

New Process for Mandatory E-Learning Modules and Completion Data

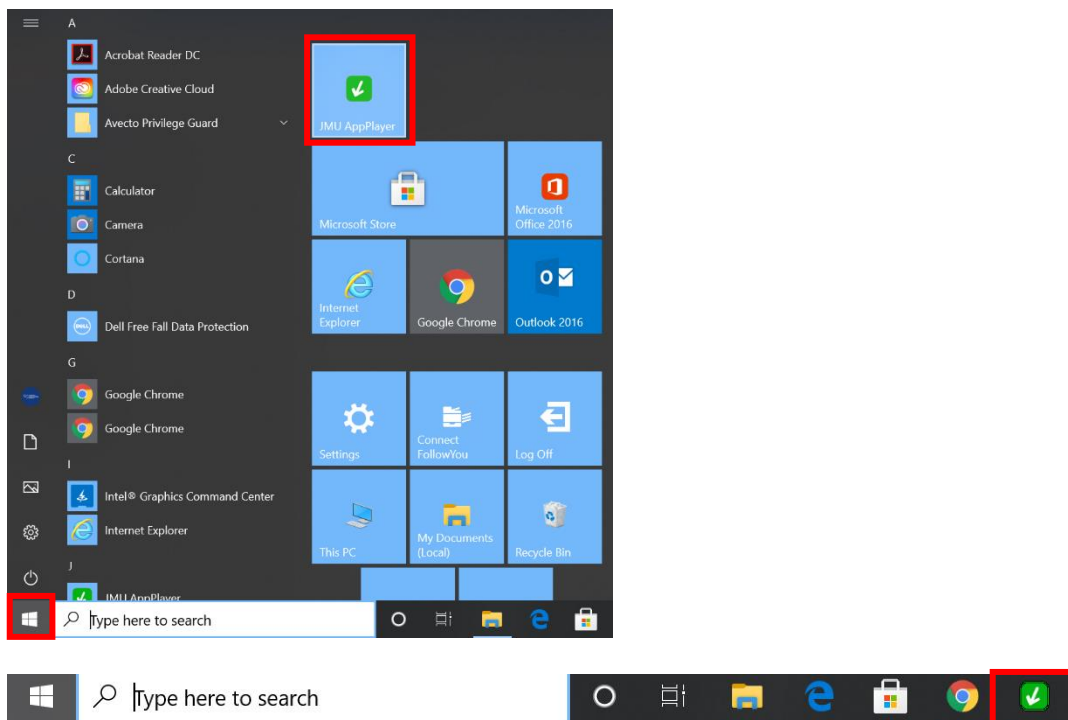
LJMU Mandatory and Optional E-Learning Modules **single-sign-on** and completion data in Staff Infobase by individual staff and line managers.

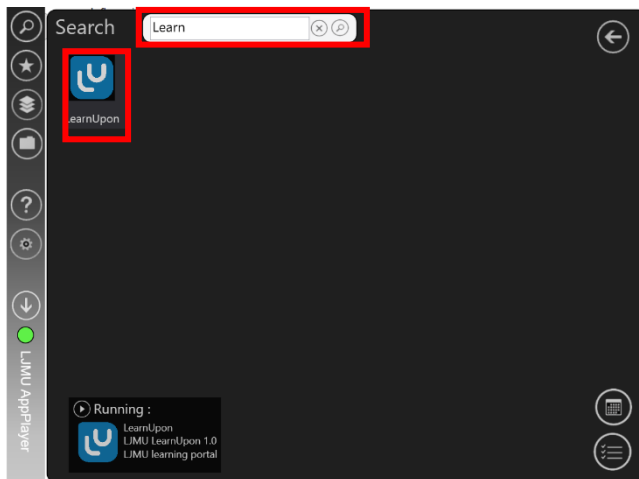
Please Note: The GDPR module is replaced by the new Cybersecurity and Data Privacy periodic awareness training via KnowBe4 login. Click [here](#) for further details.

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.



Sign in

Password

Sign in

Sign in with username@ljmu.ac.uk

Authorised Users Only.

