

The Volunteer Passport Programme Step by Step Guide

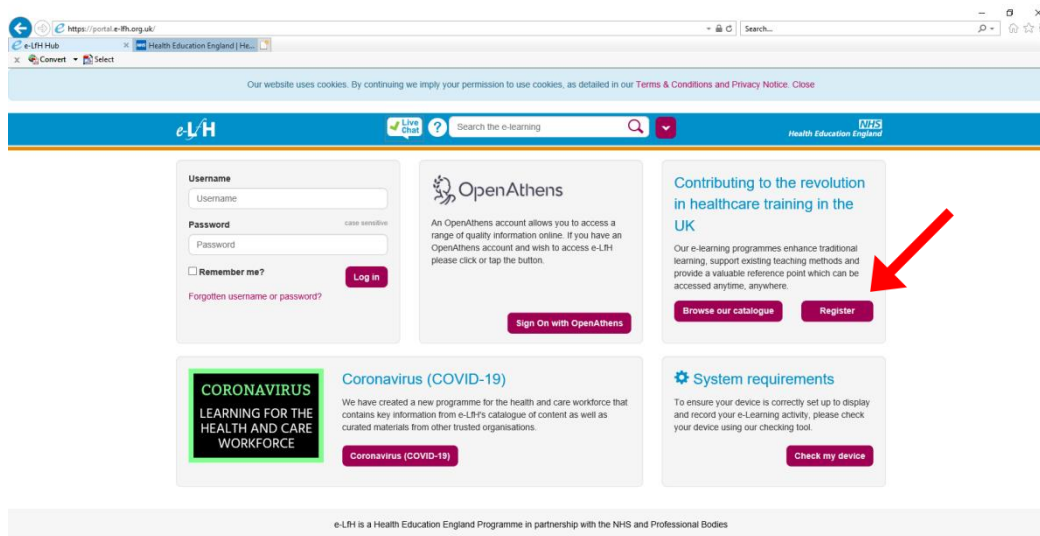
Step 1

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



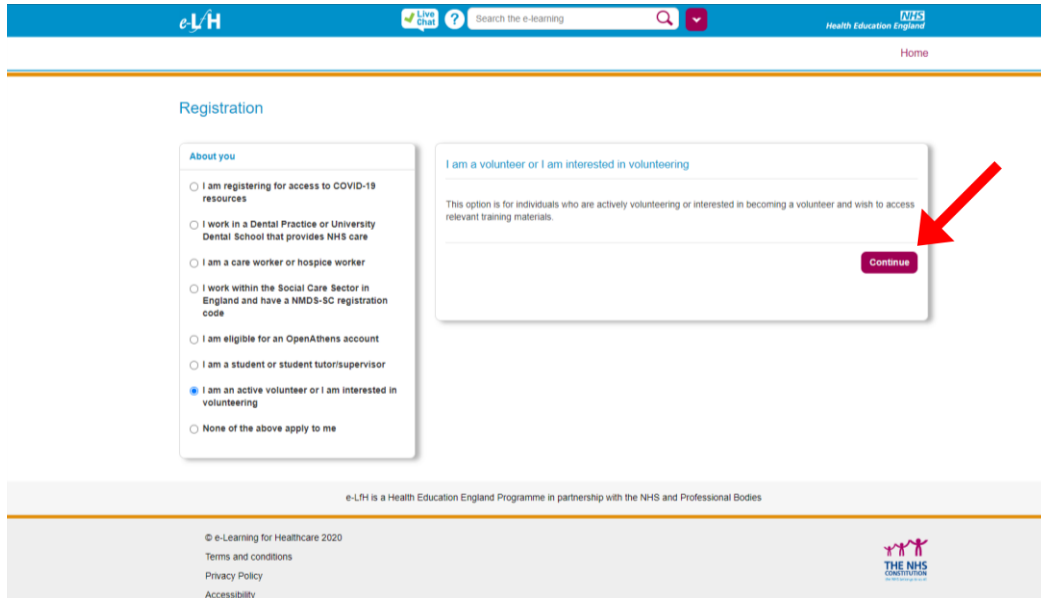
Step 2




Click **Register** again



Step 3

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



e-LH  Search the e-learning  Health Education England  Home

Registration

About you

- I am registering for access to COVID-19 resources
- I work in a Dental Practice or University Dental School that provides NHS care
- I am a care worker or hospice worker
- I work within the Social Care Sector in England and have a NMDS-SC registration code
- I am eligible for an OpenAthens account
- I am a student or student tutor/supervisor
- I am an active volunteer or I am interested in volunteering
- None of the above apply to me


I am a volunteer or I am interested in volunteering

This option is for individuals who are actively volunteering or interested in becoming a volunteer and wish to access relevant training materials.

