ACC Learn Guide: Logging in and Accessing courses

This is a guide for users on how to access, log in, and navigate your new online learning portal
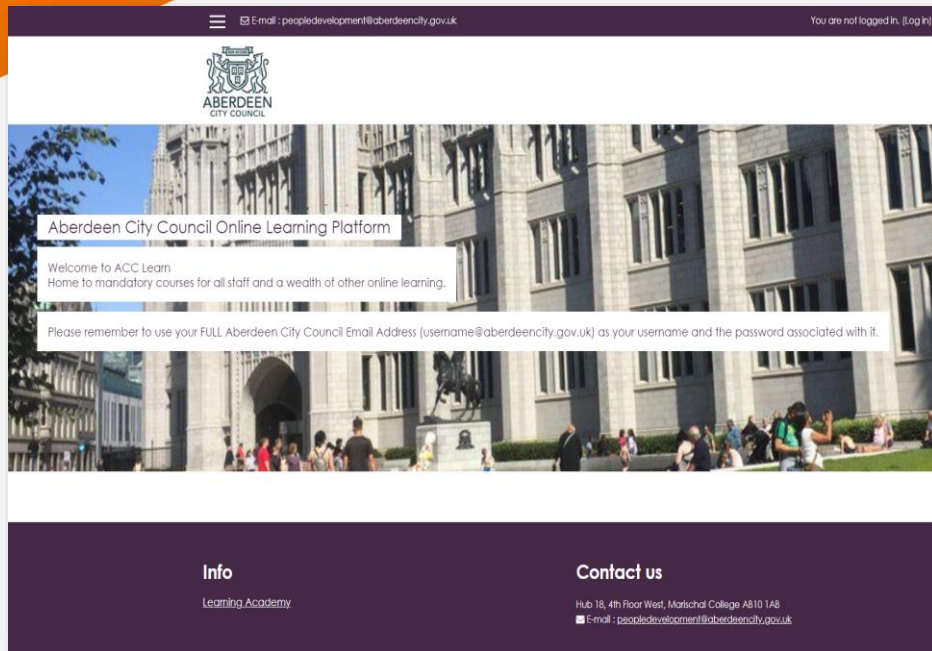
Accessing the system

ACC Learn has the benefit of being accessible on your personal or mobile devices, as well as council computers.

To access ACC Learn, click on the internet browser of your choice:

Then, type in the web address: https://learn.aberdeencity.gov.uk/

Logging in

You will be presented with either one of these screens (depending on the device you are using) when you have typed in the web address into your internet browser.
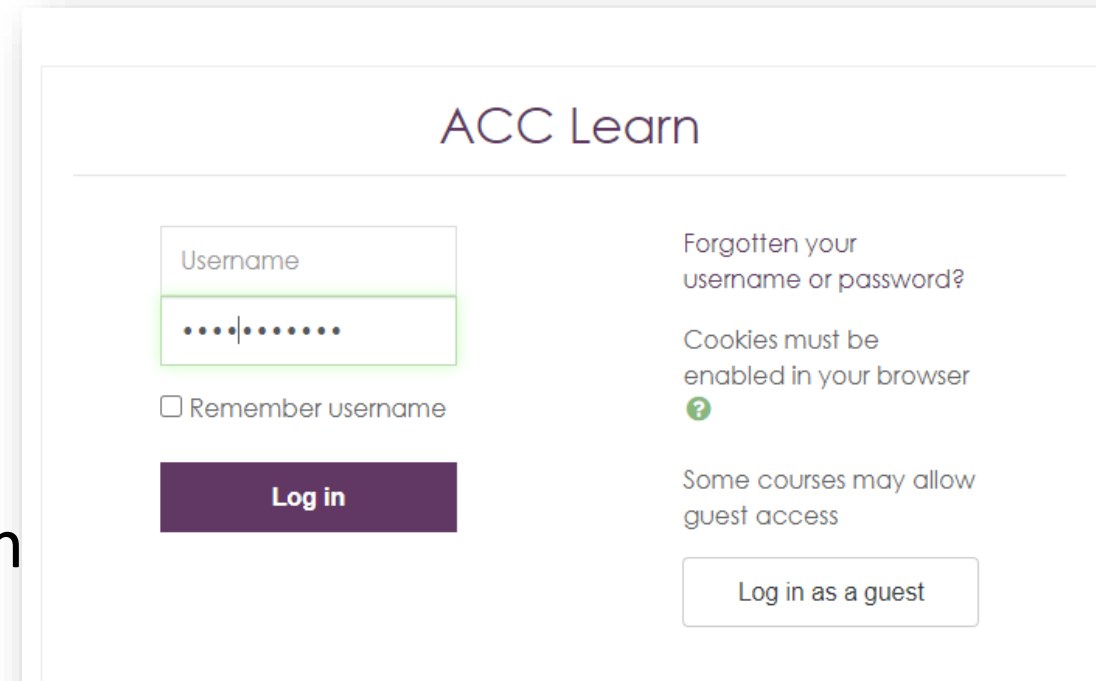
To log in to ACC Learn, click on the words **Login in** at the top right of the screen.

