LIVERPOOL JOHN MOORES UNIVERSITY

New Process for Mandatory E-Learning Modules and Completion Data

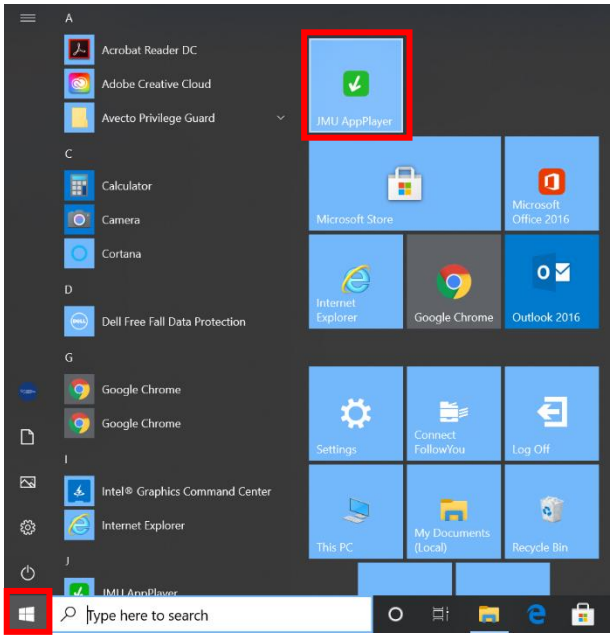
LJMU Mandatory and Optional E-Learning Modules **single-sign-on** and completion data in Staff Infobase by individual staff and line managers.

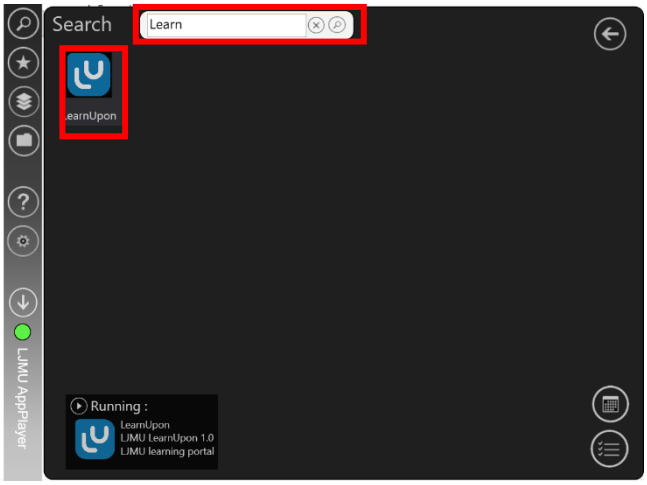
Please Note: The GDPR module is replaced by the new Cybersecurity and Data Privacy periodic awareness training via KnowBe4 login. Click here for further details.

Single-Sign-On

LJMU Mandatory E-Learning Modules will be available for staff to access via a single-sign-on using LJMU App Player. For Apple Mac users, go to https://ljmu.learnupon.com/saml/init enter username and password.

To open LJMU App Player either via the Start menu, click on **Start** >**LJMU AppPlayer** or Click the **LJMU AppPlayer icon** on your desktop or in the taskbar at the bottom of the screen:





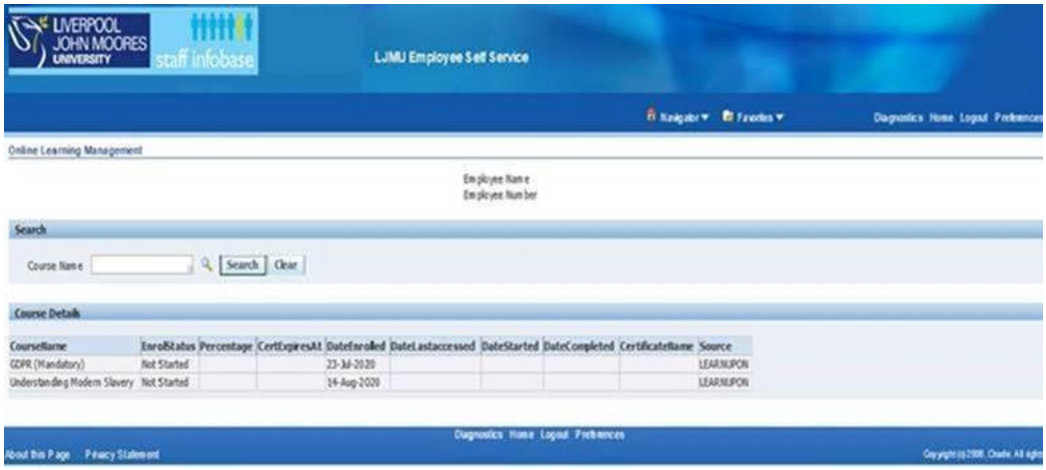
Click in the **Search** option and type **Learn** > click on **search**; when the LearnUpon Icon is visible, click on it.

Enter your **LJMU username** followed by **@ljmu.ac.uk,** e.g., TSTJBlog@ljmu.ac.uk
Password: your current LJMU password

Completion Data

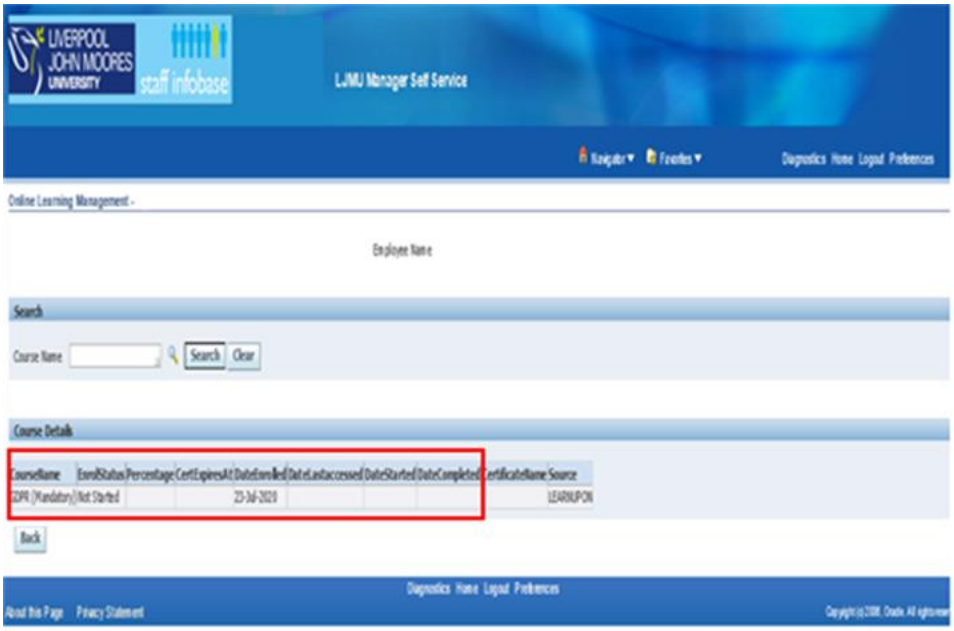
Module data is now available to view by staff and line managers within Staff Infobase:

For individual staff in Staff Infobase, click on **LJMU Employee Self Service > Online Learning LJMU**



For **Line Managers** in Staff Infobase. Click on **LJMU Manager Self Service> LJMU Manager Online Learning** > **Online Learning LJMU** click the Action option in the list of staff available

The page with the individual module details for the member of staff will show the following information:



Please email LDF@ljmu.ac.uk if you have any queries.