Continue

e-LH is a Health Education England Programme in partnership with the NHS and Professional Bodies

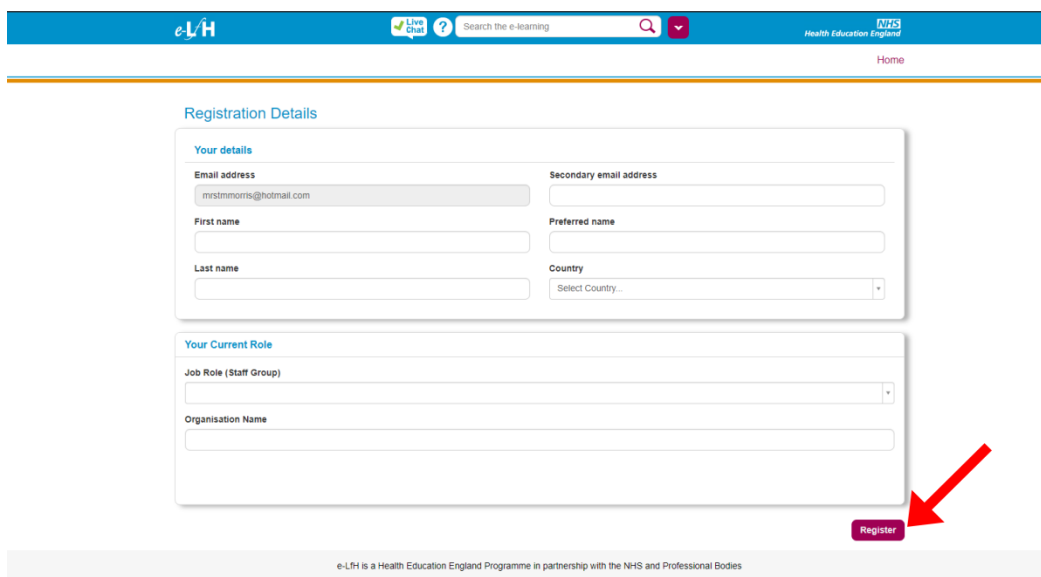
© e-Learning for Healthcare 2020
Terms and conditions
Privacy Policy
Accessibility






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**



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Registration Details

Your details

Email address:

Secondary email address:

First name:

Preferred name:

Last name:

Country:

Your Current Role

Job Role (Staff Group):

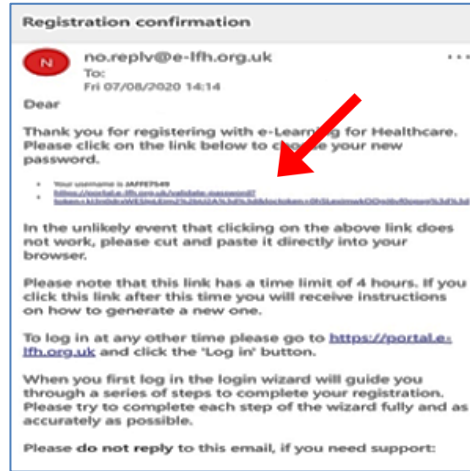
Organisation Name:

Register

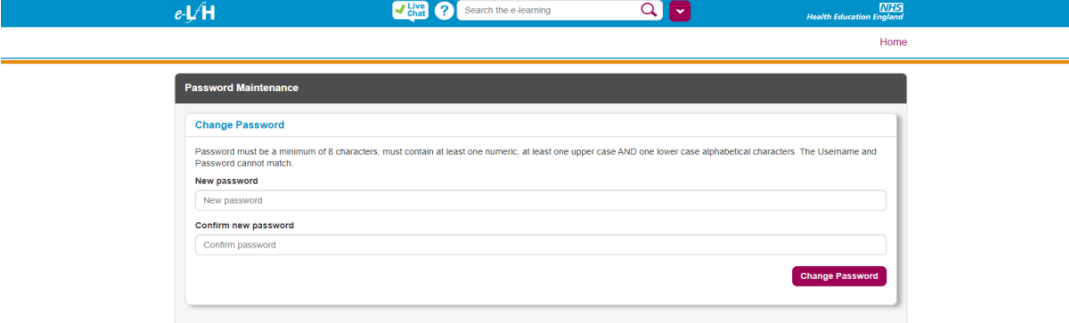
e-LH is a Health Education England Programme in partnership with the NHS and Professional Bodies

