
User Guide

Guide to basic functions of Cornerstone LMS for users

Contents

Guide to basic functions of Cornerstone LMS for users.....	1
Contents	1
1 The Top Bar	2
2 Browsing courses	3
3 Signup and Login.....	4
4 Login and Forgotten Password	5

© NCC Operations Limited (NCCOL). All rights reserved. Confidential and proprietary document.
This document and all information contained herein is the sole property of NCCOL. No intellectual property rights are granted by the delivery of this document or the disclosure of its content. This document shall not be reproduced or disclosed to a third party without the express written consent of NCCOL. This document and its content shall not be used for any purpose other than that for which it is supplied. Unless otherwise expressly stated in this document, the statements made herein do not constitute an offer. They are based on the mentioned assumptions and are expressed in good faith.



1 The Top Bar

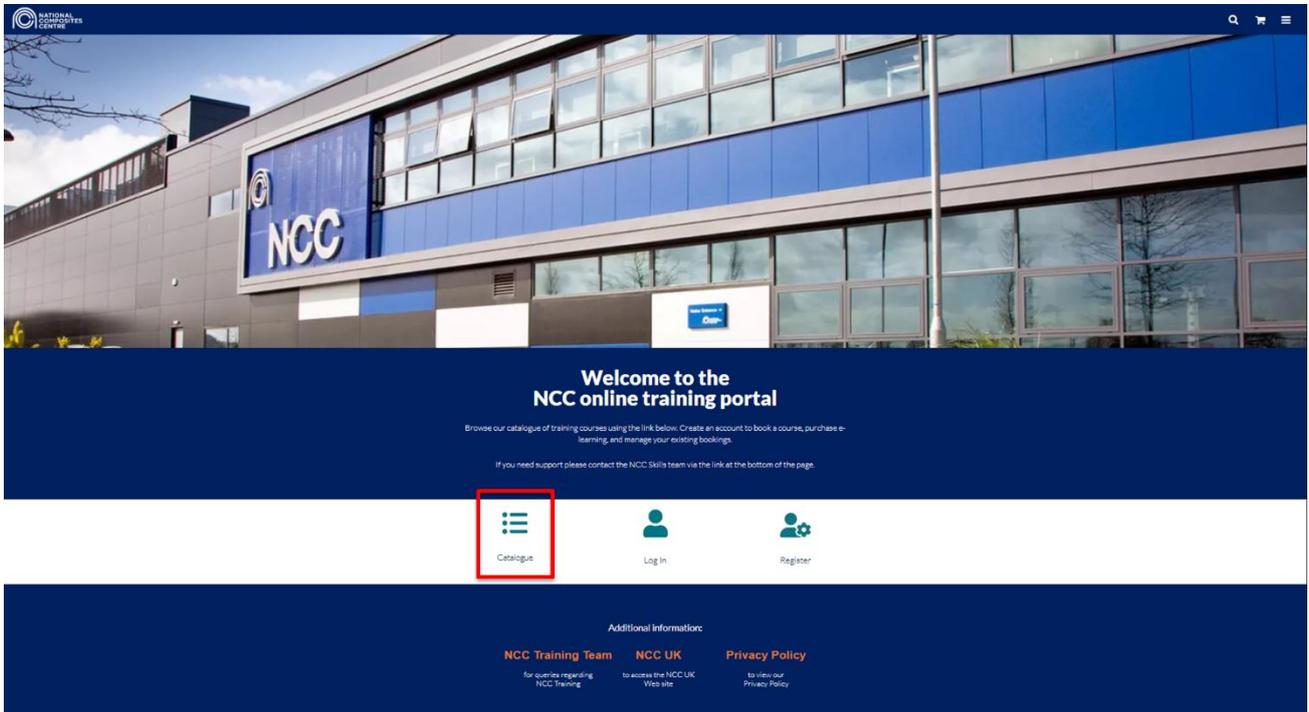


The bar at the top of the screen is common to all pages of the LMS.

