

Quick Reference Guide- Navigating

Once you have logged in, you will see your Dashboard:

The screenshot shows the user's dashboard. At the top, there is a navigation bar with 'Dashboard' (indicated by a red '4'), 'My Courses', and 'My Live Sessions'. Below this is a large banner with the CBN logo and the text 'WELCOME TO THE CBN Learning Centre'. Under the banner, there are three buttons: 'Enrolled Courses' (with a red '1'), 'Completed Courses' (with a red '2'), and 'External Training' (with a red '3'). To the right, there is a course card for 'Named Insured and Interested Parties' which is 'In Progress' and has a progress bar at 33% (with a red '4' above it). A 'Resume' button is visible at the bottom right of the course card.

1. Clicking the 'Enrolled Courses' button will show you all the courses you are currently enrolled for.
You can then enter the course to start or resume it.
2. Clicking the 'Completed Courses' button will show you all of the courses you have completed.
3. Clicking the 'External Training' button will allow you to record details of any external training you have undertaken – refer to the Quick Reference Guide 'Recording External Training' for instructions on how to do this.
4. Clicking on the 'My Live Sessions' button at the top will show you all of the webinars or other live training sessions you are enrolled for.

My Courses **My Live Sessions**