Step 5

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



Password Maintenance

Change Password

Password must be a minimum of 8 characters, must contain at least one numeric, at least one upper case AND one lower case alphabetical characters. The Username and Password cannot match.

New password

New password

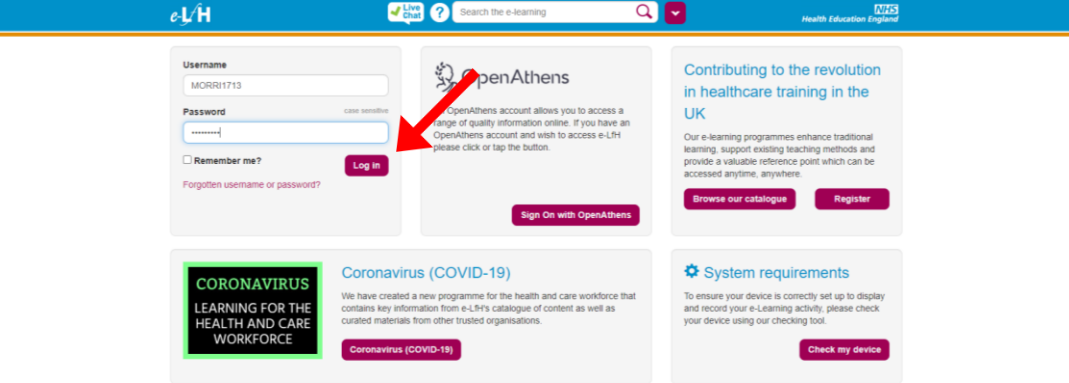
Confirm new password

Confirm password

Change Password

Step 6

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



e-LH Search the e-learning

Username
MORR1713

Password case sensitive
.....

Remember me? **Log In**

Forgotten username or password?

OpenAthens
OpenAthens account allows you to access a range of quality information online. If you have an OpenAthens account and wish to access e-Lit please click or tap the button. **Sign On with OpenAthens**

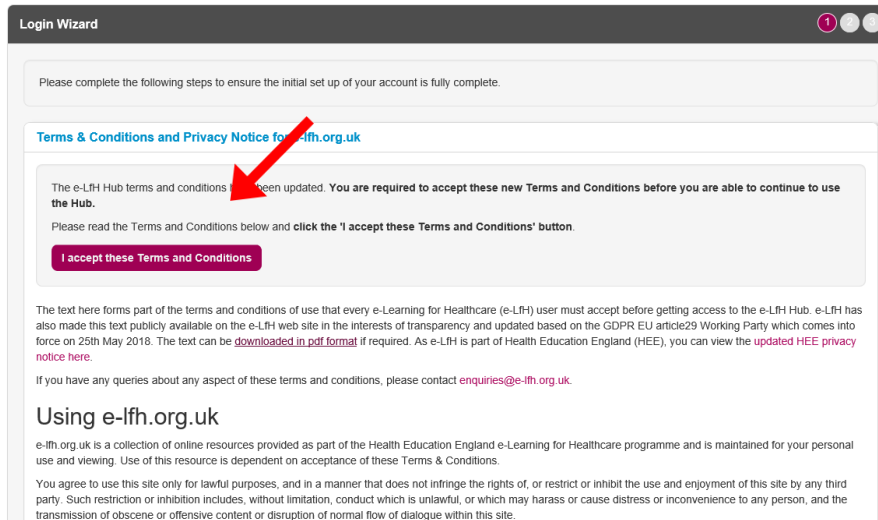
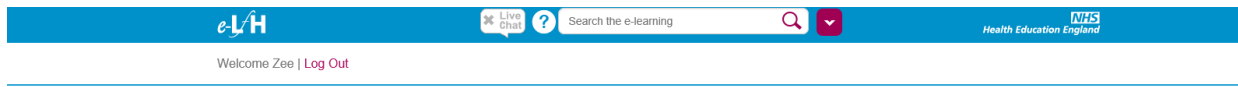
Contributing to the revolution in healthcare training in the UK
Our e-learning programmes enhance traditional learning, support existing teaching methods and provide a valuable reference point which can be accessed anytime, anywhere. **Browse our catalogue** **Register**

