How to access and acquire your Learning Portal 'Completion History' (as proof of compliance) (Copy)
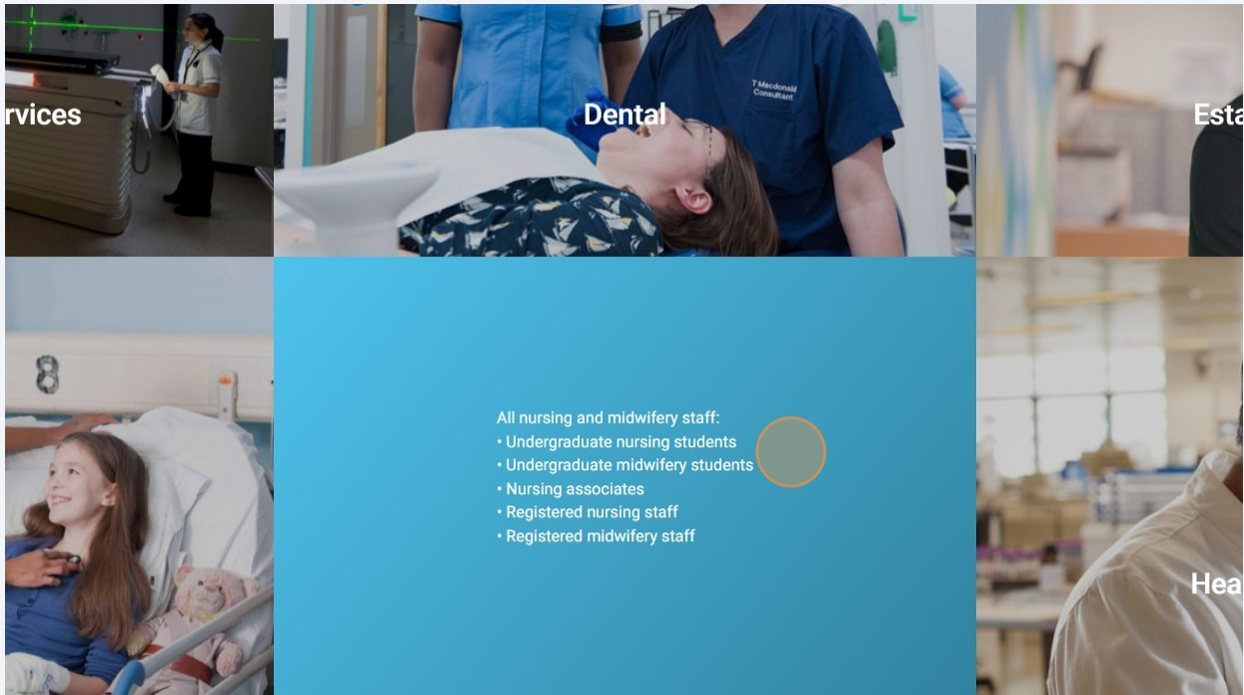
Scribe

