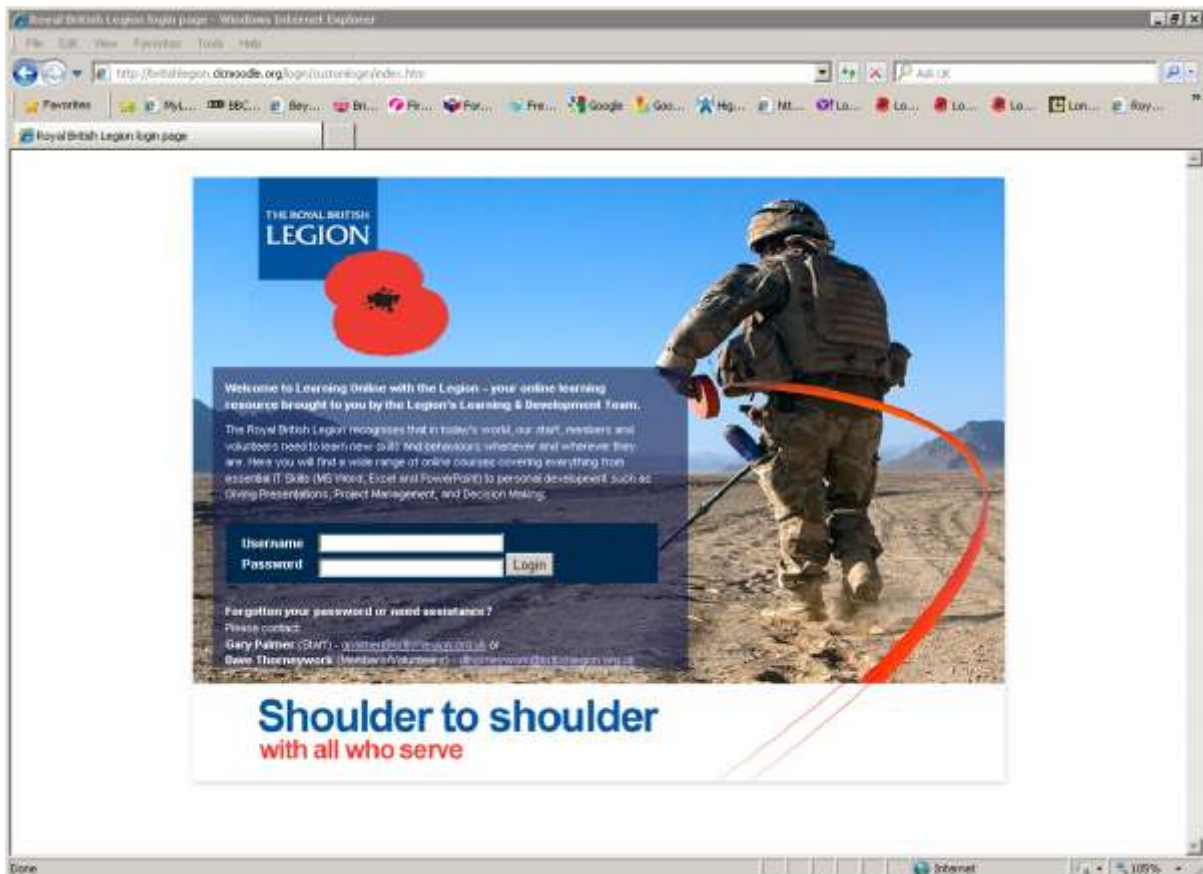


## Pre-course Elearning – Login and General Information

To access the site you will need to follow this link or paste the following web address into your internet browser, which will take you to this page:

