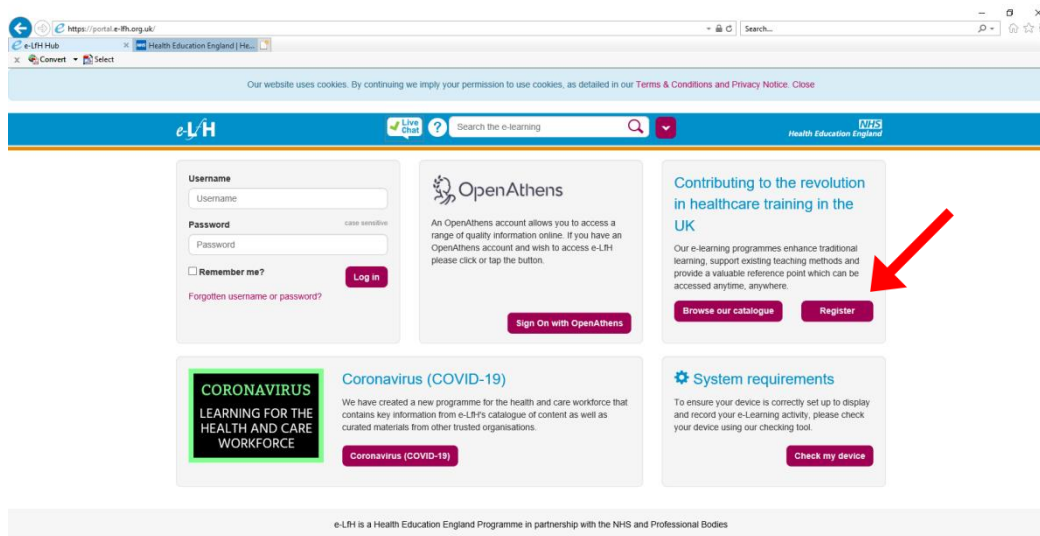# The Volunteer Passport Programme Step by Step Guide

Step 1

In your browser type the e-learning for Healthcare address: www.e-lfh.org.uk
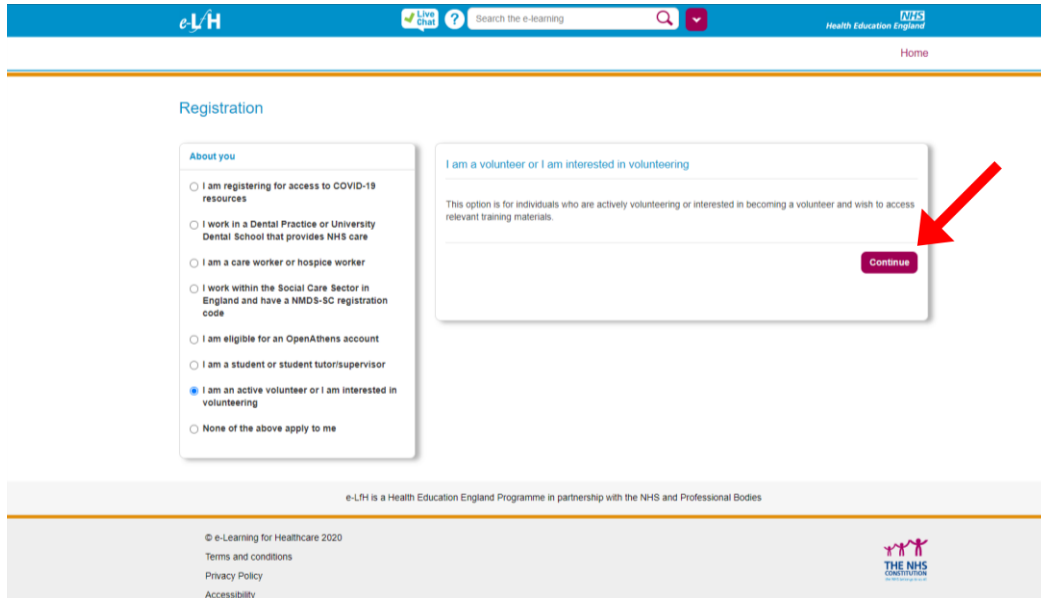Register for the training by: Clicking on **Register / Log in** on the top right hand

Step 2

Click **Register** again

Step 3

Select: **I am an active volunteer or I am interested in volunteering** and **Continue**

Step 4

Register your details. Make sure you type inside the box for: First name, Last name, secondary email address if you have another email address, otherwise leave it blank. For Country, type or select 'England' and then Region, you could select London unless you are in a different region.

