**E-Learning Module**

**Training Manual**

**Step One –** Get up this link: <https://hope.learnupon.com/users/sign_in>

This page will appear:



If you have already completed the Equality and Diversity Training module, you will already have a log in. If you cannot remember the password, please click on ‘forget password’ and follow the instructions.

**Step Two –** Either login or Click ‘Sign up now’

If you get a black screen whilst trying to log into the training package, please go to page 7 of this manual for further instruction.



**Step Three –** If it is your first time logging in, enter your Hope email address and create a password.



**Step Four –** On your screen, click ‘browse the catalogue’





**Step Five –** There will be various different modules as options, please click on the module you would like to complete**,** Click ‘Enrol in Course’ and then ‘yes’ when the prompt comes up



**Step Six –** In order to commence the session, click ‘launch’ and follow the session through. There should be an option at the end to print a certificate upon successful completion.

***PLEASE NOTE:****If you are using Google Chrome, the screen may appear black, this may be because of the google chrome settings. Please open a new webpage and copy the following link into your Chrome search bar:****chrome://flags/#autoplay-policy***

*Scroll down to the highlighted area (should be in yellow)*

*Then change the policy to****No user gesture is required,*** *you should be able to continue with the course.*



**If you need to leave the session at any time:**

