



I N F O R M A T I O N

More information, more knowledge, more IT.

PORTAL USER GUIDE FOR INDIVIDUAL USERS

For the Maxpert e-Learning Platform

An Introduction

The Maxpert e-Learning Platform is designed to be easy-to-use, yet powerful. This guide will explain how you can make the most of all that the system has to offer.

As a user, you can

- Access Maxpert training programmes
- Edit your own user information
- View a report of your own status, progress or results

How to Login

You will firstly receive a “Welcome E-Mail” from Maxpert that contains your username and a link to click on to create your own password as, for security reasons, passwords cannot be displayed within the email.

Once your password has been set, you will be able to log on to the website by going through the following steps:

1. In your web browser, go to <http://elearning.maxpert.de/> (NB: there is no www. in this address),
2. Enter your username and the password you set after receiving your welcome email in the ‘Username’ and ‘Password’ fields
3. Click Login.

If you forget your login details at any point, simply click the “Forgotten your Password?” link on this page to reset your password.

How to Access your Training

You can access your training through the “My Courses” tab on the menu of the “My Group Page”.

1. When you have logged in you will see your Home Page. From here click “My Courses” tab on The menu.
2. You will then see the page which will display all the programmes you may complete.
3. Click the “Launch” button below the programme you wish to access.
4. When you’re ready to begin your learning, click the “Training” tab and then “Launch”.

How to Complete your Training

1. Beginning with module 1 click the module title to access the learning materials.
2. The module content will start.
3. On completing a module, please attempt to answer the corresponding questionnaire for that module
4. On completion of the programme, you will automatically be sent an email confirming your pass or failure status along with appropriate instructions as to what to do next.

How to Edit your Information

At any time whilst using the Maxpert e-Learning Platform, you can amend any of your personal information with the exception of your Username.

1. From every Page, click on "*Your Name*" on the left side
2. You will now see the "*Customer Information*" page, where you can edit or add any details. Once the changes have been made, click Save.
3. If you wish to change your password, click on the "*Change Password*" tab
4. Follow the on-screen instructions and click Save. A confirmation email will be sent to you automatically.

How to View your Progress Report

1. From any Page, click on "*My Reports*" in the left menu
2. A reports pane will open automatically
3. For each programme allocated to your profile you will be able to see the completion date, the time spent in each module and questionnaire, each questionnaire score and the overall score for the programme.