For Job Role (Staff Group): Type Volunteer and you will get a list to select from; Make sure you select **Volunteer (Health)**. Under Organisation Name: Type: **MVCC** and click **Register**
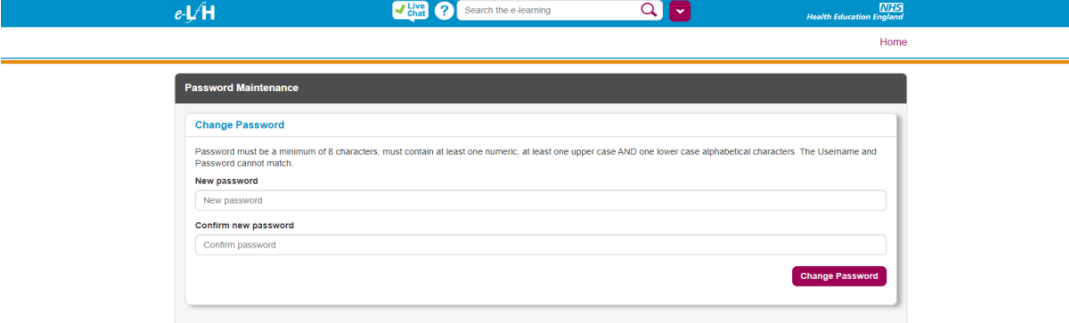
Log into **your** email account. You will receive a confirmation e-mail with your username and password.   You will need the user name to log in to the website.
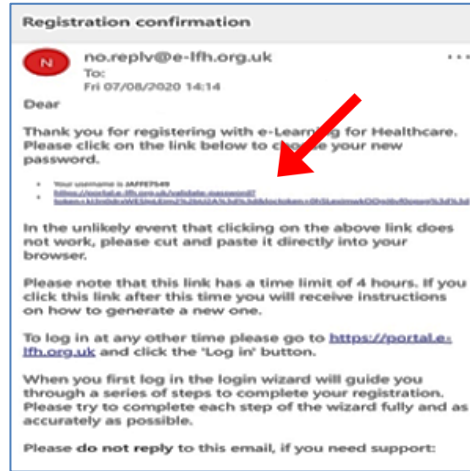
Click email link to create a new password
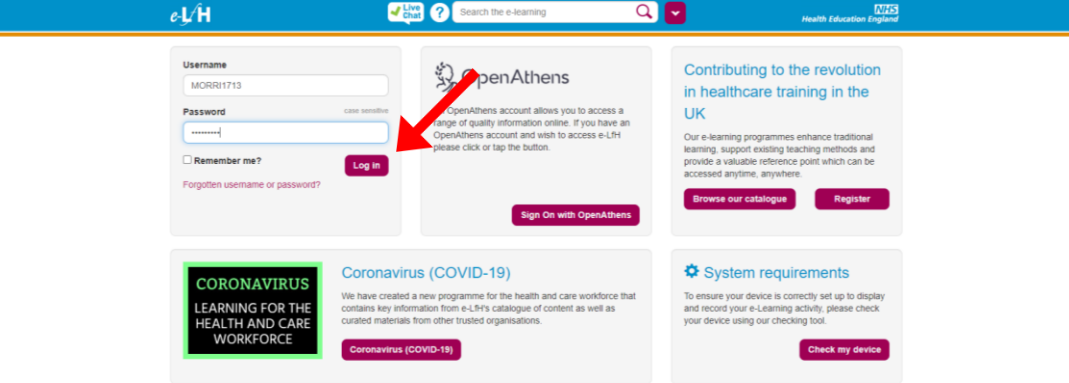
Step 6

Log in with generated username and new password that you have just created

Step 7

You will be prompted to read through and accept the terms and conditions.