Logging in

This screen will then appear.

To log in to your account all you need to do is enter the full **email address and password** you already use to login to your Aberdeen City Council computer/laptop device. For example jsmith@aberdeencity.gov.uk

When you have done that, click **Log in**

ACC Learn

Username

••••••••

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ❓

Some courses may allow guest access

Log in as a guest

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Your profile and dashboard

When you first log in to the system you may be presented with a screen which has your name and is blank in the email address section. Please enter your council email address, and you should not be asked to do this again.

In future logins, your personal dashboard will appear. This will show the courses you are in the process of completing in the **'In progess'** tab, and to see any courses you have **successfully completed in ACC Learn,** a list of these can be found in the **'Past'** tab.

test account

▼ General
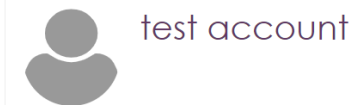
First name   test

Surname   account

Email address
- Required

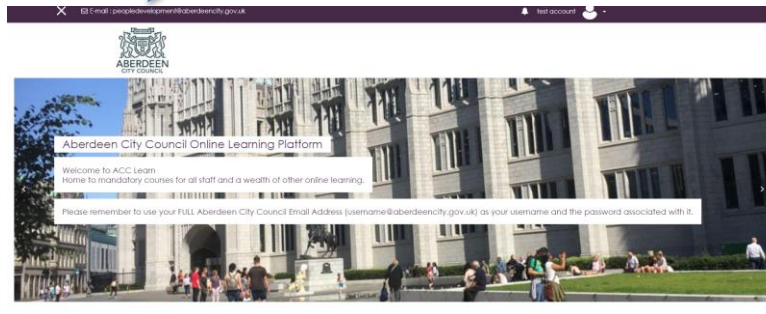test account

Timeline   Courses

In progress Future Past

No in progress courses

Home screen

Clicking on the Aberdeen City Council logo at the top left of your screen will take you straight to the home screen.
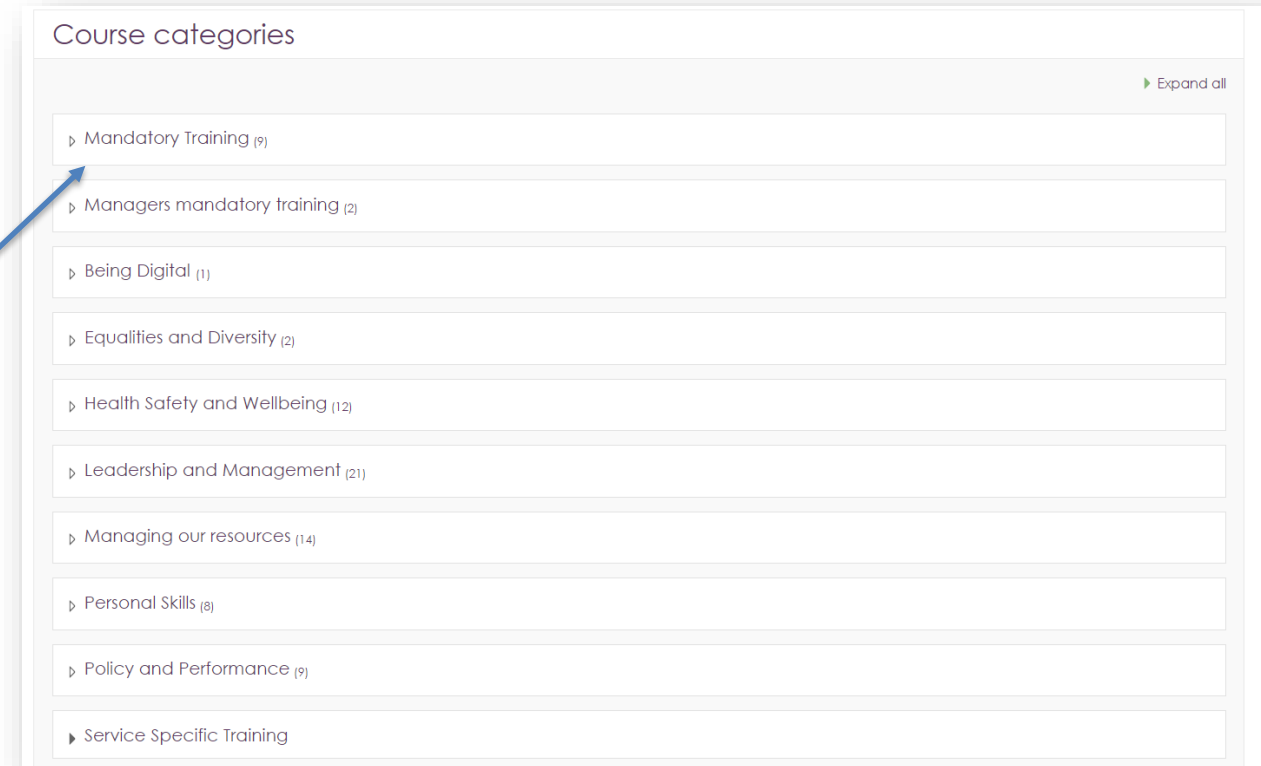
You can do this any time you need access to the home screen.

