

'Friends Against Scams' Training- How to access e-learning

Creating yourself an e-learning account

To access the Policy and Learning centre and create yourself an account-access the following website:

<https://dudleymbc.insight4grc.com/UserHome?AuthManual=1>

- You will be taken to the Policy and Learning Centre page:

- Click on the **please click here** link to create a new user account

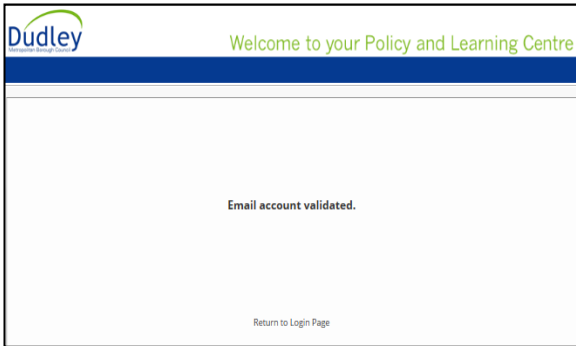
- Enter a valid email address and then confirm this.
- Enter your name.
- Create a password that meets this criteria.

Select your organisation from the drop down box-
Select- **DMBC Scams Unit** and then Click **Register**

- Please Note: New Users need to be aware that Course Allocations will only appear 24 hours after first registration.**

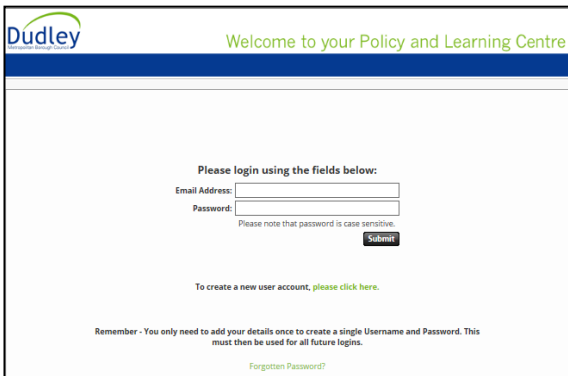
- You will be sent a validation email and will need to click on a link to verify your email address

- Click on the link within your email message

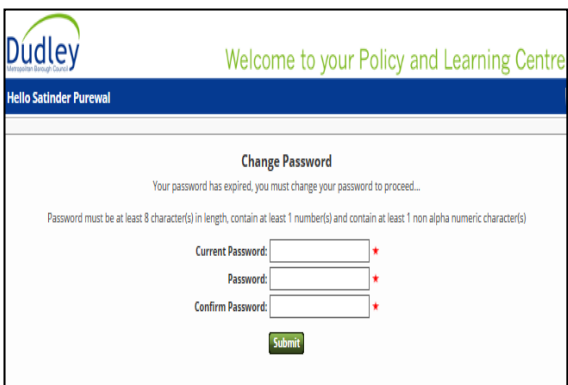


- This will take you back to the Policy and Learning Centre and show that the email account has been validated:

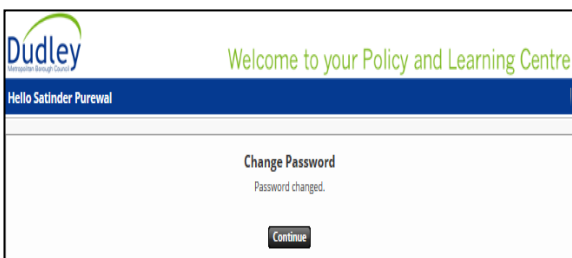
- **Please Note: New Users need to be aware that Course Allocations will only appear 24 hours after first registration.**



- Enter your email address and the password you created, click the **Submit** button



- The first time you log into the Policy and Learning Centre site you will be asked to change your password:



- Once the password is changed click on the **Continue** button:

- The screen displays the learning and/or policies which can be undertaken:
 You will need to look in Learning and opt for the **Social Care Inc. Safeguarding** folder. Click **View** and then select **Friends against Scams**. Remember that when you have completed your learning click **Click to complete**.

Please note - Before accessing the course if using an iPad or Android tablet install the free Articulate Mobile Player app. (Anyone can download the free Articulate Mobile Player app from the [iTunes App Store](#) or the [Android Market](#). Users will need an apple ID.