Step 8

Please set two security questions. This will enable you to reset your password in future if required.
Click **Save Security Questions**

Step 9

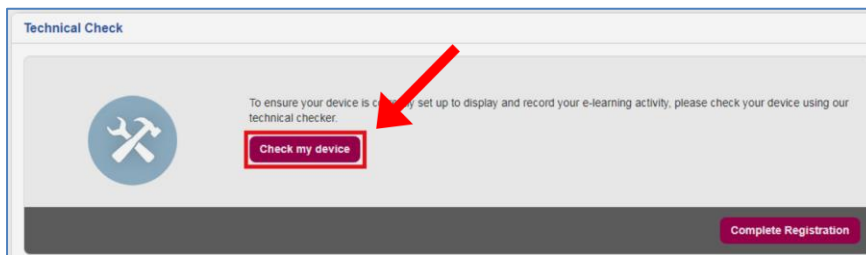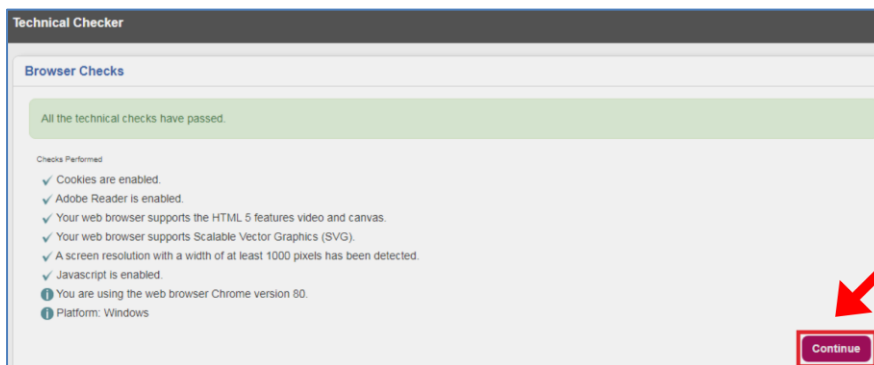To ensure that the e-learning works correctly, you will be asked to run a technical checker to check your device and highlight any potential issues. Click **Check my device** to get started.

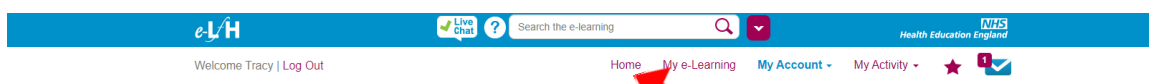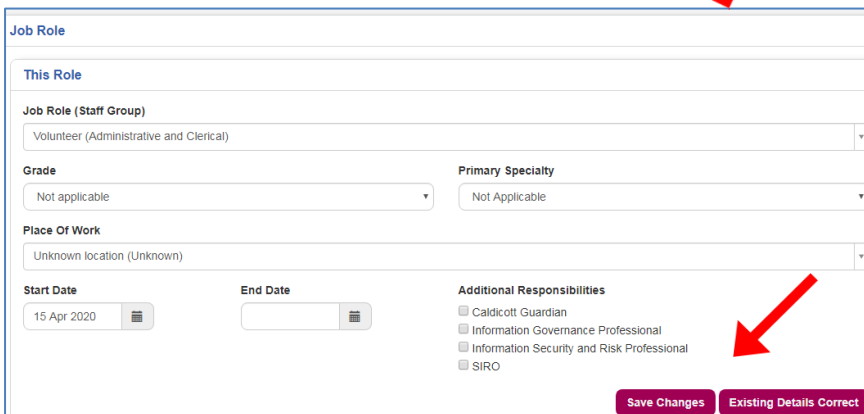**Step 10**

