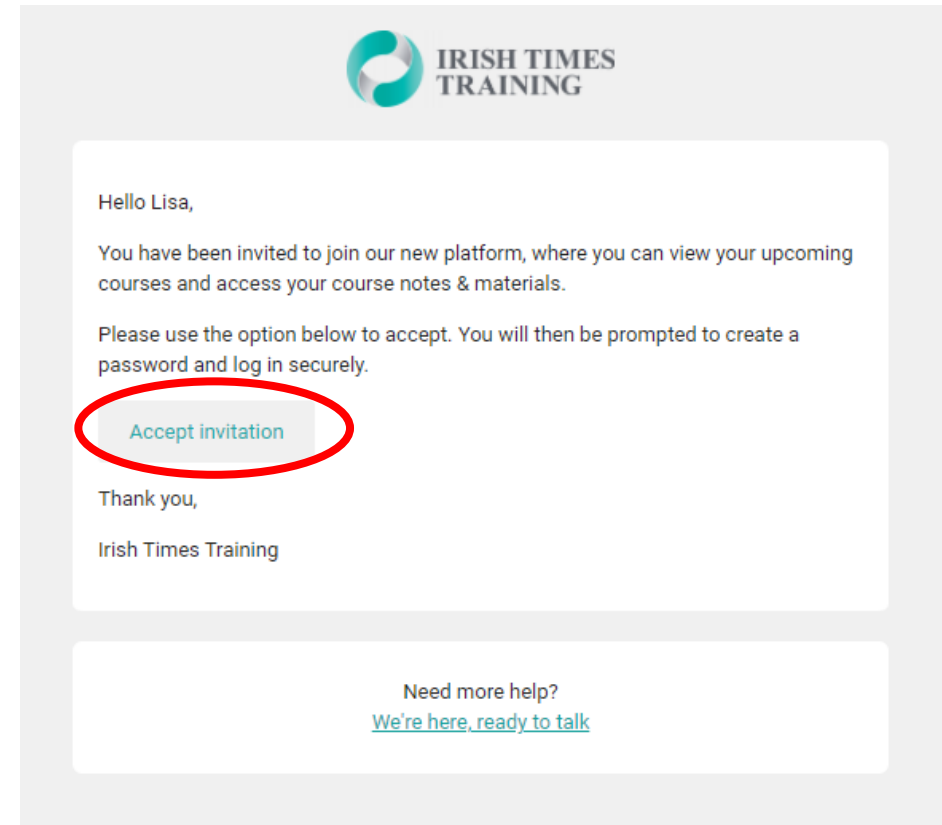# Learner Portal

ACCESSING COURSE NOTES & MATERIALS

Logging In

First of all, you will receive a log-in invitation email for our online Learner Portal.

To log in, click the link in the invitation email (circled here) to set up your password and log-in.

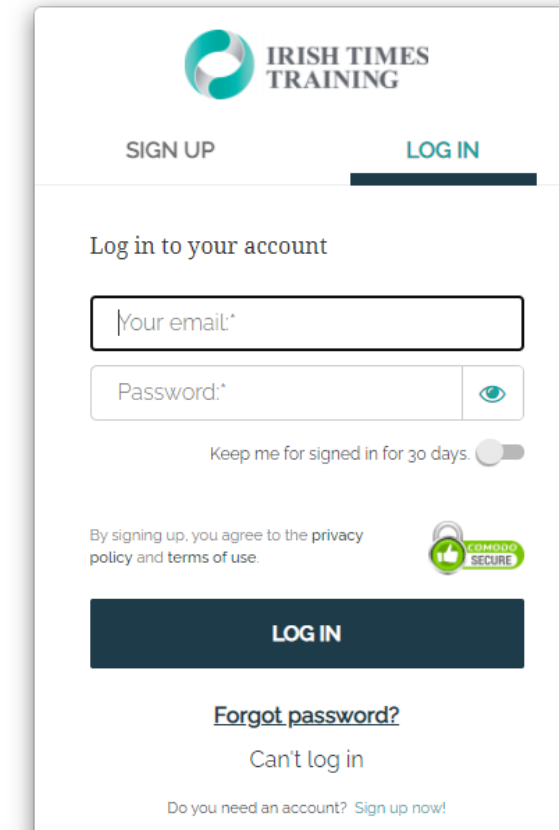(Your password is one you will need to create and use for the duration of your course)

Logging In

You will then be brought to the log-in screen where you can enter your email and password.

This will be the log-in screen you use each time you want to log in to the Learner Portal.