1. The **National Composites Centre logo** in the top left returns you to the Landing Page from anywhere on the site.
2. The **three line “burger” icon** opens a menu you can use to navigate the site.
3. The **shopping cart** opens your cart. You use this to view items you have added to your cart and use the checkout function to pay.
4. The **search** function can be used to look for events, sessions, elearning and more



2 Browsing courses

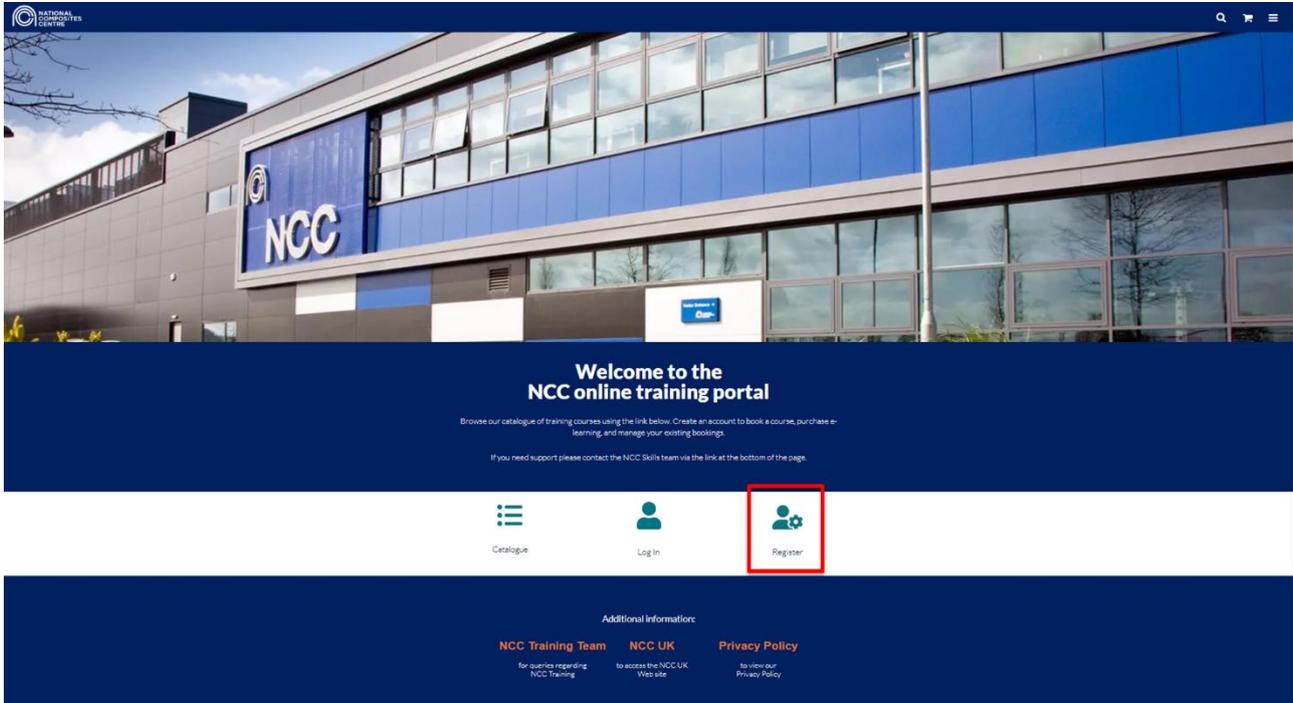


Click the Catalogue icon to view available training events and e-learning. You'll be able to see what we offer; and whether we have sessions available to book to.

You will need to create an account to book sessions or purchase e-learning.



3 Signup and Login



Press the Register icon to create an account. Fill out the form as prompted.

For the “Business Unit” field, search for the name of your company. If it is not on the list, please select “_ External Customer”. We check and verify that your e-mail address is associated with the company you choose.

After you press “Create Account”, you will be sent a verification link via e-mail. Click the link in the email to complete your account setup.



4 Login and Forgotten Password

The “Log In” icon on the welcome page directs you to the login page.



Enter your email and password to log in.

If you forget your password, press the “Forgot Password” prompt. Enter your account email address and a password reset link will be sent to you.