CORONAVIRUS LEARNING FOR THE HEALTH AND CARE WORKFORCE
Coronavirus (COVID-19)
We have created a new programme for the health and care workforce that contains key information from e-Lit's catalogue of content as well as curated materials from other trusted organisations. **Coronavirus (COVID-19)**

System requirements
To ensure your device is correctly set up to display and record your e-Learning activity, please check your device using our checking tool. **Check my device**

Step 7

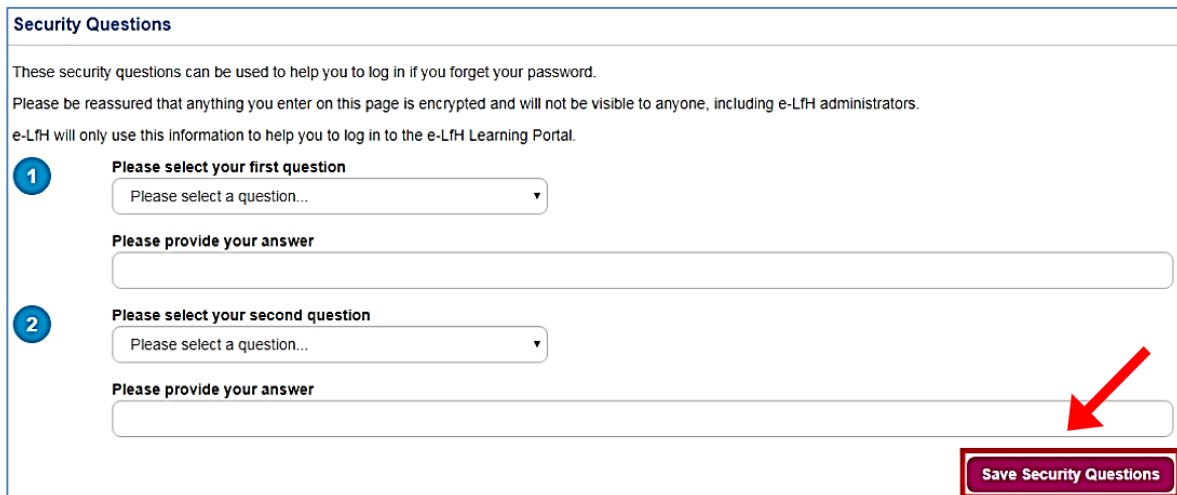
You will be prompted to read through and accept the terms and conditions.



The screenshot shows a 'Login Wizard' window with a title bar containing a red question mark icon. The main content area has a heading 'Terms & Conditions and Privacy Notice for e-lfh.org.uk'. Below this, a text box states: 'The e-LfH Hub terms and conditions have been updated. You are required to accept these new Terms and Conditions before you are able to continue to use the Hub.' A red arrow points to this text. Below the text is a purple button labeled 'I accept these Terms and Conditions'. Further down, there is a paragraph of small text explaining the terms and conditions, and a link to contact enquiries@e-lfh.org.uk. At the bottom, there is a section titled 'Using e-lfh.org.uk' with a paragraph of text.

Step 8

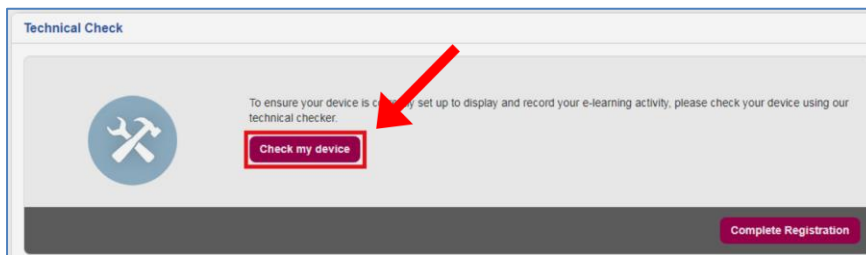
Please set two security questions. This will enable you to reset your password in future if required. Click **Save Security Questions**