The resulting page will provide guidance on any changes you need to make, or confirm that your device has passed all technical checks. Click **Continue** to proceed.
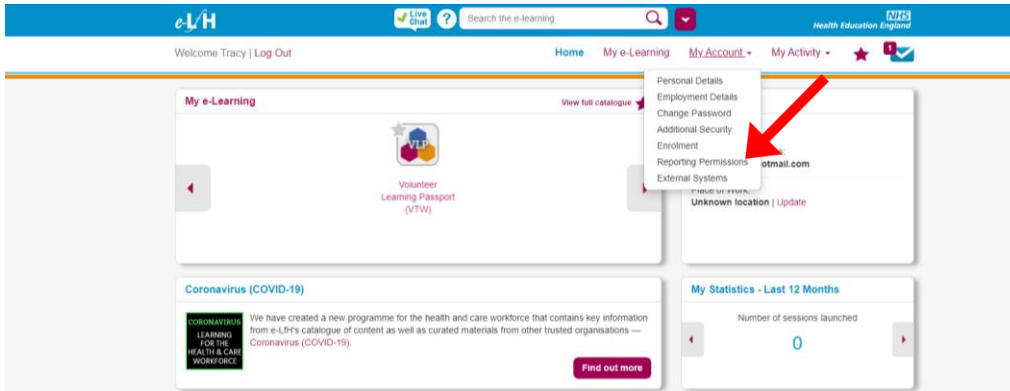

Step 11

Please confirm your details are correct and then click on **Save Changes** or **Existing Details Correct** depending on what is appropriate. Once saved, click on the **Home** button on the bookmarks bar.
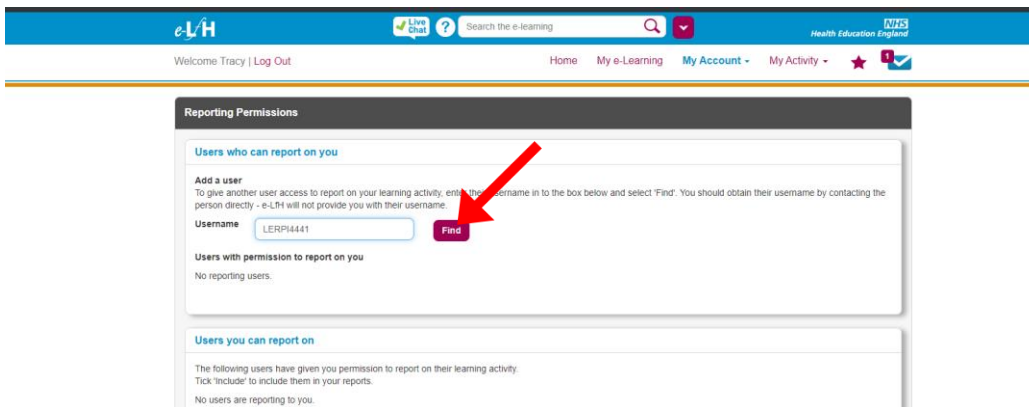
Step 12

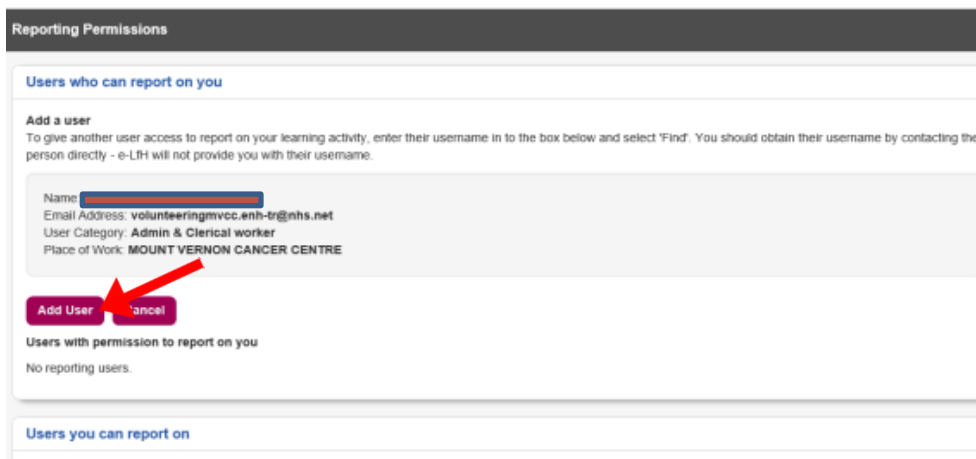From the **Home page**, go to **My Account** then **Reporting Permissions**

