

Non-staff access to STFC training resources

Summary:

This document aims to provide guidance to contractors, visitors and collaborators on the following subjects:

- [Accessing the learning management system \(LMS\)](#)
- [Registering an account](#)
- [Accessing mandatory courses](#)

Accessing the learning management system (LMS)

Contractors, visitors and other STFC collaborators can access the STFC learning management system using the following link:

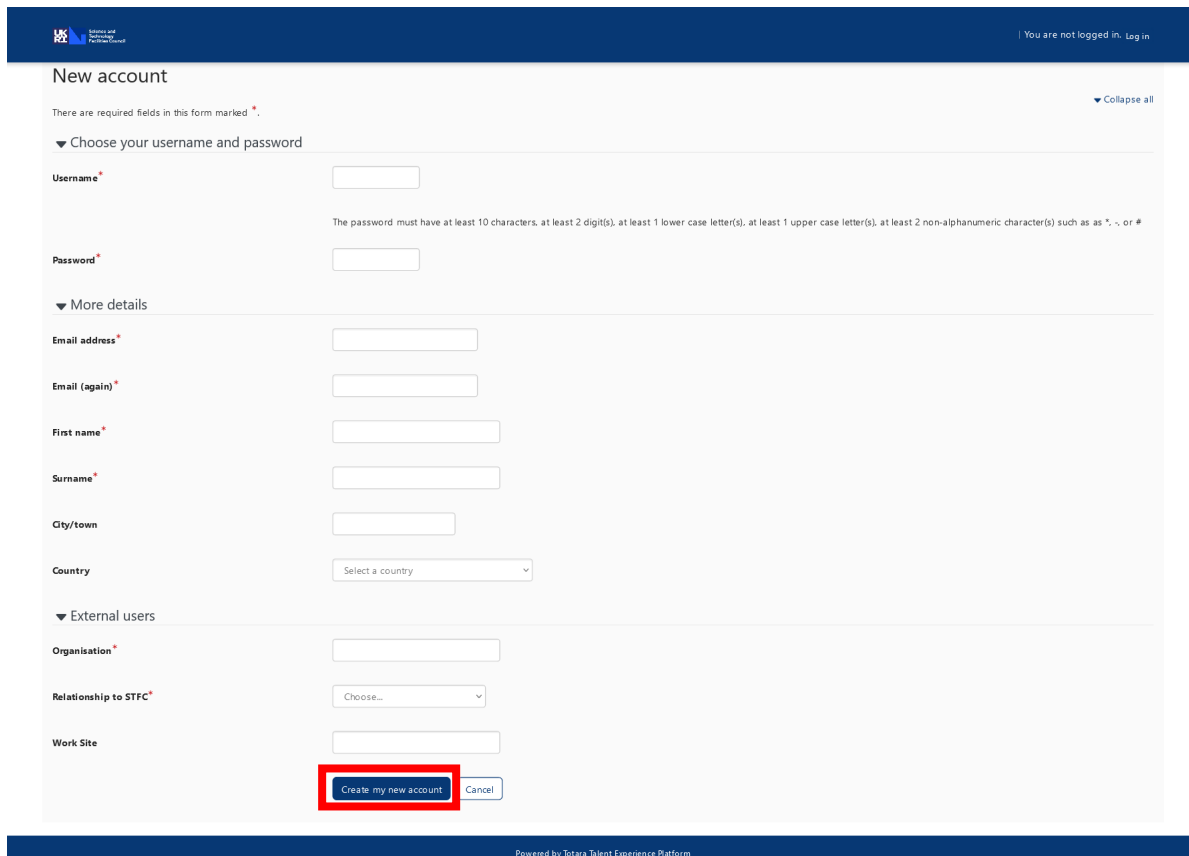
<https://lmsweb.stfc.ac.uk/moodle/login/index.php>

At the log-in screen, you should find a link at the bottom right of the page to create a new account, click this to sign up to the learning management system and access the STFC training.

Registering an account

At the registration page complete the form with accurate information about yourself, this will help STFC find your training record so we can ensure you have completed the training required to access and work on STFC sites.

Once you have completed the form, click the “Create my new account” button to continue. Try to complete as many fields as possible as this will help us find your account should you need assistance in the future. Required fields are marked with a red asterisk: *



The screenshot shows a registration form titled "New account" with a dark blue header. The header contains the UKRI logo on the left and "You are not logged in. Log in" on the right. Below the header, the form is divided into three main sections: "Choose your username and password", "More details", and "External users".