The screenshot shows a 'Security Questions' form. It starts with an introductory paragraph: 'These security questions can be used to help you to log in if you forget your password. Please be reassured that anything you enter on this page is encrypted and will not be visible to anyone, including e-LfH administrators. e-LfH will only use this information to help you to log in to the e-LfH Learning Portal.' The form contains two numbered sections. Section 1 is titled 'Please select your first question' and includes a dropdown menu with the text 'Please select a question...' and a 'Please provide your answer' text input field. Section 2 is titled 'Please select your second question' and includes a similar dropdown menu and text input field. A red arrow points to the 'Save Security Questions' button at the bottom right of the form.

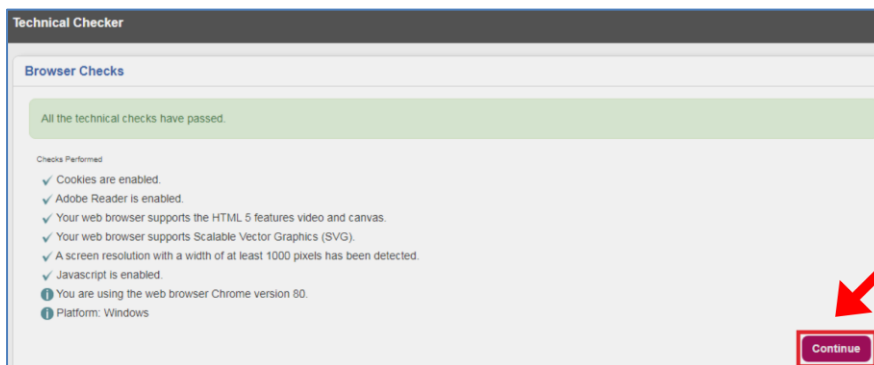
Step 9

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.



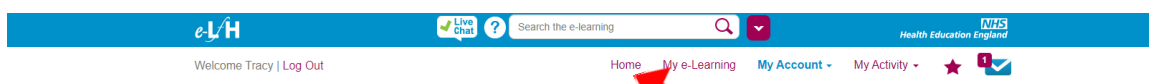
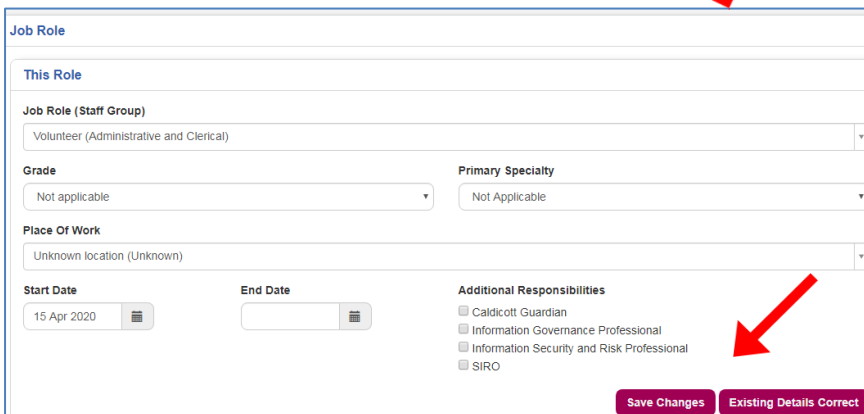
Step 10

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.