Step 13

Enter the username of the MVCC volunteering account as ****##### – Click **Find**- this will show you our details

Step 14
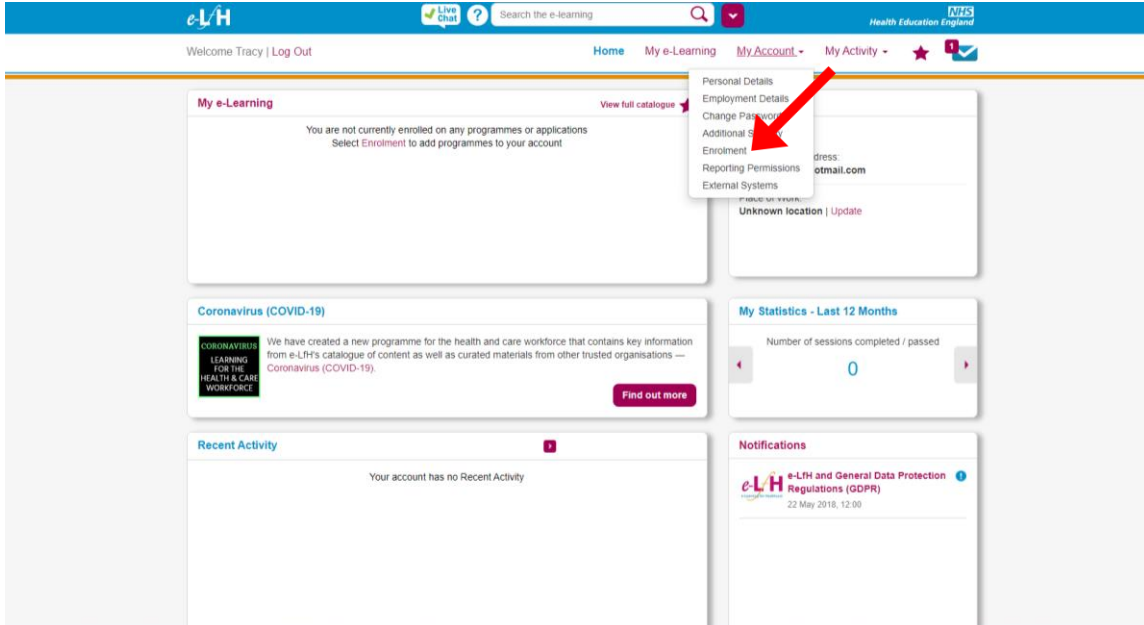
Once Mount Vernon details appear, click **Add User** and return to home page
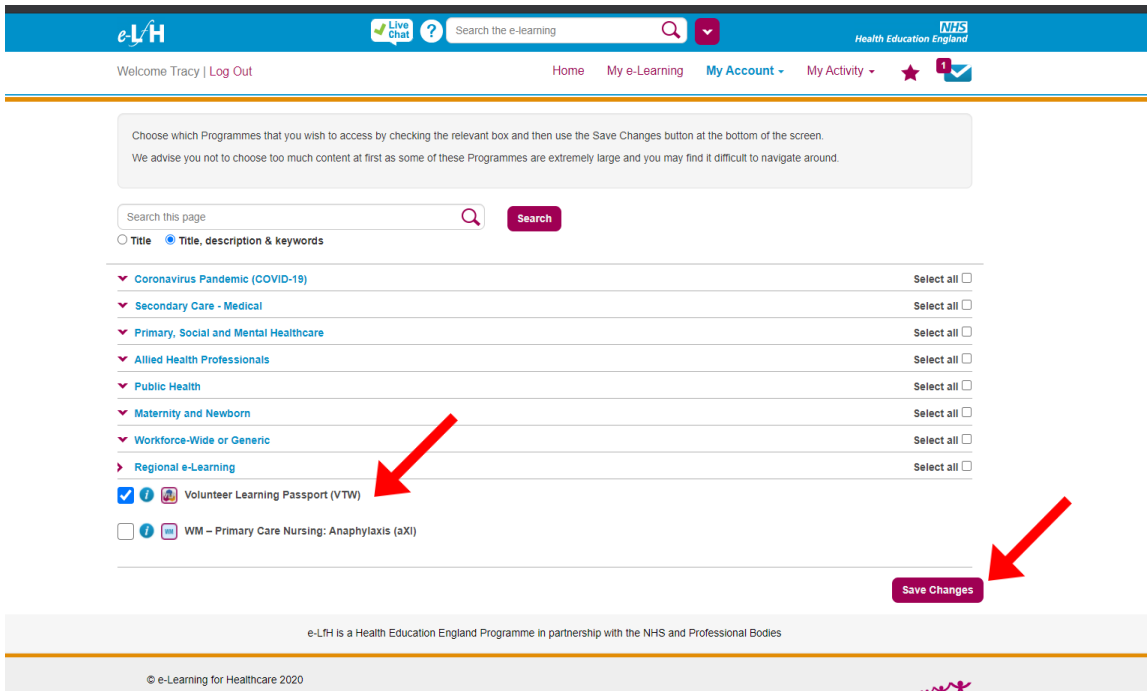
Step 15

