

Introduction to your COVID secure workplace

Prior to returning to on-campus working staff must complete the Introduction to your COVID secure workplace induction.

This mandatory 'Introduction to your COVID secure workplace' induction is an e-learning session which is accessible via the [LearnUpon home page](#).

Scroll down the page and click on the [Login to LearnUpon](#) link.

Once on the LearnUpon landing page:

- Click on the 'Dashboard' tab in the top left corner of the screen
- Select the 'Catalogue' option from the drop down list
- **EITHER** select 'Course Name (A-Z)' and select Date released (Newest First) from the drop down list
- **OR** use the Filter Catalogue option by entering the date 17/07/2020 in the 'Released After' box and select 'Apply' at the bottom of the white box
- **OR** Scroll through the listed courses shown on the screen until you find this course either on page 3 or 4 (depending how many courses are listed for your user profile)
- Once you've found the session click on the green 'enrol' button on the right hand side of the screen
- The course will then appear on your dashboard
- Click on the green 'start' button to begin

More information and support for the LearnUpon system can be found by accessing the [FAQ](#) page.

In addition to this mandatory e-learning, local induction will also be provided so that staff can familiarise themselves with the new environment and working practices.