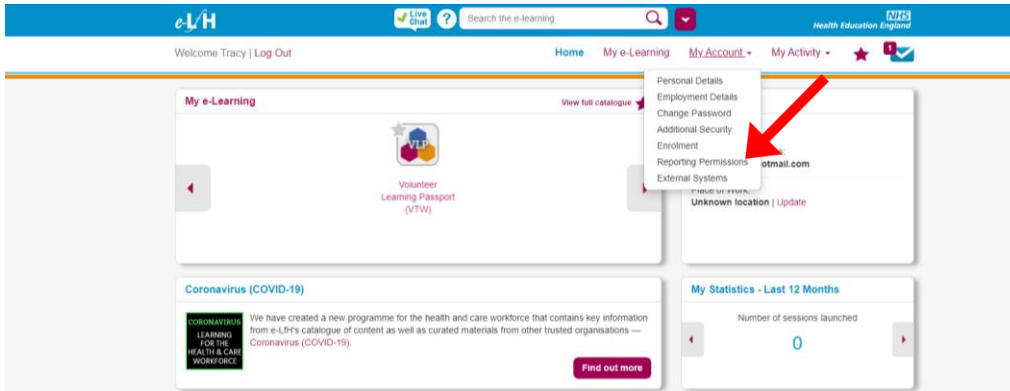
Step 11

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

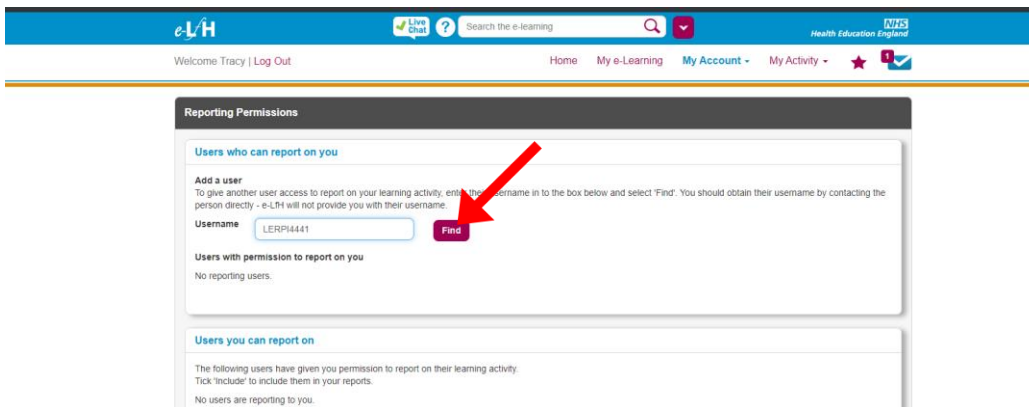
From the **Home** page, go to **My Account** then **Reporting Permissions**



The screenshot shows the e-LH user interface. At the top, there's a navigation bar with 'Home', 'My e-Learning', 'My Account', and 'My Activity'. The 'My Account' dropdown menu is expanded, listing options like 'Personal Details', 'Employment Details', 'Change Password', 'Additional Security', 'Enrolment', 'Reporting Permissions', and 'External Systems'. A red arrow points to 'Reporting Permissions'. Below the menu, there are sections for 'My e-Learning' (with a 'Volunteer Learning Passport (VTW)' icon), 'Coronavirus (COVID-19)', and 'My Statistics - Last 12 Months'.

Step 13

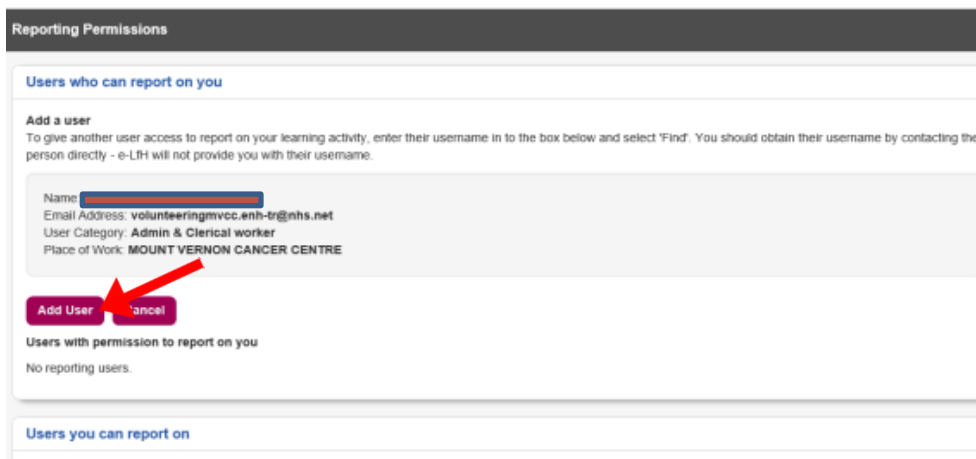
Enter the username of the MVCC volunteering account as *****#####** – Click **Find**- this will show you our details



The screenshot shows the 'Reporting Permissions' page. Under the 'Users who can report on you' section, there's an 'Add a user' instruction. Below it, the 'Username' field contains 'LERP4441' and a red arrow points to the 'Find' button. The 'Users with permission to report on you' section shows 'No reporting users'. The 'Users you can report on' section also shows 'No users are reporting to you'.