1 Navigate to **https://learning.bartshealth.nhs.uk/#/login**

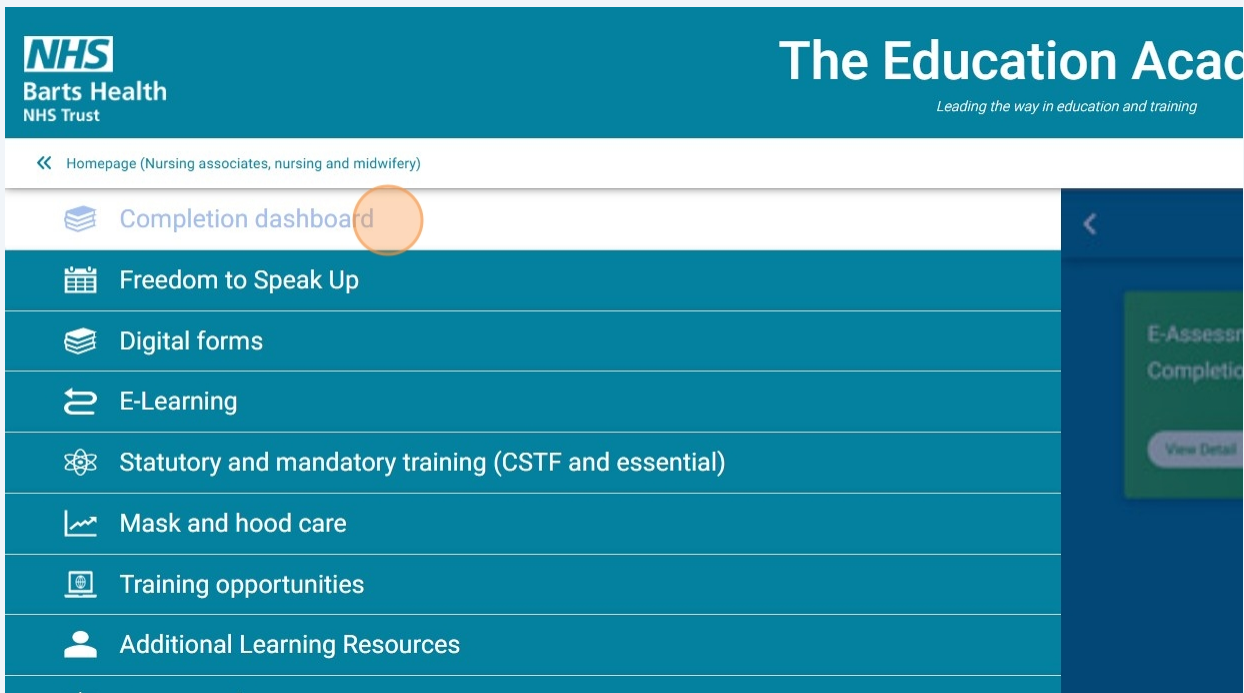**2** Click the "**PROFILE ID**" field and enter your unique Profile ID number to sign in.
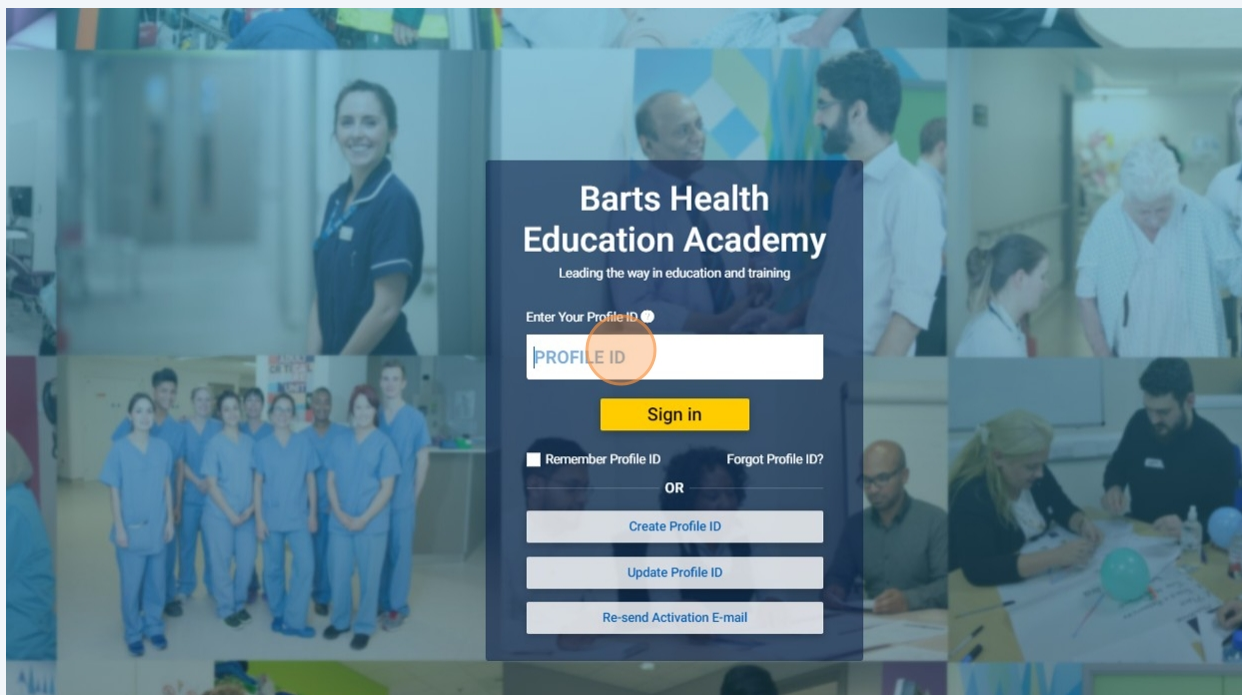
3 Click onto the respective staff group '**TILE**' for your role e.g., Administrative, Dental, Nursing and Midwifery, etc