This can be accessed here:

https://www.irishtimestraining.com/admin/login
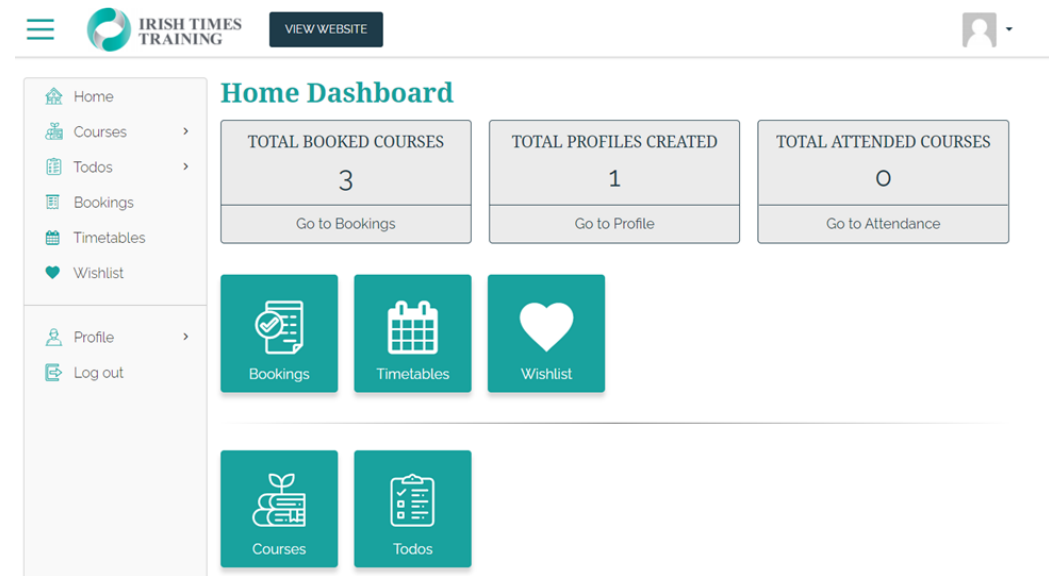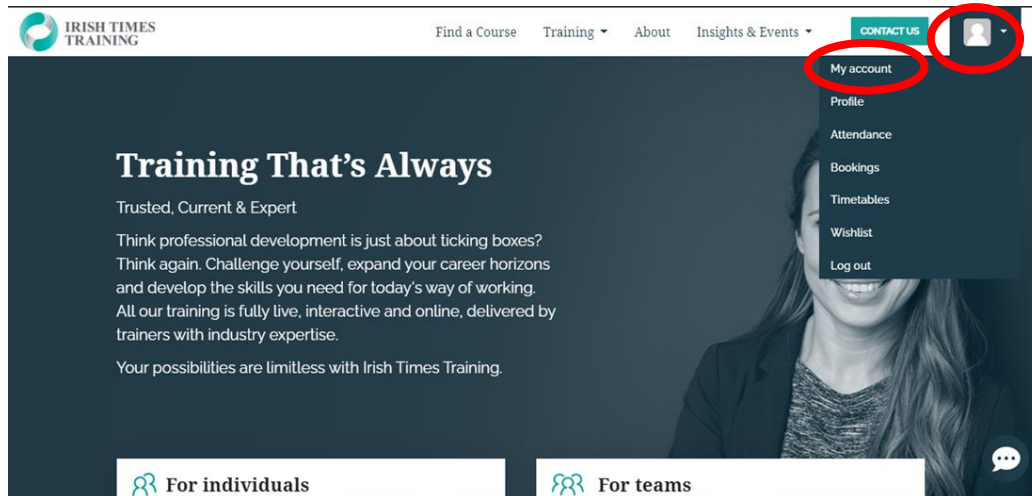
After logging in, you will arrive either on the:

HOMEPAGE   **OR**   **LEARNER PORTAL DASHBOARD**

Note: If brought to the page below, click the 'icon' button (circled) and a drop-down menu will appear. Select 'my account'.

Accessing Notes

Once you are logged into the Learner Portal, you will find your course notes and materials by clicking 'Courses' (circled below).
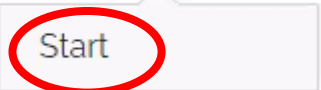
Accessing Notes

You will then see your course displayed and can click 'Start' in the dropdown menu beside your course (circled below) to view the content and notes.
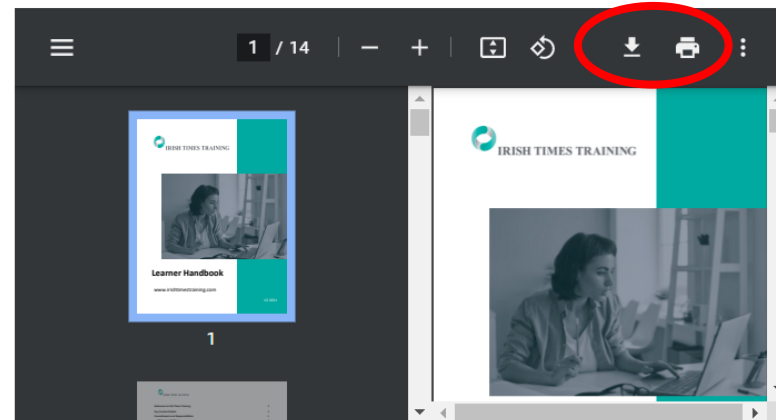
Accessing Notes and Content

The available content will then be displayed; you can click 'Prev' or 'Next' to move between the files, or click through the sections on the right-hand side. Each file can also be printed or downloaded to your PC or laptop.

Contact Us

Please contact us if you have any questions or if you have any difficulty accessing your course notes:

E: **studentsupport@irishtimes.com**

T: 01 472 7101

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