

COAST UPGRADE: QUICK USER GUIDE

Our online learning portal, COAST, has recently been upgraded. This means that there is a new look to the system. To get you started we have developed this brief guide which covers all the basic actions you will need in order to access, launch and complete courses. We hope this guide provides you with all the information you need but if you have any further questions please e-mail the [COAST](#) mailbox or call Organisational Development (01292 612026) and one of our team will assist you.

First Time Login

- 1) From the Re-Wired home page click on the green icon named **COAST & Book'n'Go!**
- 2) Click on the **COAST Website** button
- 3) Click on [Login to COAST](#)
- 4) On the new Homepage, enter **your user name** which will be **your employee number with "SAC" before it – e.g. SAC7216848**

Please note: If your employee number has zeros at the start, ignore these and log in as SAC with the remaining numbers. Eg, Employee number 0007946 should log in as SAC7946.

- 5) On **first** login use **Welcome1** as your **password**
- 6) You will then be prompted to create a password of your own choosing
- 7) Follow the prompts to change your password

Please note: if you have a South Ayrshire Council e-mail address on first login, change your user details in the "My Profile" section of COAST (see below for further details) to your e-mail address and you will then be able to receive password reset notifications to your inbox should you forget your password.

If you don't have a SAC e-mail address you must use your assigned user name i.e. SAC##### and if you forget your password call Organisational Development on 01292 612026 and a member of the team will reset your password for you.

My Dashboard

Along the top of your front page (known as your "dashboard") you will see a range of tabs:

Home – when you click this tab you will always be returned back to your main page/dashboard

My Profile – this page holds your employment details. **You are responsible for ensuring that all details are correct and making any changes** (for example, if you move departments, change your surname etc.).

- To **change your name or e-mail address** simply type in your new details and click the "UPDATE CHANGES" box underneath your entries.
- To **change your location & role** click on the "CHANGE" icon next to location first and select the directorate and service you are now in, then click the "CHANGE" button directly underneath and select your department and role from the range on offer
- To **change your employee number** click on the "CHANGE" icon next to your current number and, following the prompts add your new details, then click "SAVE" or, if you have made an error click the "CANCEL " icon

- If you don't have a South Ayrshire Council e-mail address but wish to receive course alerts and notifications via your personal e-mail then add your personal e-mail details in the box marked **"Secondary E-mail"** and tick the box **"Receive a Copy of My Learners Revalidation Alerts"** & then click **"UPDATE CHANGES"** to confirm all settings
- The **"CONTENT CODE"** icon is not used on this system

Forgotten Password

If you have a South Ayrshire Council e-mail address & have added it your username in "My Profile":

- 1) On LearnPro Council Homepage click on **Forgotten Login**
- 2) Type in your full e-mail address in the box provided and click **Send**
- 3) An e-mail will be sent to your inbox with a new password
- 4) You can either keep this password or change it again by following the instructions below

If you don't have an e-mail address:

Call Organisational Development on 01292 612026 and a member of the team will reset your password for you.

Changing Your Password

- 1) Once logged in (see instructions above), on the tabs at the top of the page click ***CHANGE PASSWORD**
- 2) Select a new password and enter it twice in the boxes indicated
- 3) Click **Change Password** at the bottom of the page
- 4) **Password Changed** will pop up on the page and a confirmation e-mail will arrive in your inbox if you have an e-mail account

Launch & Print Your Certificate of Achievement

You can print out a certificate of achievement at any time. The certificate details all your passed assessments to date and indicates where courses will elapse or expire (if set to do so). To print a certificate:

- Click on the **Certificate** tab on the toolbar
- When the page loads the certificate will automatically be set up to print
- Click **Print**