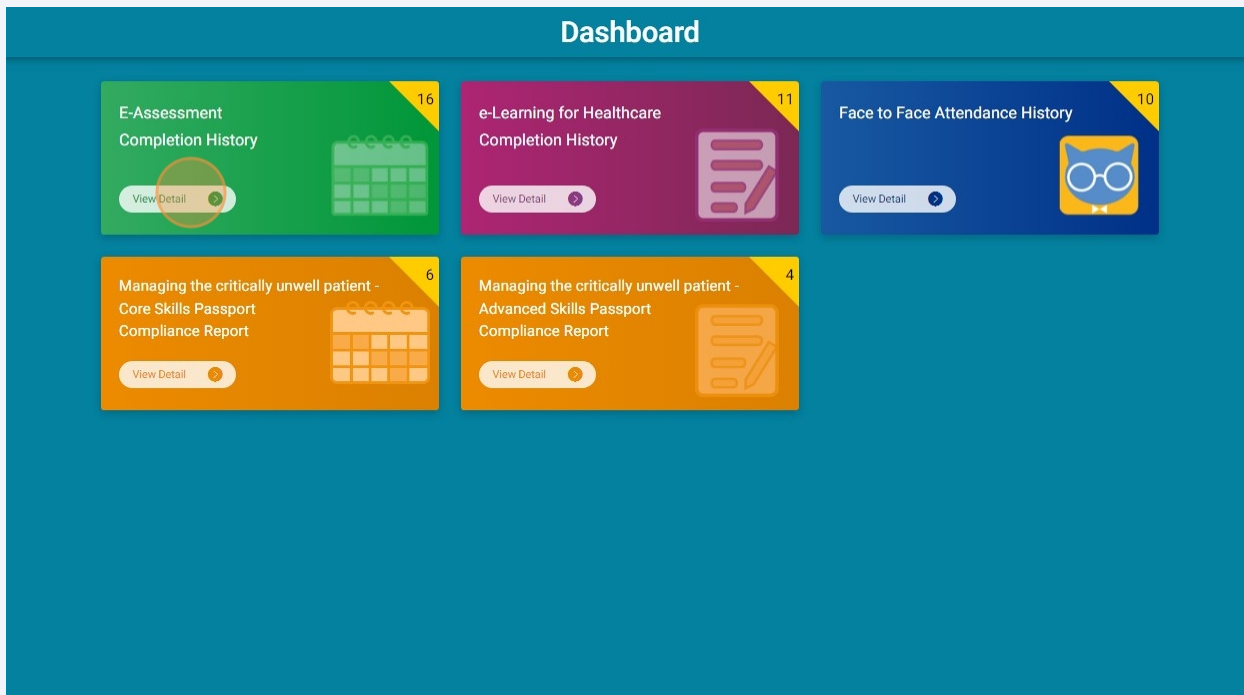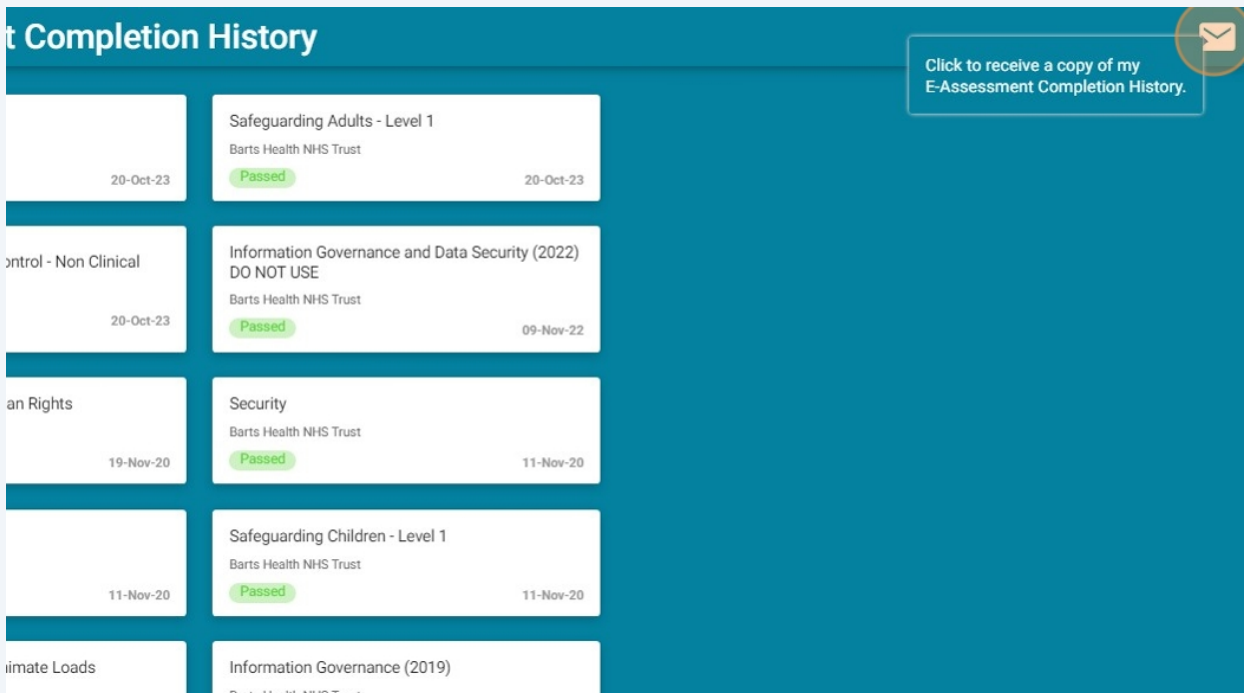**4** Click "**Completion dashboard**"

