How to access e-learning courses on Learn Upon

1. Open the below link
   https://reading.learnupon.com/saml/init

2. Enter your university username and password into the corresponding boxes. On the first time you log in you will be asked to complete your personal reference. This is your staff number and can be found on your staff pass and the username used to log onto your PC. Please note: If you are a temporary member of staff your log on username may be different and it is recommended you use the staff number on your staff pass.

3. Select the drop down that currently reads Dashboard (the courses you already enrolled on or have completed) and select the Catalogue option. This will bring up all available courses.
4 You can then select from Categories on the left hand side – or sort by Course name or date released
5. You can also use the search function if you know the name of the course.

6. Click enrol and complete the course.