Logout

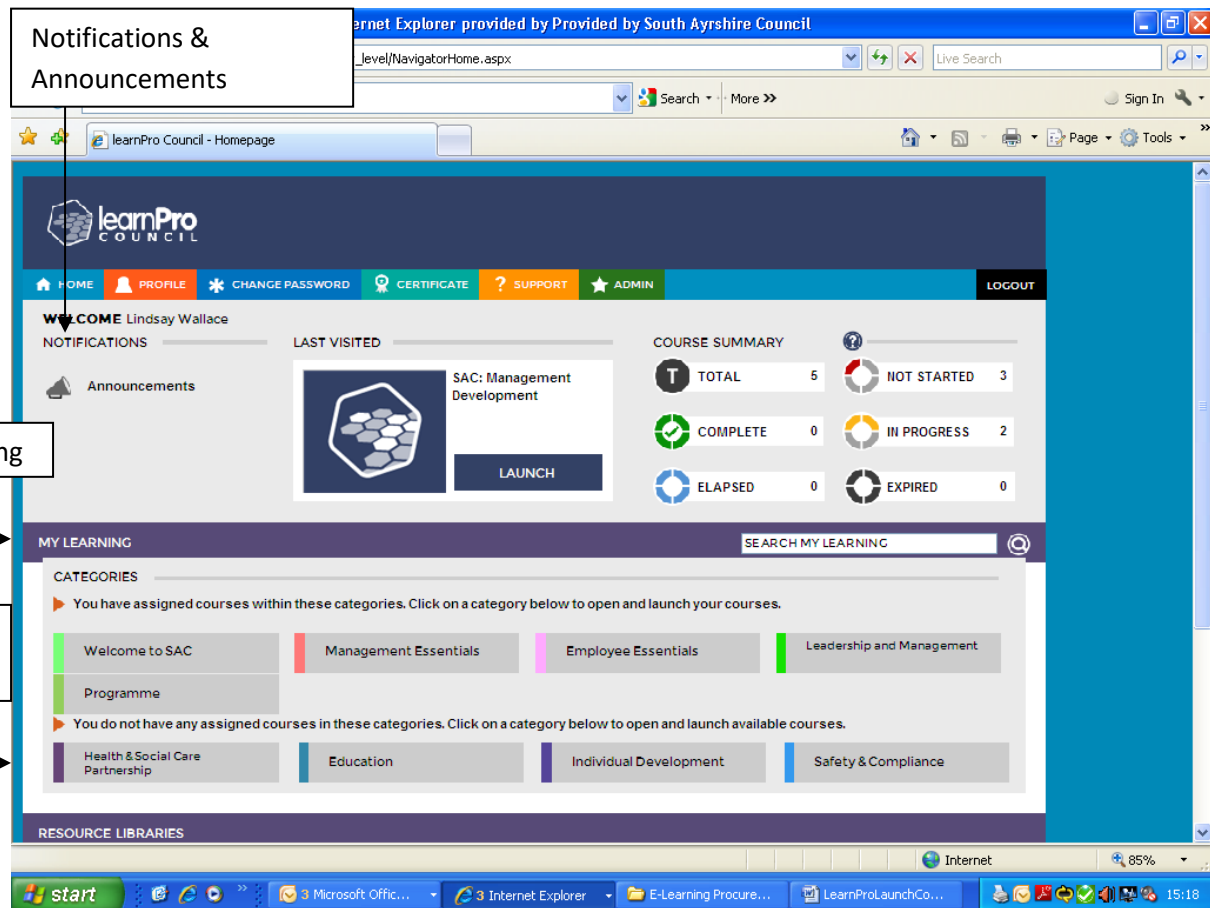
The logout button is located on the far top right of the toolbar. In order to prevent other users accessing your details it is important that you log out after you have finished your learning session. Click the **Logout** tab and you will then be asked to confirm that you are exiting.

Help Icons

Throughout the system you will see ? icons which are help icons and designed to help you navigate around the system. Click on any of these ? icons to view information relevant to the area of the system you are working on. **Helpful tip:** if you are a new user, use these icons whenever they appear to gain a better understanding of what each section does.

Your Dashboard

Once you are logged in, this is what your dashboard should look like:



Notifications

At the top of the home page, you can view new announcements and updates regarding your account including information about new courses. If you have a new notification when you log in, you will see a red circle containing a number which refers to how many notifications or updates you have to read. To read your notifications or updates just click on them – once you have read your notices the red circles will disappear.

My Learning

My Learning is the main hub where you can access all of your e-learning programmes, courses and modules. The first thing that you will see underneath the My Learning tab is a list of the categories that are available to you. To access a course or programme click the category in which it appears.

Categories

The categories page is split into 2 sections. At the moment you will not have any specific courses assigned to you but instead have access to everything on the site. In the future you may find that specific courses are highlighted for you and your job role. For now you can click on any of the icons

and see what courses are listed in each section. You can click on any section, even those that don't relate to your working department – if you're interested click on it!