From the e-Leaning for Health home page, go to **My Account** and select **Enrolment**
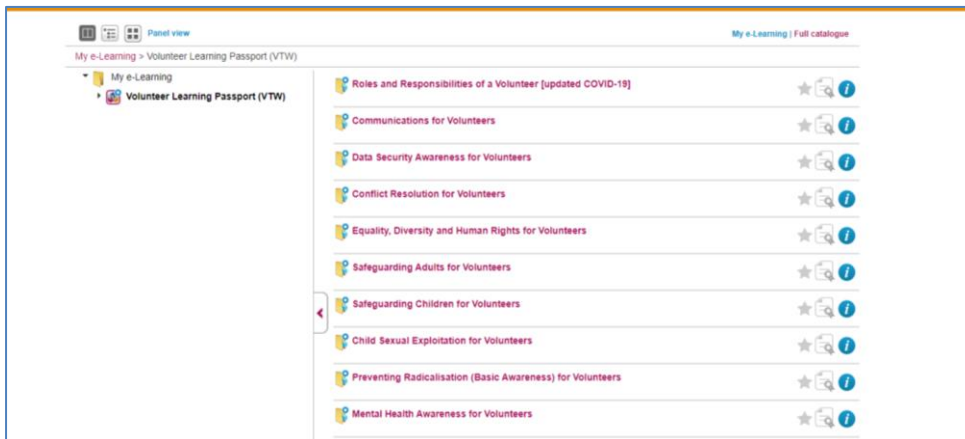

Step 16

Select **Regional e-learning.** From here, you can select box **The Volunteer Learning Passport (VTW)** from the list of choices. Once selected, click **Save Changes** in the bottom right-hand corner

Step 17

Under **My e-Learning**, you should now have access to the modules of the volunteer learning passport. There are 15 modules available to you – and you must complete the 12 mandatory modules to satisfy the requirement for your statutory/mandatory refresher training. You are welcome to complete the optional modules if you are interested.

Step 18

You will need to read through the instructions and then complete each section of the e-learning topic. Once completed, exit the pop-up window and complete any other required training by clicking on the course name to see the other available sessions.

Step 19

Once a course has been completed, you can access a certificate to demonstrate completion of a section via the yellow badge icon on the right-hand side.
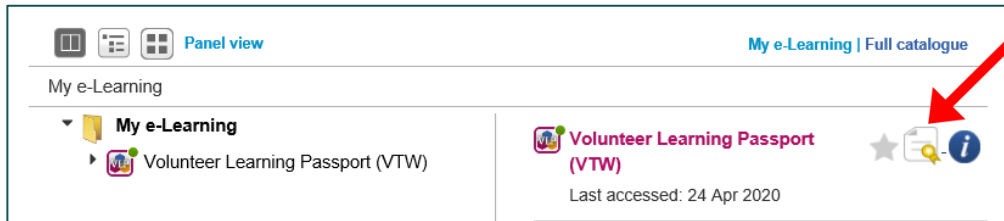
Step 20

Once you have completed all 12 of the mandatory modules of the volunteer learning passport please drop us a quick email to volunteeringmvcc.enh-tr@nhs.net and we will be able to go on line and check your record.