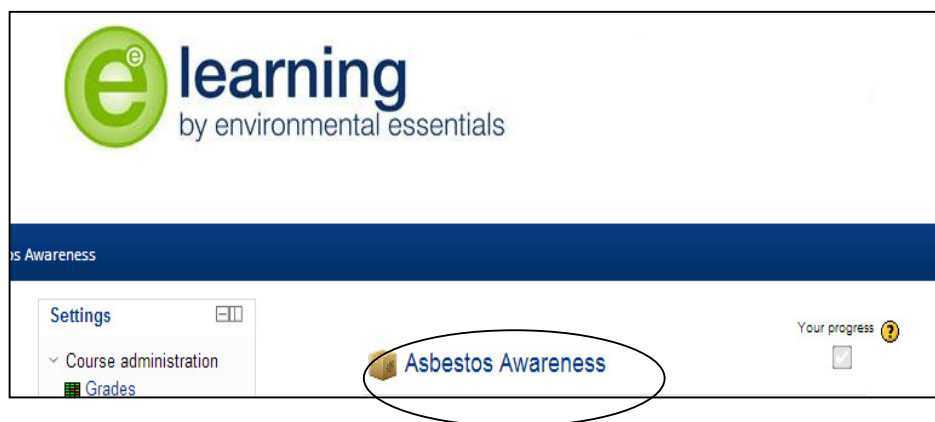


The screenshot shows a login page titled "Returning to this web site?". It includes the text "Login here using your username and password (Cookies must be enabled in your browser) ?". There are input fields for "Username" and "Password", a "Login" button, and a checkbox for "Remember username". A link "Forgotten your username or password?" is also present. An arrow from the text above points to the "Login" button.

## Opening the course

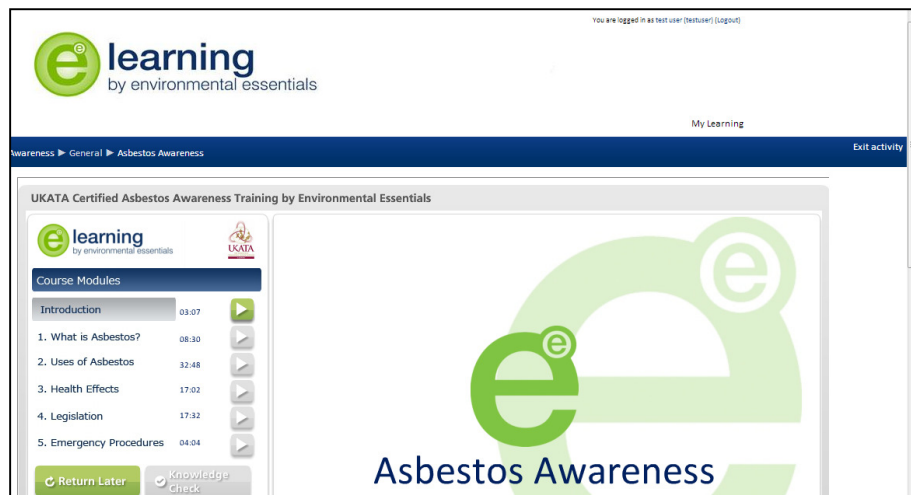
1. Your login details will take you straight to the course that you have been enrolled onto.
2. If you click onto the course title that is in blue Asbestos awareness it will show a blue line and the hand to indicate it is a hyperlink. If you then double click on the hyperlink it will start to open up the course for you.