Assign Courses

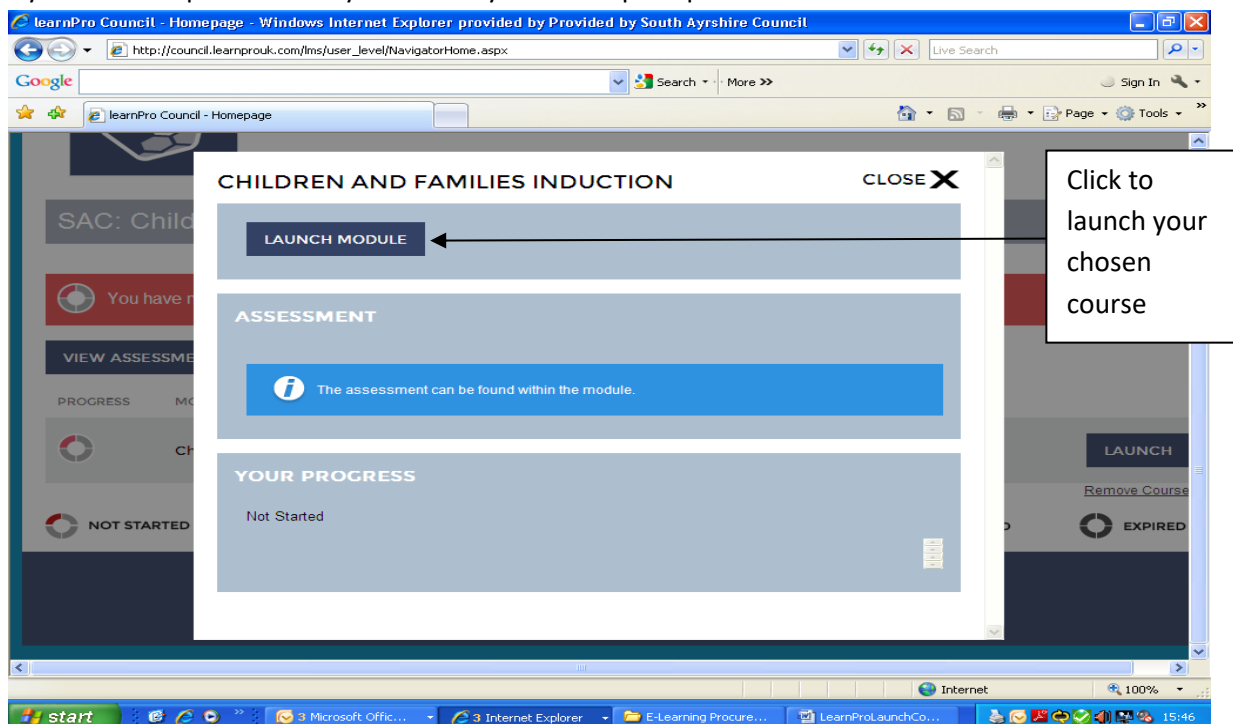
To gain access to a course you must first "assign it". To do this, click on the category of course you are interested in e.g. Employee Essentials, which will take you into that category where you will see several courses listed. Once you have identified a course that you wish to follow from this list click the corresponding **ADD** button on the right hand side of the page. You are then asked to **CONFIRM** or **CANCEL** depending on whether you wish to continue with this choice.

The screenshot shows the 'learnPro Council - Homepage' in a Windows Internet Explorer browser. The page is titled 'HEALTH & SOCIAL CARE PARTNERSHIP' and includes a search bar. Below the search bar, there is a section titled 'ADD COURSES' with a message: 'These are courses that are not currently on your course list. To add a course click on Add, then click Confirm.' A table lists three courses under the category 'Health & Social Care Partnership':

CATEGORY	COURSE NAME	
Health & Social Care Partnership	SAC: Children and Families Induction	ADD
Health & Social Care Partnership	SAC: Children's Hearing (Scotland) Act 2011	ADD
Health & Social Care Partnership	SAC: Getting Our Priorities Right	ADD

