

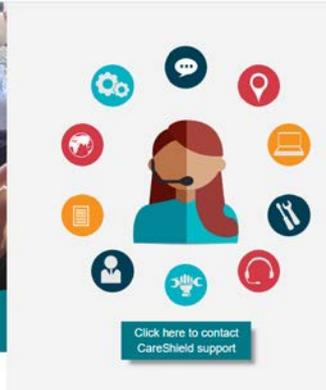
Learning Alert

eLearning top tips

eLearning offers a quick and efficient way for you to acquire new knowledge or to refresh your existing knowledge. Every colleague at the Trust now has access to the CareShield system.

Login: <https://fremantletrust.careshield.com>

Logging in



To login, enter your **username** – your first initial and surname (as would be entered on the HR Resourcelink system)
In some cases, colleagues will have the same first initial and surname so the system will also allocate you a number – for example **aturner1**

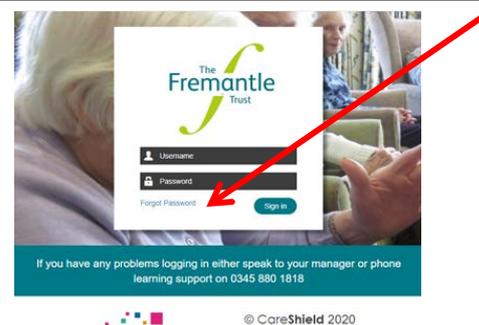
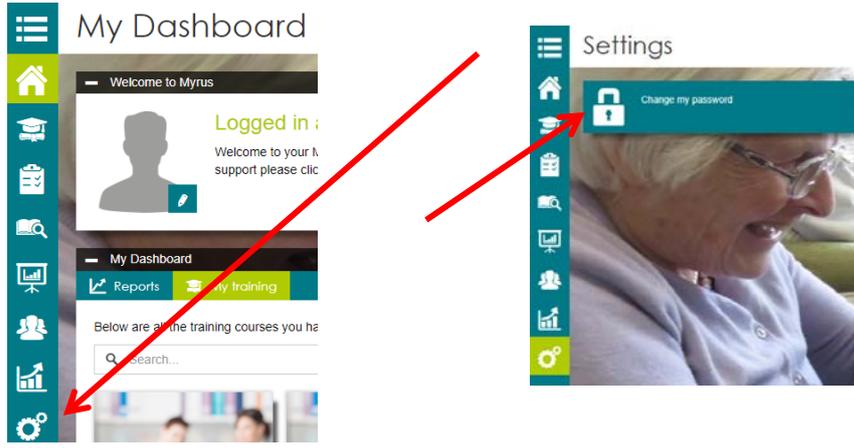
Your password will need to be changed after you login for the first time using the **generic login of trust123**. The system will prompt you to change your password

Change your password regularly

As with any other of our systems, it is good practice to change your password on a regular basis. You can do this by using the settings icon on your dashboard

Forgotten password

If you forget your password, there are a number of ways to get help including the 'forgotten password' feature, between 8.30am and 5.30pm you can call the CareShield help desk or contact us in the L&D team



You will have new courses added on a regular basis

You will need to login to your CareShield eLearning dashboard on a regular basis to see what new courses have been allocated to you. These may be set as 'mandatory' or 'personal development'
If we hold an email address for you in the system, then you will receive an email reminding you to complete the eLearning. However, it is the responsibility of each of us as individuals, to keep a check on our own learning dashboard.