Step 14

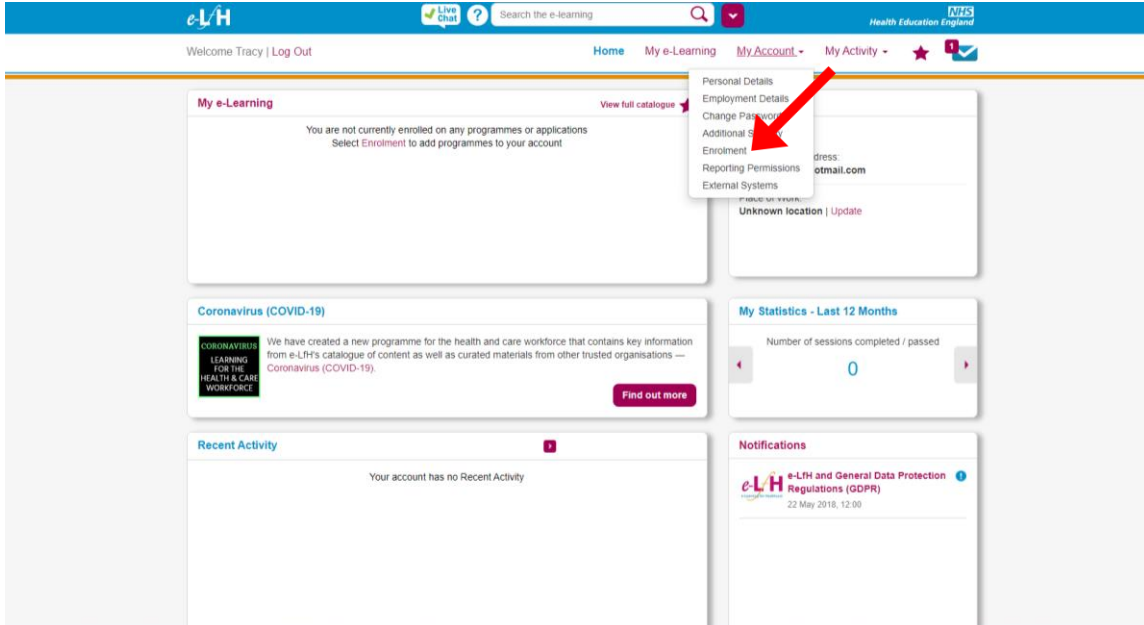
Once Mount Vernon details appear, click **Add User** and return to home page



The screenshot shows the 'Reporting Permissions' page with user details populated. Under 'Users who can report on you', the 'Add a user' section shows: Name (redacted), Email Address: volunteeringmvcc.enh-tr@nhs.net, User Category: Admin & Clerical worker, and Place of Work: MOUNT VERNON CANCER CENTRE. A red arrow points to the 'Add User' button. The 'Users with permission to report on you' section shows 'No reporting users'. The 'Users you can report on' section is empty.