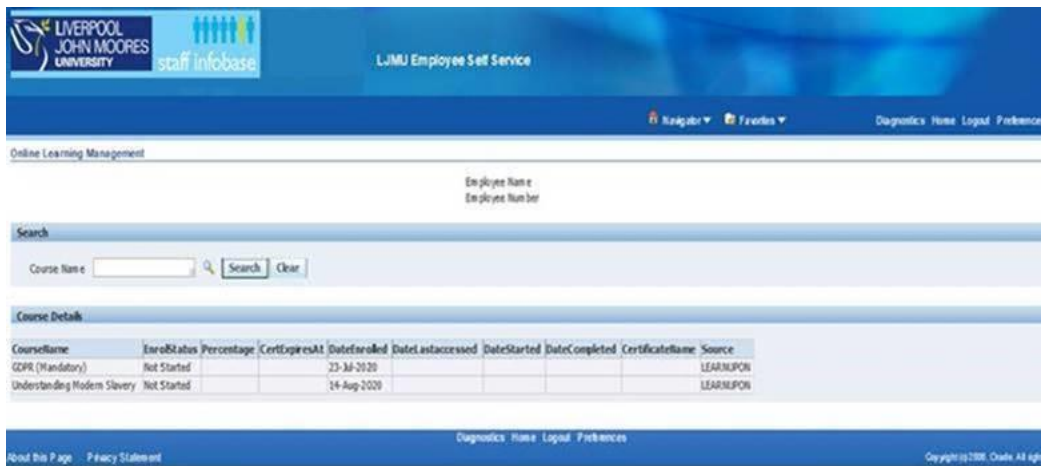
If you have forgotten your password, please [click here](#)

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**



LIVERPOOL JOHN MOORES UNIVERSITY staff infobase LJM Employee Self Service

Online Learning Management

Employee Name:
Employee Number:

Search

Course Name: Search Clear

Course Details

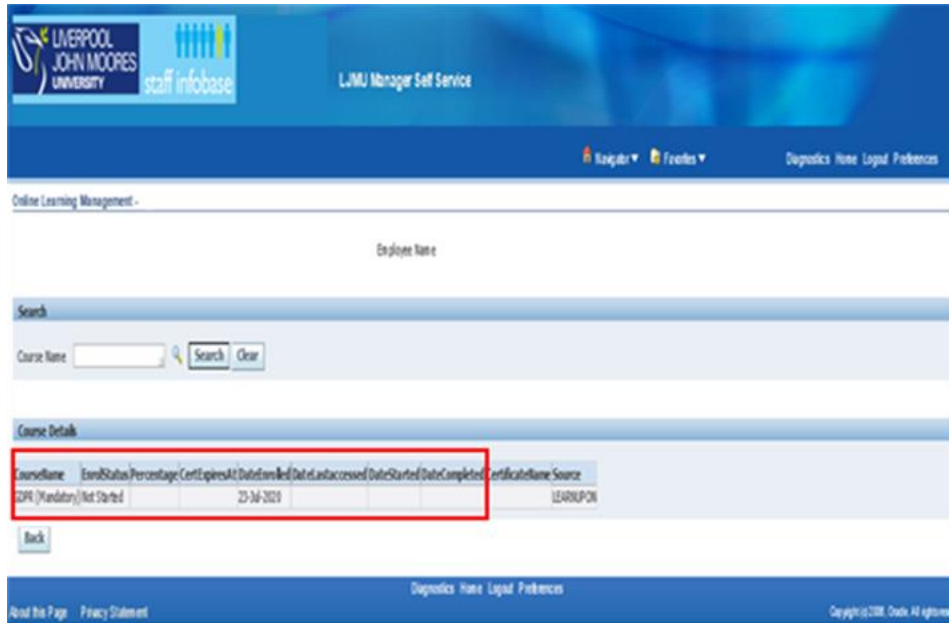
CourseName	EnrolStatus	Percentage	CertExpiresAt	DateEnrolled	DateLastAccessed	DateStarted	DateCompleted	CertificateName	Source
GDPR (Mandatory)	Not Started			23-Jul-2020				LEARNUPON	LEARNUPON
Understanding Modern Slavery	Not Started			14-Aug-2020				LEARNUPON	LEARNUPON

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

Focus Name	Assignment Number	Job	Department	Action
		Administrative		
 		Administrative		
		Administrative		
		Administrative		

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



LIVERPOOL JOHN MOORES UNIVERSITY staff info base
 LNU Manager Self Service

Register Favorites Diagnostics Home Logout Preferences

Online Learning Management

Employee Name

Search

Course Name Search Clear

Course Details

Course Name	Exam Status	Percentage	Cert Expires At	Date Started	Date Completed	Certificate Name	Source
GPH (Mandatory) Not Started			23-04-2023				LIVERPOOL

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