Accessing online learning

When you are on the home page, **scroll down the page** to see a list of the various online courses you have access to.
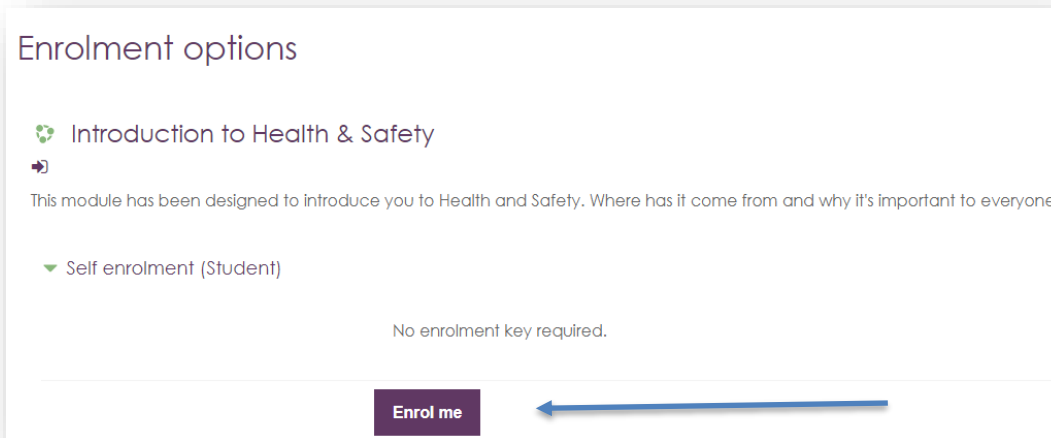
As an example, let's click on the **Mandatory Training** category to see the list of courses you are required to complete as an employee of Aberdeen City Council.

Course categories

▸ Expand all

▹ Mandatory Training (9)

▹ Managers mandatory training (2)

▹ Being Digital (1)

▹ Equalities and Diversity (2)

▹ Health Safety and Wellbeing (12)

▹ Leadership and Management (21)

▹ Managing our resources (14)

▹ Personal Skills (8)

▹ Policy and Performance (9)

▹ Service Specific Training

Enrolling on to a course

After you have clicked on the Mandatory Training section you will be presented with a list of courses that you will need to enrol yourself on to.

Enrolling on to a course basically allows you to access the content of that course and means you can be updated if any changes are made to the course in the future.

Enrolment options

Introduction to Health & Safety

This module has been designed to introduce you to Health and Safety. Where has it come from and why it's important to everyone.

Self enrolment (Student)

No enrolment key required.

Enrol me

To enrol yourself, all you do is click on the course you want to access (for example, Introduction to Health and Safety training) and then click **'Enrol me'**

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Accessing course content

After you have clicked to enrol onto a course, you will have full access to its content. For some courses, you simply click **'Enter'.**

A pop up window will appear, and you will then be able to complete the course.

Click Enter to begin course

Number of attempts allowed: Unlimited
Number of attempts you have made: 0
Grading method: Highest attempt
Grade reported: None

Mode: ○ Preview ● Normal

Enter

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If you click on the mandatory course **Corporate Parenting,** you can see another example of how a course can be presented on ACC Learn.