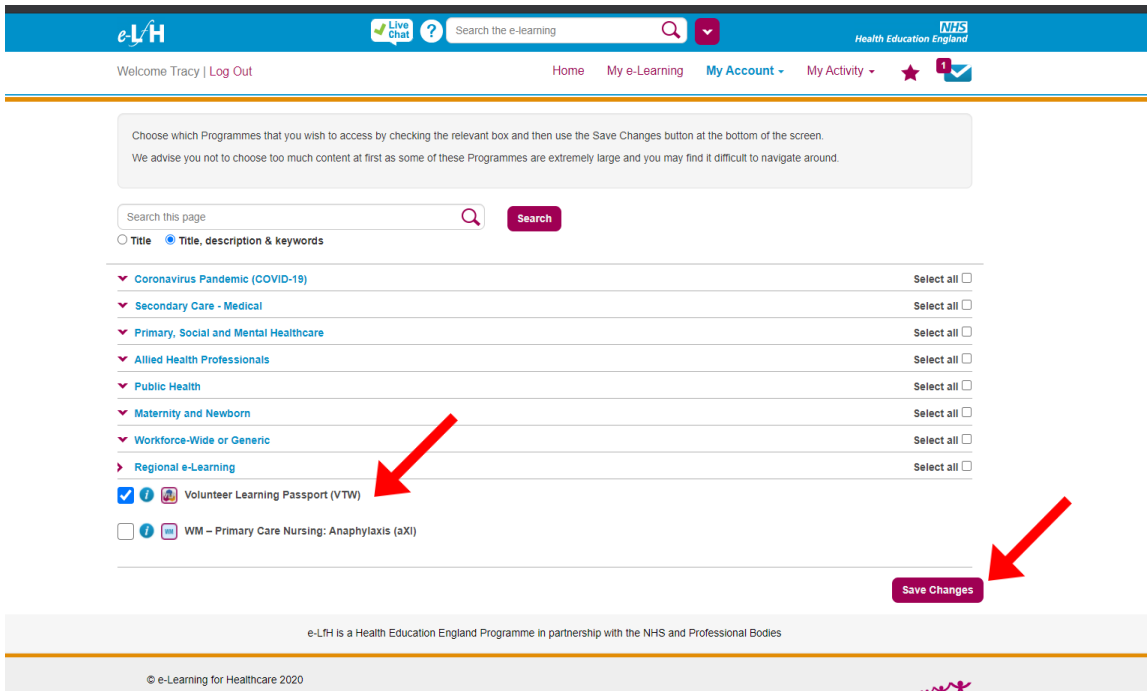
Step 15

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



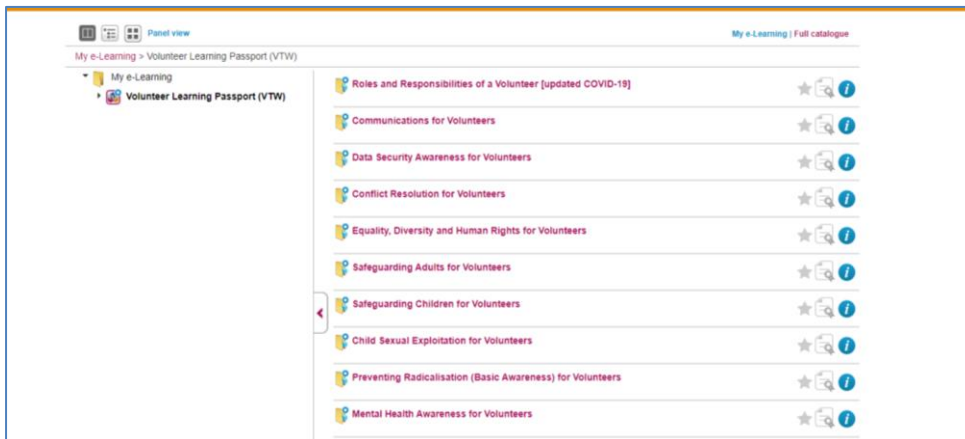
Step 16

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.

Instructions

Please complete this Data Security Awareness session as part of your volunteer training. Your training record will be updated once this session is complete. Please note, your organisation may require you to undertake further training on induction.

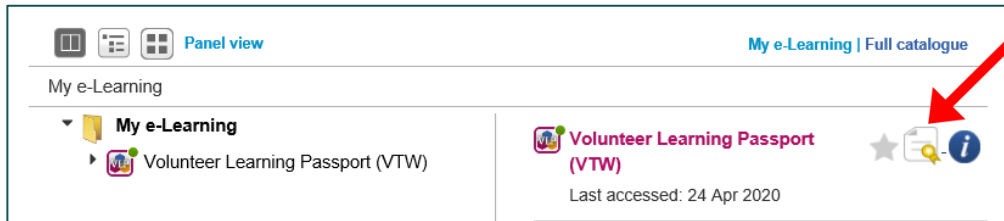
Throughout the session you will occasionally see references marked by a number, for example [1]. To see those references and links to further resources, select the drawer icon (☰), which is at the top of the screen.

Select the ⓘ to switch on accessibility.

 Session Overview	 Data Security Awareness	 Introduction to Law	 Threats to Data Security
 Data Breaches	 Knowledge Quiz		

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.