Inspire to Outstand Online Training Access Guide

Your online training is provided through Inspire to Outstand. It is VERY IMPORTANT that you read this information thoroughly.

The access point for the online training is via the Inspire to Outstand website:

https://www.inspiretooutstand.co.uk

Ideally all candidates will click on this electronic link and select the Training tab which will take clients through to the screen dedicated to the training package.

When you first arrive at the Training page, you will see the text that explains the training package available and how to access it either as a CLIENT of Inspire to Outstand or as a site VISITOR wishing to purchase the online training package independently of the other Inspire to Outstand services.

If you are an Inspire to Outstand CLIENT, you will have been issued with a CODE that you will need within the registration process. This is DIFFERENT if you are a VISITOR and simply wish to purchase the Online Training Package independently of the other Inspire to Outstand services available.
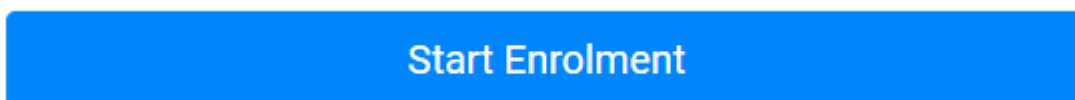
The starting point for anyone who has not registered to the system is to select the First Time? : Click to Start option:
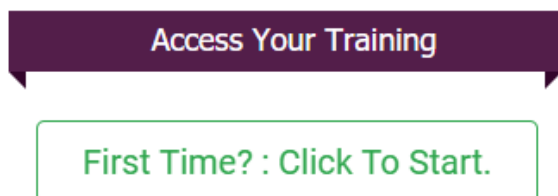
The screen you are then taken to requires you to answer a few questions to ensure you reach the correct registration point. CLIENTS who have been given an access code simply need to select the following option:

Then click:

All other site VISITORS select a combination of the other 3 options (as follows) to simply purchase the Online Training Package:

Please Confirm

Please tick any statement below which applies to you.

You can choose more than one option.

☐ I have not enrolled here before. .

☐ I represent a company or trader and want to administer training for our employees.

☐ I am a sole trader or am the only Director and Employee of my company.

If, however, you are interested in becoming an Inspire to Outstand CLIENT, please contact:

info@inspiretooutstand.co.uk

When enrolling for the first time, you need to enter all your personal details by completing the enrolment pages. Please ensure you spell everything correctly, as these details will be used within the system for other things (such as printing your name on certificates). Please ensure you **make a note of your Username and Password**, as you only need to enrol/register **ONCE** and these details are then used each time you want to access the Inspire to Outstand system to start or continue training modules. Once registered, each time you return, you simply enter your username and password into the following boxes:

or Sign In below

Type User Name (NOT email)

Enter Password

☐ Remember me.

Forgotten password? : Reset it here.

Sign In

Once you have enrolled (or signed back in), you will be taken to your personal dashboard, but if you have any difficulties signing into the system, please refer to the **"Forgotten Password? : Reset It here"** option from the Sign In screen (which will help you to get back into your dashboard).

Once signed in and you have been taken to your personal dashboard, you will see a number of Tabs. All of the modules in the training package will be allocated to your training dashboard and will initially appear on the **"To Do"** tab. Once you have started a course it will move on to the **"In Progress"** tab and then on to the **"Finished"** tab once you have completed it and passed the assessment (where applicable).

Inspire to Outstand Online Training Access Guide

To access or continue with a course, "click" its icon from the **"To Do"** or **"In Progress"** tab (as applicable) and select Open Course, following the instructions to Start. To move through the course, use the **Next** and **Previous** arrows at the top of the screen to go forward and back. This will ensure that you do not miss any pages. You can close your course at any time and when you next access it, you will be taken back to where you were in the course when you left it last.

Assessments will only be released once all the pages in a course have been read. When starting each assessment, you should make sure you allocate sufficient time to complete all the questions in the assessment in one sitting (as if you sign out or leave the system for any length of time, you may be asked to start the assessment again – with that access registering as an aborted attempt).

Once successfully completed, all Inspire to Outstand CLIENTS will be sent a completion notification email which contains a certificate download link. Those buying the package as a VISITOR will receive an automated email confirming similar information. In both instances though, please ensure you check your email system's Junk Items folder in case our messages have been marked as Spam and 'whitelist' our email for all future email correspondence efficiency.

If you have any issues, please email our support team using the following link (which can be found via the Support tab on the Inspire to Outstand system):

https://www.itotraining.co.uk/contact/support.aspx