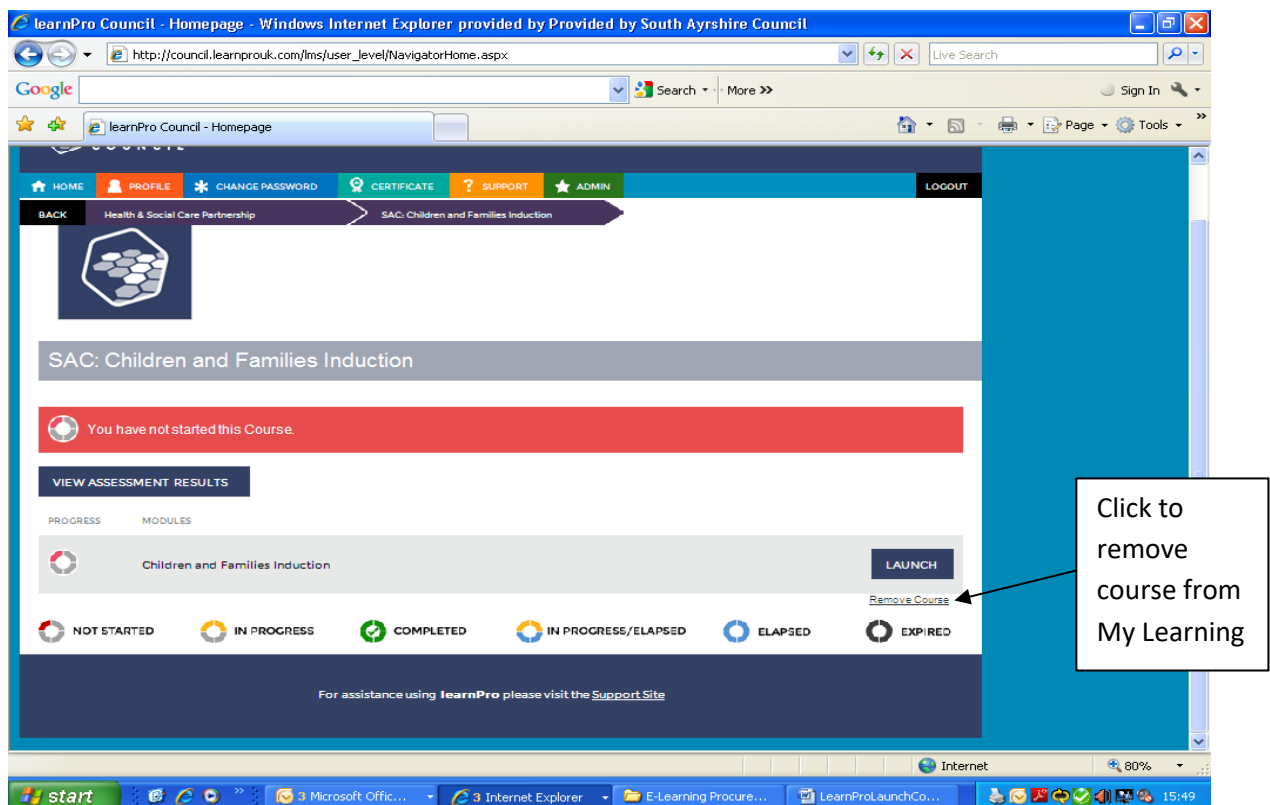
A callout box with the text 'Click on the Add button to assign a course' points to the 'ADD' button for the course 'SAC: Children's Hearing (Scotland) Act 2011'.

If you choose to continue, your choice will be confirmed and you will be asked to **SELECT** the course if you wish to open it. Once you **SELECT** you will be prompted to **LAUNCH MODULE**



Removing a Course

To remove a course from your **MY LEARNING** area simply click on the **REMOVE COURSE** link underneath the **LAUNCH** button of the chosen course:



View Assessment Results To view your assessment results for a particular course click on the **VIEW ASSESSMENT RESULTS** icon on your chosen course:

learnPro Council - Homepage - Windows Internet Explorer provided by Provided by South Ayrshire Council

http://council.learnprouk.com/lms/user_level/NavigatorHome.aspx

Google Search

Sign In

learnPro Council - Homepage

HOME PROFILE CHANGE PASSWORD CERTIFICATE SUPPORT ADMIN LOGOUT

BACK Management Essentials SAC: Managers Guide to PDR

SAC: Managers Guide to PDR

You have taken assessment(s) on this Course

- You started on 07/04/15

VIEW ASSESSMENT RESULTS

PROGRESS MODULES

Managers Guide to PDR LAUNCH

Remove Course

NOT STARTED IN PROGRESS COMPLETED IN PROGRESS/ELAPSED ELAPSED EXPIRED

For assistance using learnPro please visit the Support Site

Done Internet 80%

start Microsoft Office... Internet Explorer E-Learning Procure... LearnProLaunchCo... 16:00

Click this button to view your assessment status/results