5 Select which 'completion history' you want to view and export. Please note that all of these can be exported and sent to you via email.
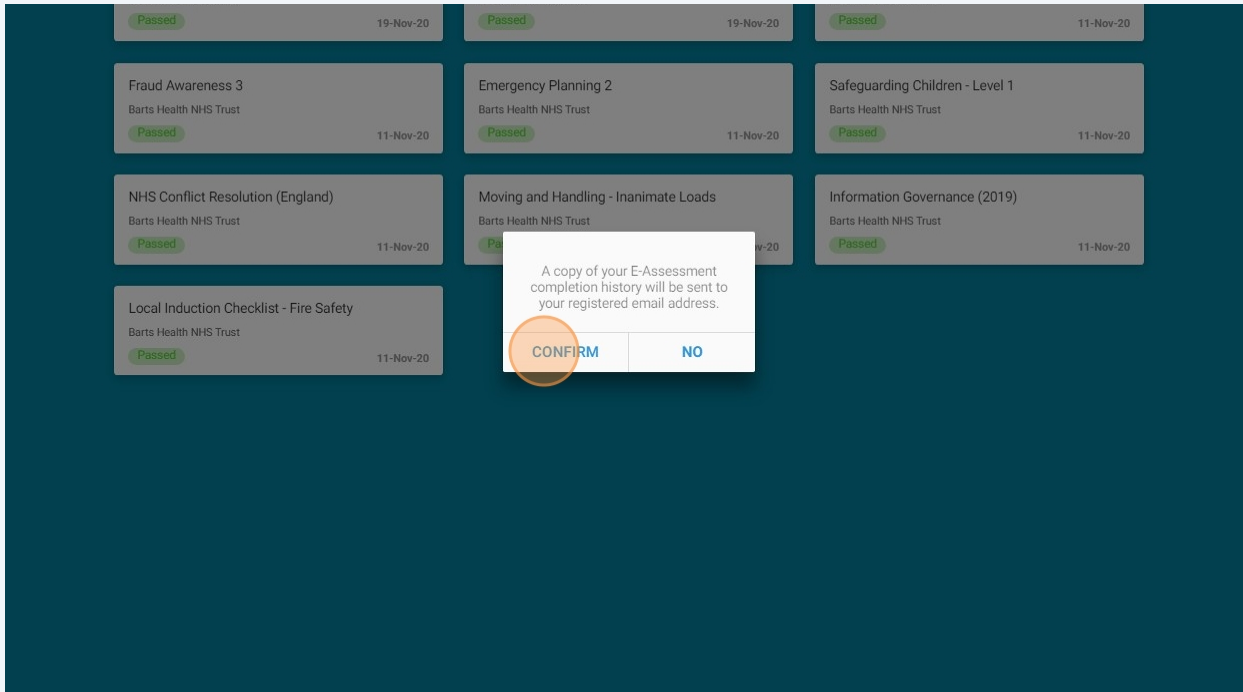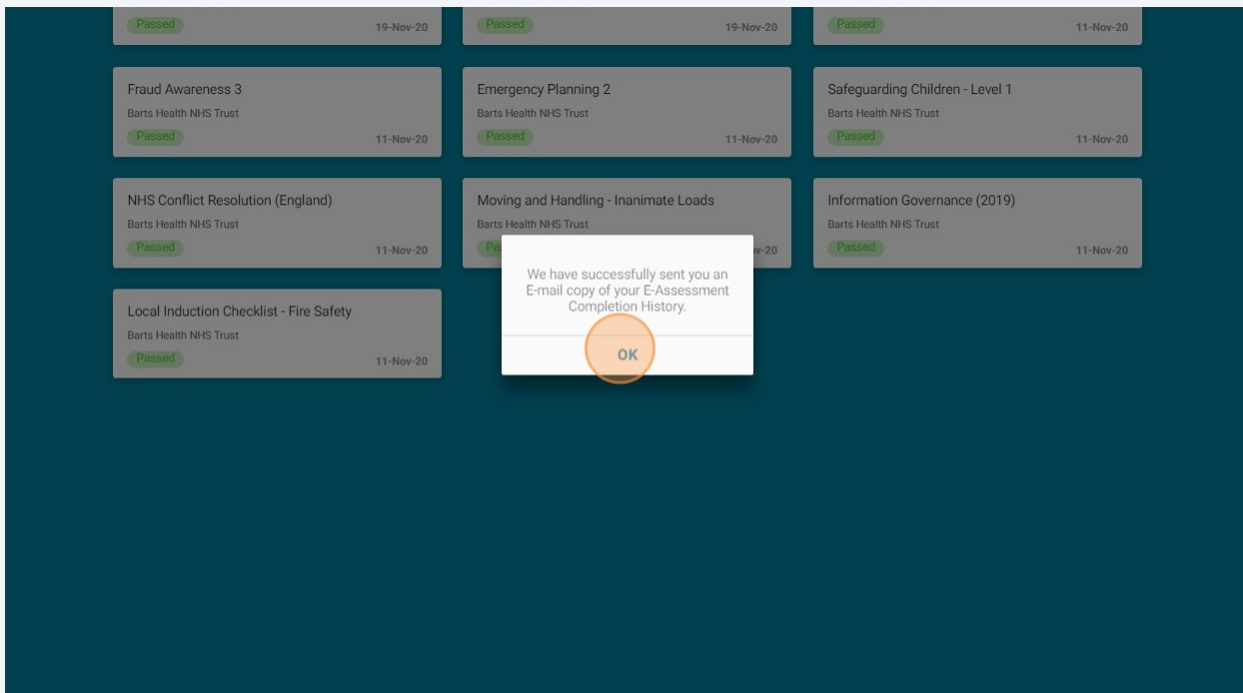