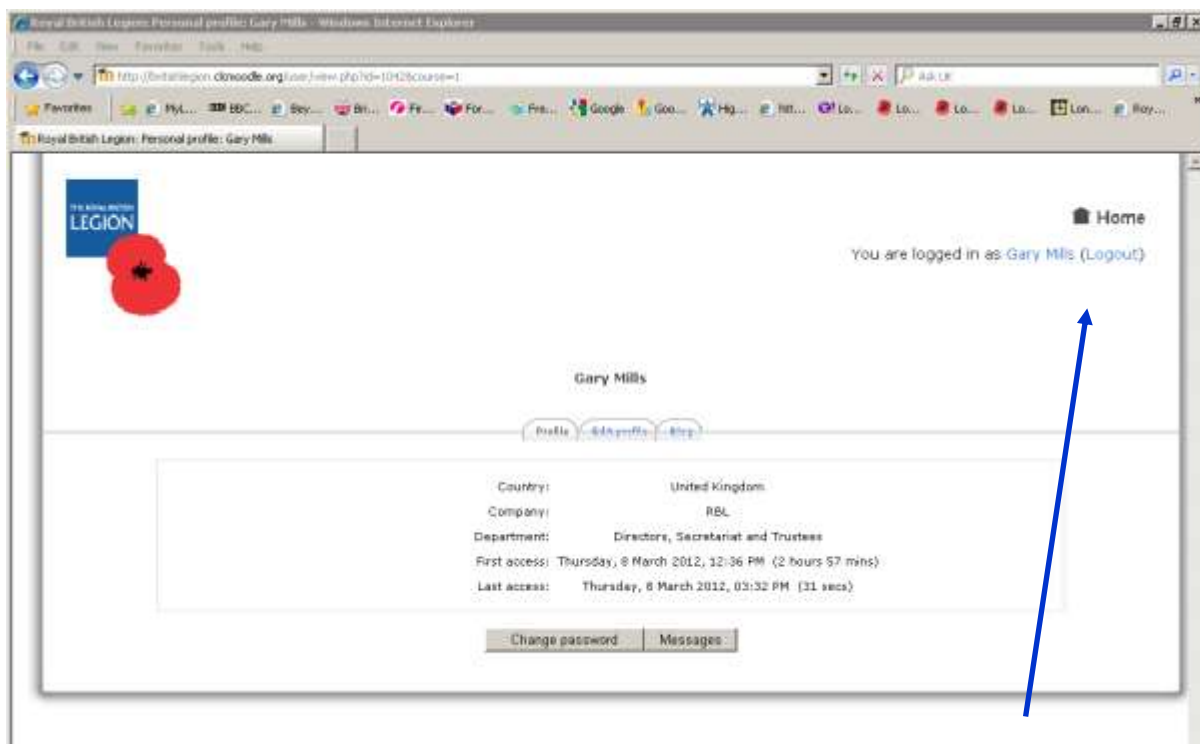
<http://britishlegion.clcmoodle.org/login/customlogin/index.htm>



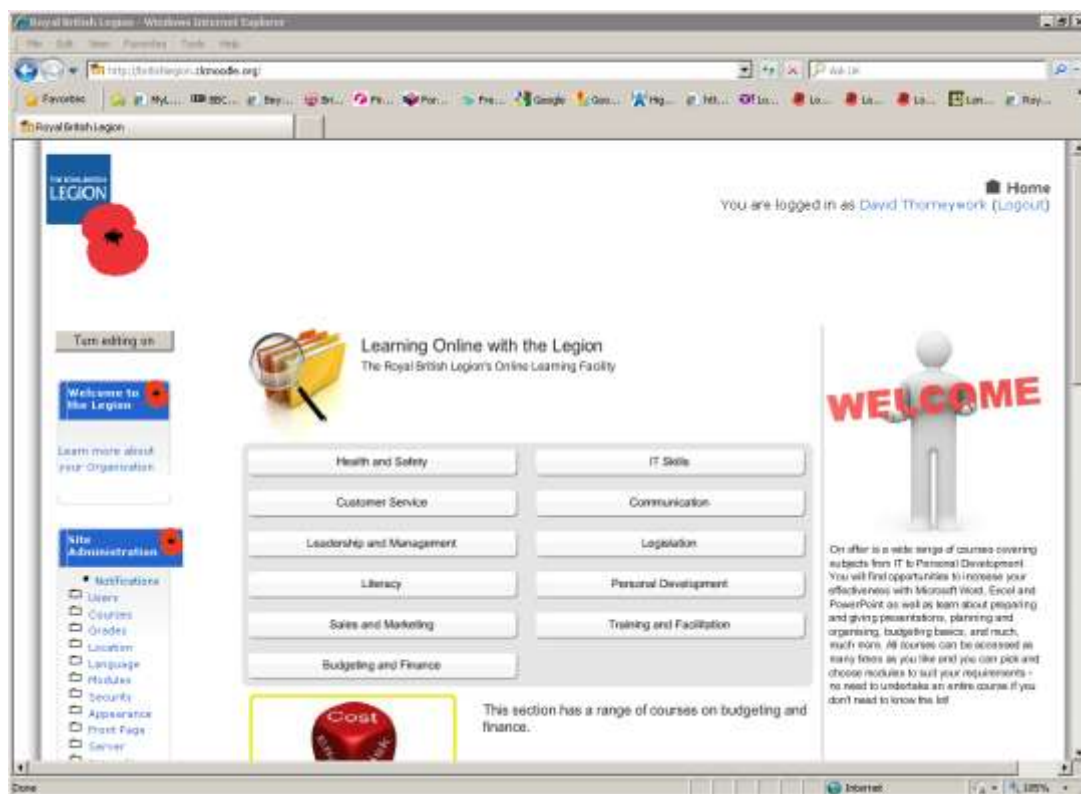
Enter your username in the first box/field. This is in lower case and made up of the initial of the first name you have given us and your last name as one word, without any gaps. For example the user name for David Thorneycroft would be:

**dthorneycroft**

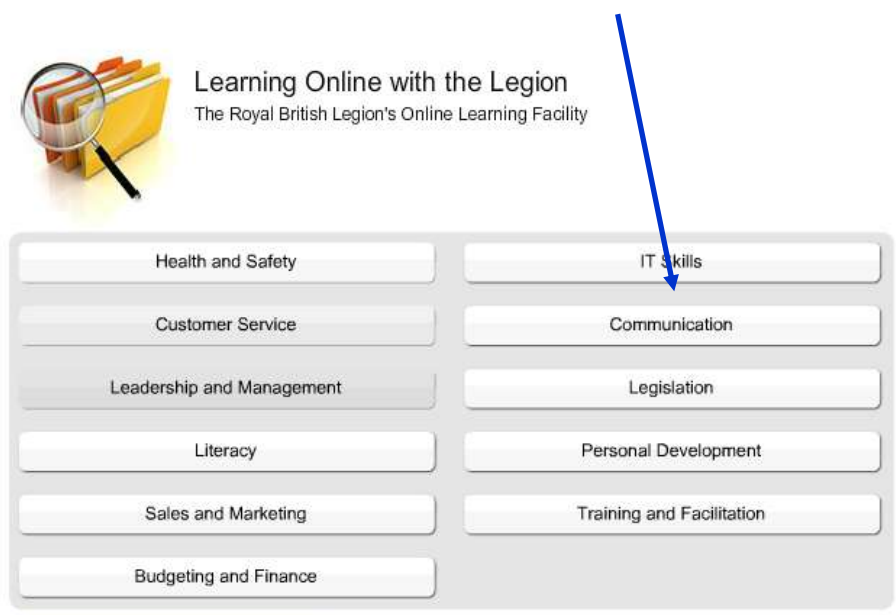
Then enter your password in the second box/field and click on the login button. Your initial password will be set as **password**, and you will be prompted to change this as soon as you log-in. Your new password needs to be at least five letters in length and we suggest using an alpha-numeric format. You may need to make a note of it for future reference.



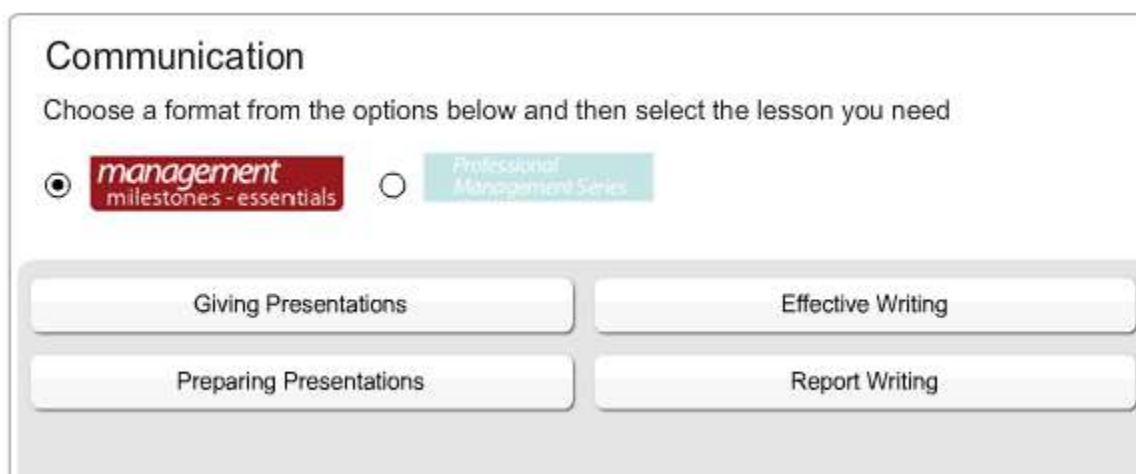
Once you have changed your password click on the **Home** link which will take you to this page:



Then click on one of the general topic links such as **Communication**:



This will take you to a page showing what specific courses are available:



You can then select the course you want to have a go at, such as **Giving Presentations**, click on it and start learning, or refreshing your knowledge. Each one should take you about 60-90 minutes depending on the speed which you complete the course and your level of knowledge. You can go straight to the test if you want but following the course might be more beneficial.

If you need additional help or guidance please contact me by phone or email on: [membershiptraining@britishlegion.org.uk](mailto:membershiptraining@britishlegion.org.uk) 0203 207 2385.