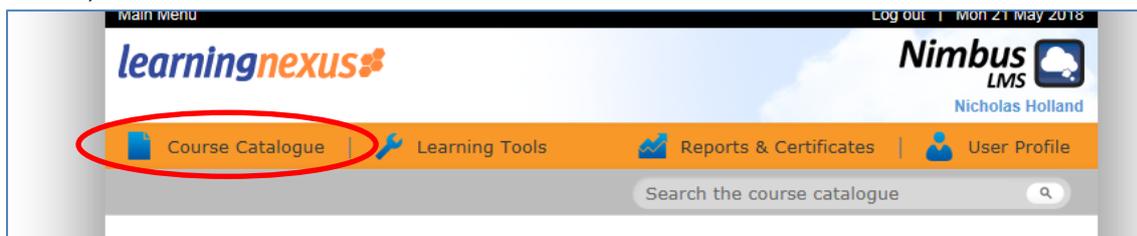


Guide for using the LGA GDPR e-learning

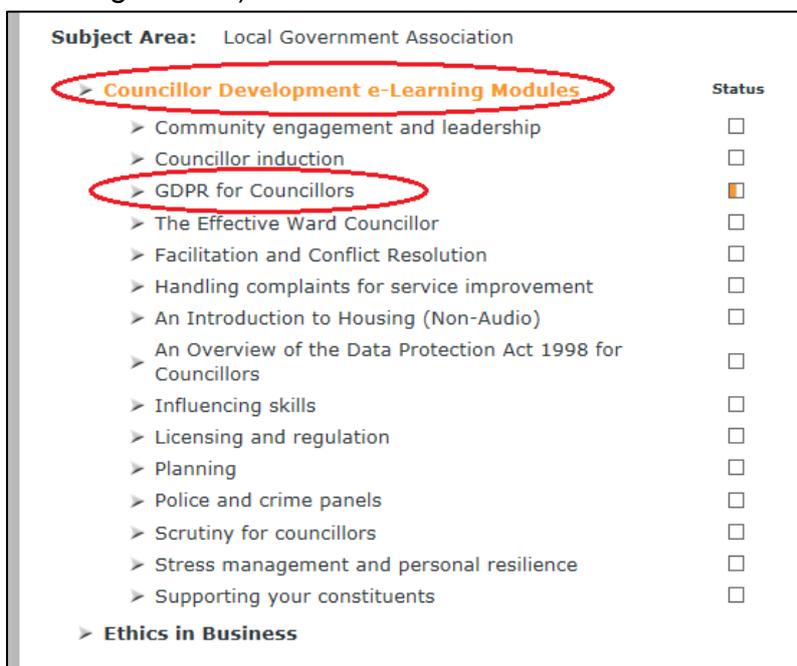
You should set aside an hour to give yourself enough time to complete the training.

Logging in to the learning

- You can access the LGA's GDPR e-learning by clicking on the link below:
https://lms.learningnexus.co.uk/ivy_lms/idxlms.htm
- You will need to log in to access the training;
 - Your User ID is your **first name**, then a **full stop**, and then your **second name**. For example; Joe.Bloggs
 - Your password is **welcome**
- You will then need to click Enter to continue.
- On the next screen, you will need to click on '**Course Catalogue**' (circled red in the image below)



