



The Moray Council

A quick start guide to launch an eLearning Module

Log on to CLIVE

The link to CLIVE can be found in the Discussions tab on the Intranet. It can also be found through Google – simply type Learnpro Council into the search engine.

Or click here: <http://council.learnprouk.com>

Though it says Email, the default username for existing employees is MC and your payroll number
Password: welcome

Please enter your login details below:

Email:

Password:

LOGIN

[Forgotten Login](#) [Create Account](#)

By logging in to the site, you agree to our [Terms and Conditions](#)

For assistance using learnPro please

If you are a recently employed (after February 2014) you will need to register. Click **Create Account** and follow the instructions.

Your Home Page

From your Home page you have a number of options:

Notifications – this area will show you any announcements made by the Employee Development Team. It will also show you the last emodule that you visited with the option of a quick launch, as well as a Course Summary on your current learning.

My Learning – this area refers to all e-learning modules. Simply click on one of the categories and Add to your profile.

Training Events – this area refers to all classroom based courses. Simply click on Apply for Events to view a list of all available classroom training.

Personal Learning Log – this area is an opportunity to upload additional learning that you have achieved that was not booked through CLIVE.



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Launch an eLearning module

MY LEARNING SEARCH MY LEARNING

CATEGORIES

You have assigned courses within these categories. Click on a category below to open and launch your courses.

CPD **Essentials** Other

1. Click on a Category to find the required eLearning module

ADD COURSES

These are courses that are not currently on your course list. To add a course click on Add, then click Confirm.

CATEGORY	COURSE NAME	
Essentials	Moray: Public Contracts Scotland Regulations	ADD

2. Click on **ADD** to move the module onto your profile and then **Confirm**

CATEGORY	COURSE NAME	PROGRESS	
Essentials	Moray: Complaints Handling - SPSO		SELECT
Essentials	Moray: Equality and Diversity Awareness		SELECT

3. Click on **Select** for the module you wish to complete.

You have not started this Course.

VIEW ASSESSMENT RESULTS

PROGRESS	MODULES	
	Public Contracts Scotland Regulations 2006	LAUNCH Remove Course

4. Click on Launch to begin the module.

Any queries please email: employee.development@moray.gov.uk