- Choose your username and password:** Includes a "Username" field with a red asterisk, a "Password" field with a red asterisk, and a password strength indicator: "The password must have at least 10 characters, at least 2 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 2 non-alphanumeric character(s) such as !, -, or #".
- More details:** Includes fields for "Email address", "Email (again)", "First name", "Surname", "City/town", and "Country" (a dropdown menu with "Select a country" text).
- External users:** Includes fields for "Organisation", "Relationship to STFC" (a dropdown menu with "Choose..." text), and "Work Site".

At the bottom of the form, there are two buttons: "Create my new account" (highlighted with a red box) and "Cancel". A "Collapse all" link is visible in the top right corner of the form area. The footer of the page reads "Powered by Totara Talent Experience Platform".



To continue you must now access and click the link in the confirmation email to activate your account.

Note: Gmail users may not see the email appear in their inbox because the email is categorised by Gmail as a "Promotion" email, you should be able to find the email by navigating to "All Mail" or through "Categories" > "Promotions".

Hi,

A new account has been requested at 'STFC Learning Management System' using your email address.

To confirm your new account, please go to this web address:

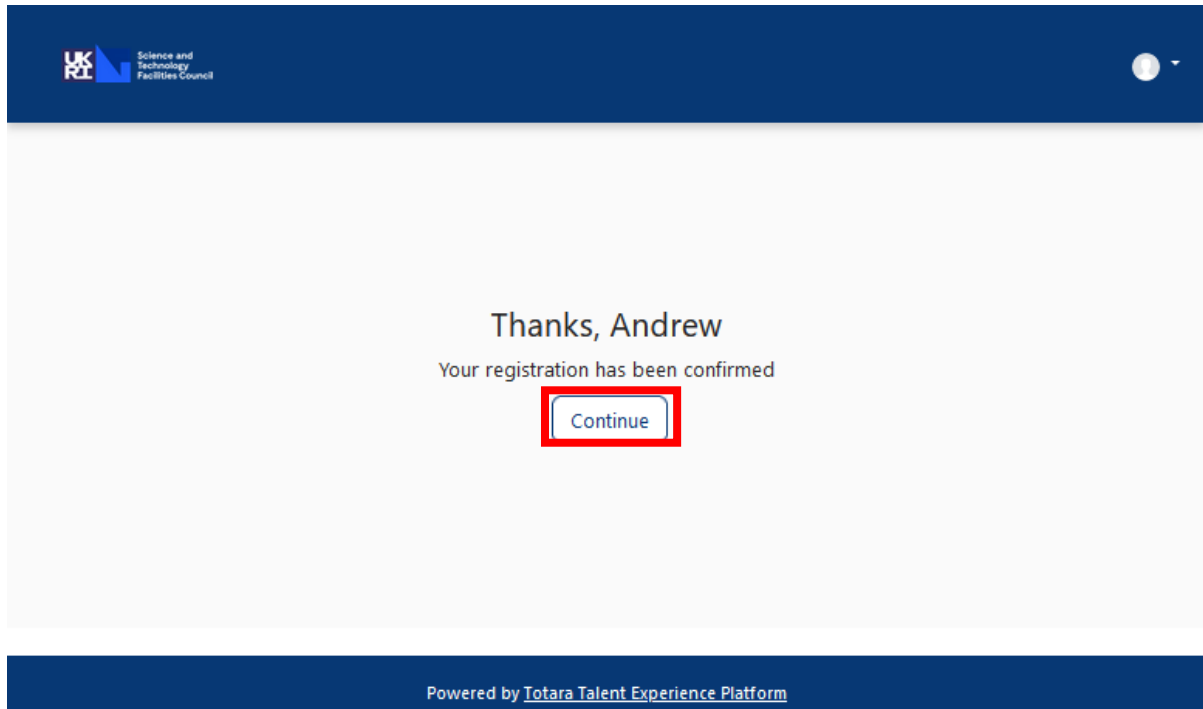
<https://lmsweb.stfc.ac.uk/moodle/login/confirm.php?data=nVMF5HmpS3XpWDL/andrew-test-3>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