Instead of this course coming up in a separate pop up window like we can see in the Healthy and Safety course, all the necessary information and learning is either contained within the page or links to necessary learning material.

Corporate Parenting

Dashboard / My courses / Corp Parenting

Introduction

Your progress

📣 Your Expectations

As part of a refresh of training, the online corporate parent training offered across the partnership has been developed to support colleagues in their understanding of what it means to be a Corporate Parent. In order to improve our training offer to you, we ask that you complete a brief questionnaire by clicking on 'Your Expectations' above then click on "Answer the questions". The feedback you provide is valued and will be used to further enhance this initial training which is being piloted.

📄 Questions for Reflection

Prior to undertaking the following training, please take a moment to reflect on the questions outlined below and think about your answers as you progress through the training.

- How aware do you think your organisation is to the needs of those who are care experienced?
- How would you/how does your organisation promote the rights of care experienced people?
- How would you/how does your organisation collaborate with other corporate parents to secure the wellbeing of care experienced people?
- How does your organisation assess the needs of eligible children/ young people / adults for any services or support provided?

📄 Course Aims

- To be able to state what it means to be a good Corporate Parent

- To be able to state why Corporate Parenting is important

- To be able to describe what you do in your role to be a good Corporate Parent

- To have an understanding of what it feels like to be care experienced

- To be able to state which organisations are corporate parents

💬 Announcements

Corporate Parenting

Corporate Parenting Course

Top tips

You can get quick access to any courses you have enrolled on to through your home screen.

To do this, you click the three lines icon at the top left of the home page. A side bar will then appear, and under 'My courses' a list of the courses you are enrolled in will show. You simply click on the relevant course, and you are taken straight to it's page.

Alternatively, there is also a search bar at the bottom of the home page which allows you to search for courses quickly using key words.
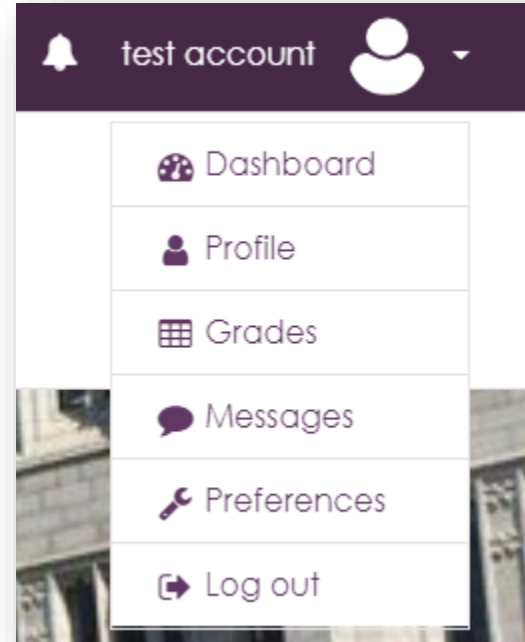
Dashboard

Site home

Calendar

Private files

My courses

PREVENT

Customer

Eq and Div

Fire Safety

Info Gov

Health and Safety
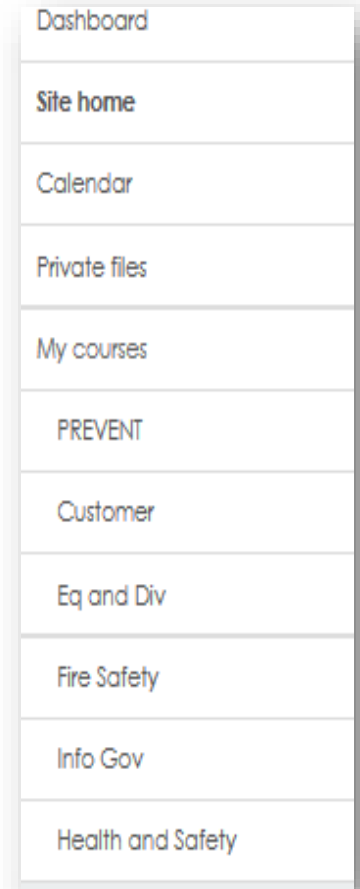
Logging out

When you are ready to log out of ACC Learn, you do this by:

1) Clicking on the person icon at the top right of your screen

2) Selecting **'Log out'**

Needing some assistance?

If you have any issues accessing the system or any of the courses, please email : peopledevelopment@aberdeencity.gov.uk

The team would be more than happy to help you out !