6 Once you have selected and opened your chosen 'completion history', click the '**MAIL**' icon on the top right corner to send a copy of your records to the email address linked to your Profile ID/Learning Portal account.

7 Click "**Confirm**"

Passed 19-Nov-20	Passed 19-Nov-20	Passed 11-Nov-20
Fraud Awareness 3 Barts Health NHS Trust Passed 11-Nov-20	Emergency Planning 2 Barts Health NHS Trust Passed 11-Nov-20	Safeguarding Children - Level 1 Barts Health NHS Trust Passed 11-Nov-20
NHS Conflict Resolution (England) Barts Health NHS Trust Passed 11-Nov-20	Moving and Handling - Inanimate Loads Barts Health NHS Trust	Information Governance (2019) Barts Health NHS Trust Passed 11-Nov-20
Local Induction Checklist - Fire Safety Barts Health NHS Trust Passed 11-Nov-20		

A copy of your E-Assessment completion history will be sent to your registered email address.

CONFIRM   NO

8 Click "**OK**"

Passed 19-Nov-20	Passed 19-Nov-20	Passed 11-Nov-20
Fraud Awareness 3 Barts Health NHS Trust Passed 11-Nov-20	Emergency Planning 2 Barts Health NHS Trust Passed 11-Nov-20	Safeguarding Children - Level 1 Barts Health NHS Trust Passed 11-Nov-20
NHS Conflict Resolution (England) Barts Health NHS Trust Passed 11-Nov-20	Moving and Handling - Inanimate Loads Barts Health NHS Trust	Information Governance (2019) Barts Health NHS Trust Passed 11-Nov-20
Local Induction Checklist - Fire Safety Barts Health NHS Trust Passed 11-Nov-20		

We have successfully sent you an E-mail copy of your E-Assessment Completion History.

OK

9 You will receive an email shortly from **iPDF** which will contain the 'completion history' you selected which you can use as a proof of compliance.