Quick-start guide to using MHRA learning materials

**Where to find our learning materials**

Here’s the link to all our educational materials:

http://learning.mhra.gov.uk

In the drop-down box (‘Select Client’), choose ‘MHRA’ and then click on the ‘Learner Login’ button

**Registering as a learner**

Clicking on ‘Register here’ takes you to the Learner Self Registration page. Fill in the form.
If all is well with your registration request, we will approve it within a couple of working days. You will hear by email that your registration request has been approved and you can start your learning with us.

You must fill in the boxes where an asterisk (*) is shown—otherwise the system will not process your registration request.

Follow this guidance to create a strong and valid password. You will need your password to login for new learning or to review your learning records.

Offering: from the drop-down selection, choose the area of your learning: CPRD, medicines or medical devices. This will help us select suitable activities for you.

Once you’ve filled in the boxes, click on the ‘Submit’ button. The system will check your form and invite you to correct any errors or omissions it has detected.
Accessing the learning materials

**Tip** Check that you can see the bottom of the screen. Adjust the zoom on your browser to make sure that the whole screen is visible during the learning activity.

**The dashboard**

This page gives you access to all the learning information you need.

- **Login**
  - Type in your username—your email—and the password you selected when registering. Then click on 'Login' to take you to the 'Dashboard'.

- **My Learning**
  - Your name shows here. Clicking on ‘˅’ next to your name allows you to sign out and also gives you access to things like your profile.

- **Curriculum Plan**
  - Learning activities selected for you or those you have chosen yourself are listed here, under ‘Curriculum Plan’. At a glance you will be able to see the activities you have not started, those you have completed and those you have started (but not completed). Click on 'begin' or 'resume' to take you to a list of elements that makes up the learning activity—the ‘learning plan’.

- **My Courses**
  - Click on ‘My Courses’ to see what learning activities are available and to select those you wish to complete.

- **My Courses**
  - Don’t be alarmed if this area is blank the first time round—you just need to assign yourself a learning activity.
Go to the ‘My Courses’ tab to discover what learning activities are available

Now select ‘My Learning’ > ‘Plan’ from the blue tab across the screen. This will open up the ‘My Learning - Plan’ screen (see next illustration), detailing the learning activity you have chosen.

**Tip**  
Click on your browser’s ‘refresh’ button if the learning plan screen does not show your selected activity.
**Starting a learning activity (curriculum)**

When you have completed the course (usually the first element), close it down by clicking on 'X'. This will return you to the page you started from, but the course will show as ‘completed’.

To return to your curriculum, click on: My Learning > Plan.

**Taking an assessment**

Your selected curriculum may include an assessment. To take the assessment, make sure you have completed all the previous elements and then click on the highlighted link, 'Take Assessment'.
When you have answered all the questions in the assessment, return to the learning plan to download further information, including feedback on the assessment quiz.

To see your assessment score, go to:

My learning > Progress

and click on ‘Report’.