*Please note- this is a narrated training course therefore headphones or speakers are required to follow the course*

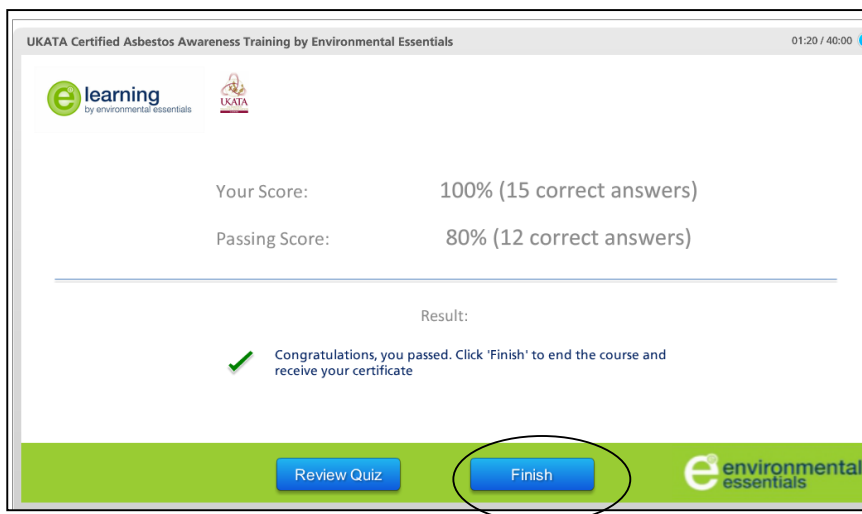


## The course

- You are now in the course. You can maximise the screen in your internet browser and move the screen up/down and across using the scroll bars at the right hand side and bottom of your screen.



- If the audio / course does not start straight away your browser does not have flash player installed. Please go to <http://www.adobe.com/software/flash/about> to check the status of the flash player. If this is not installed you can download it from the same location and install. You may need administrative privileges to do this.
- You will be able to leave the course and then return to the point where you left by logging on using the same method. Unfortunately once you have started the timed exam you will not be able to leave the course.
- The course and exam should take you two hours. You are unable to move onto the next slide until you have listened to and viewed all of the information on the slide that you are on.
- There is a knowledge check at the end of each module and once you have completed all of the modules you will have the option to go back over any of the knowledge checks and modules again before taking the exam
- Once you are satisfied that you have completed the course you may take the exam which is timed and the time starts once you enter the exam
- The results from the exam will appear once you have answered the last question. You will need to gain 80% or above to pass the exam and it is out of 15 questions. When you have viewed your results click the finish button.



UKATA Certified Asbestos Awareness Training by Environmental Essentials 01:20 / 40:00

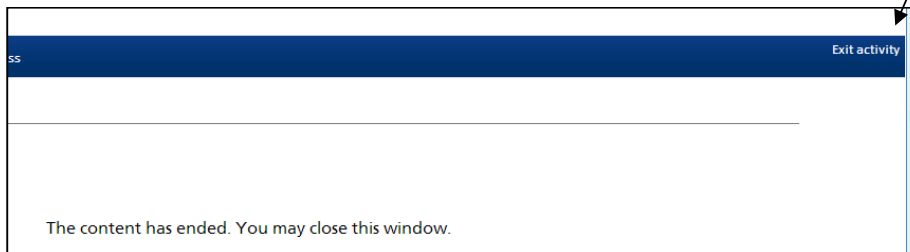
e learning by environmental essentials UKATA

Your Score: 100% (15 correct answers)  
Passing Score: 80% (12 correct answers)

Result:  
✔ Congratulations, you passed. Click 'Finish' to end the course and receive your certificate

Review Quiz Finish environmental essentials

- Now you may exit the activity to by clicking on the exit activity link



## Accessing the certificate

If you have successfully completed the course and passed the exam you will be able to open up and print out your UKATA certificate that certifies that you have completed and passed the course

1. Notice that now you have completed the course and exam your progress button has been selected
2. To open up your certificate click on the certificate hyperlink which is below the title topic one and it is called Test Full asbestos awareness (it is very pale on this screenshot due to the colour on the actual site being a pale colour).



If you have any problems please do not hesitate in contacting one of the E-Learning team on 0800 0542354 or at [e-learning@environmentalessentials.co.uk](mailto:e-learning@environmentalessentials.co.uk).

If you have any other training requirements or wish to discuss any of our other services please get in touch at [www.environmentalessentials.co.uk](http://www.environmentalessentials.co.uk)

with many thanks - **The E-Learning team**