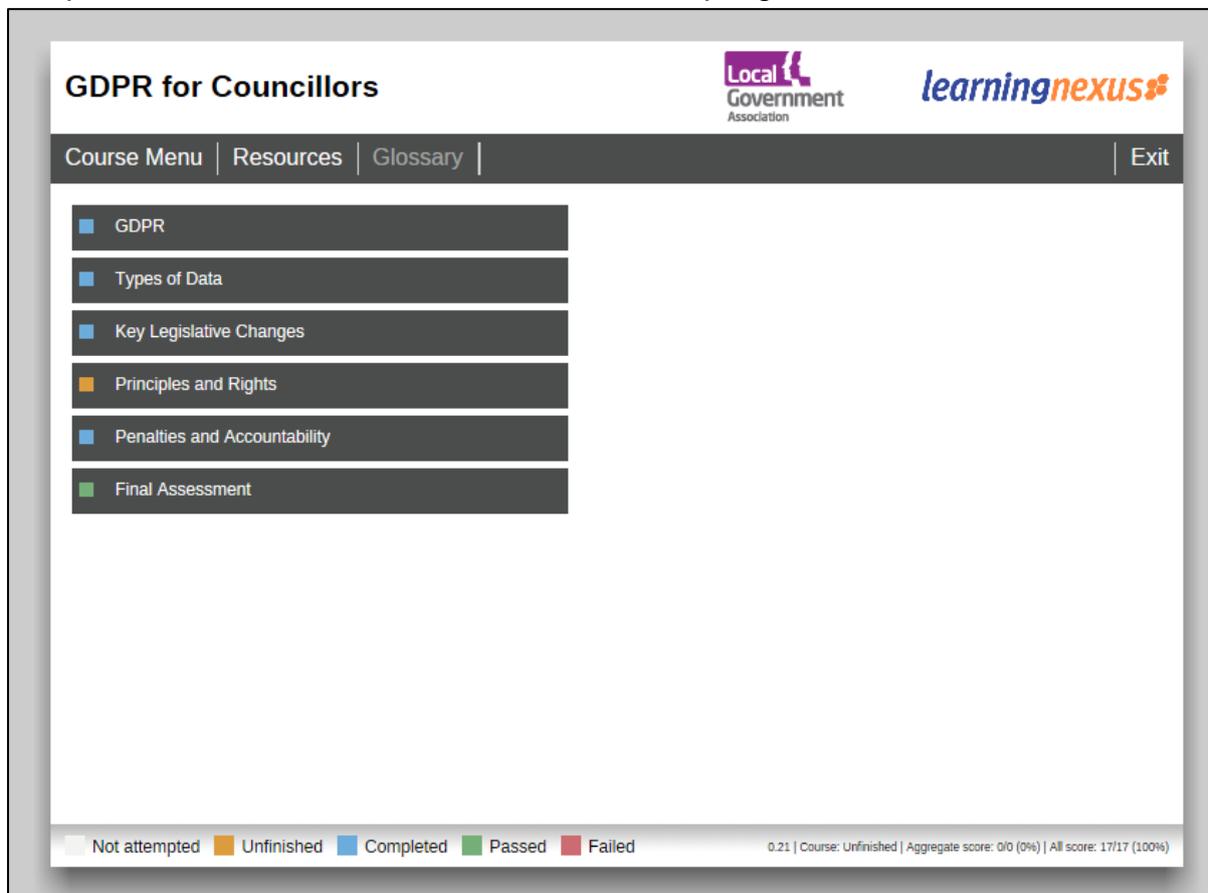
- On the next screen you must click '**Local Government Association**'.
- The next screen will show you the Course Topics. You must click on '**Councillor Development e-Learning Modules**'.
- A list of courses will appear. You need to click on '**GDPR for Councillors**'. (circled red in the image below)



- Before clicking on the next section, please note that it will open a new window on your computer. You will need to click on '**A Guide to GDPR**'. This will start the training.

Completing the learning

- When the training starts you will be given a list of modules to complete. You should complete all of the modules in order before attempting the final assessment.



- Clicking on a module will open a window. You should click '**Launch**' to start that module. Please be patient with the system, it can take a few seconds for the next page to load.

- You can navigate the module by clicking the  and  buttons. Clicking the  button will restart the module you are currently on.

Things to be aware of

- Some of the pages will ask you to click a button for further information before you can proceed. The **NEXT** button will be greyed out until you have clicked on the button for further information.
- Some pages will ask you to '**Click for more information**'. You will need to click the circles next to this wording to read the text. **Please note that due to a quirk with the LGA's system, you will need to click the first circle again before being able to press the NEXT button.**

- Some pages will ask you to drag an answer into a corresponding box. You will always need to click the '**Check Answers**' button and have entered the right answers before you can continue.

Final assessment

- After you have completed every module you will need to do the **Final Assessment**. The assessment consists of 10 questions.
- You will need to click on the answer you think is correct. Once you have selected your answer, you will need to click the  button. You won't be able to proceed to the next question until you have done this.
- If you want to change the answer you've given, you can click the  button to start that question again.
- Please be aware that some of the questions will ask you to pick multiple answers, or ask you to drag the correct answer into a sentence.

Who to contact if you have any questions

Please email dpo@gloucestershire.gov.uk or call **01452 32 4260** if you have any questions or would like assistance to work through the training.