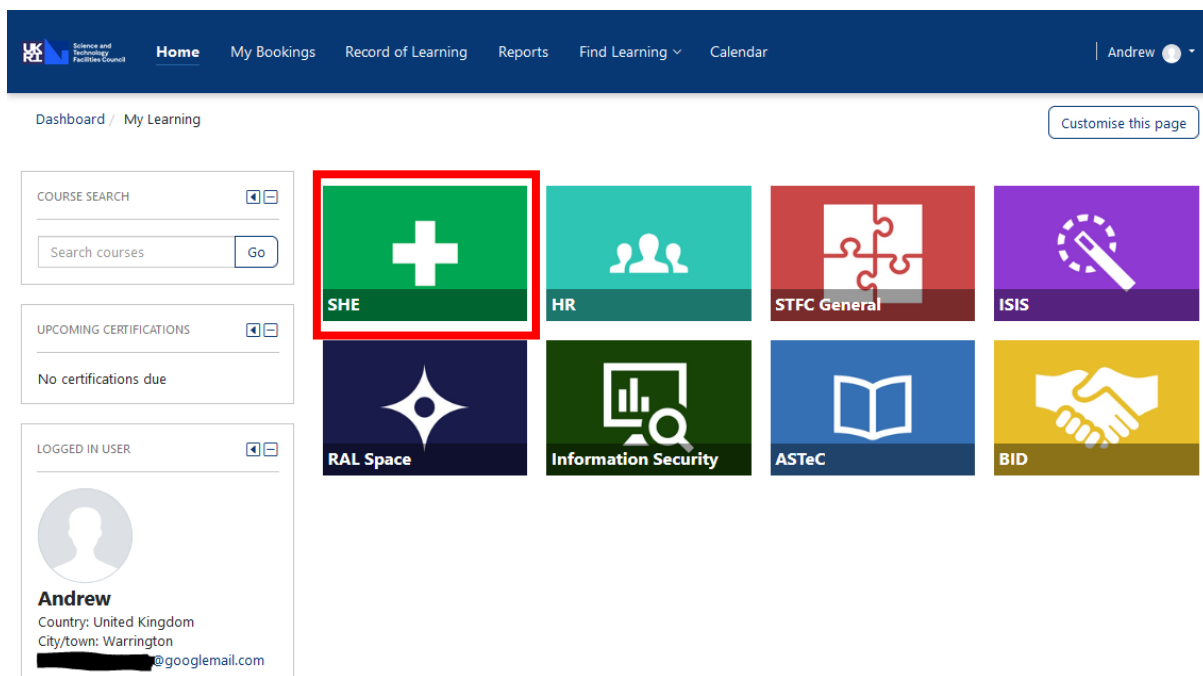
Totara Administrator
totaraadmin@stfc.ac.uk

On clicking the link you will be taken to a page that will confirm your registration is complete. Clicking the “Continue” button will log you into your new account.



Accessing mandatory courses

Once logged into the system you should see the STFC Totara home page. You can find mandatory training by clicking the SHE link then navigating to the “Mandatory” category. You should also see a direct link to the STFC site access course which is a requirement for anyone attending STFC sites throughout the UK.



In the “SHE” section, you will see a number of categories, including mandatory courses for those working on STFC sites and the STFC site access COVID-19 course which is mandatory for anyone visiting an STFC site. **If you are unsure which courses you must complete, please discuss this with your STFC contact.**

The screenshot shows the user interface of the STFC Learning Management System. At the top, there is a navigation bar with the UKRI logo, the Science and Technology Facilities Council name, and menu items: Home, My Bookings, Record of Learning, Reports, Find Learning (with a dropdown arrow), and Calendar. The user's name, Andrew, is displayed on the right. Below the navigation bar, there are tabs for Courses, Programs, and Certifications. The current page is titled "Dashboard / Courses / SHE". A search filter for "Course categories" is set to "SHE". The main content area is titled "SHE Group" and includes a search instruction: "To search for courses related to a particular code, enter SCNN in the search field (where NN is the code number - e.g. SC05).". There is a search input field with the text "Search courses" and a "Go" button. A "Collapse all" link is visible on the right. The course list is organized into expandable sections: "Codes (45)", "Mandatory (7)", "COVID-19 (1)", and "Health and Wellbeing Exercise Classes (11)". The "Mandatory (7)" section is expanded, showing three sub-sections: "Site SHE Induction (Refresher) (3)", "COVID-19 (1)", and "Health and Wellbeing Exercise Classes (11)". Under "Site SHE Induction (Refresher) (3)", there are four course items, each with a cube icon and an information icon: "STFC Fire Safety Training", "SC34 - Electrical Safety Essentials", "SC35 - Asbestos Essentials", and "STFC Health and Safety Arrangements BiteSize".