



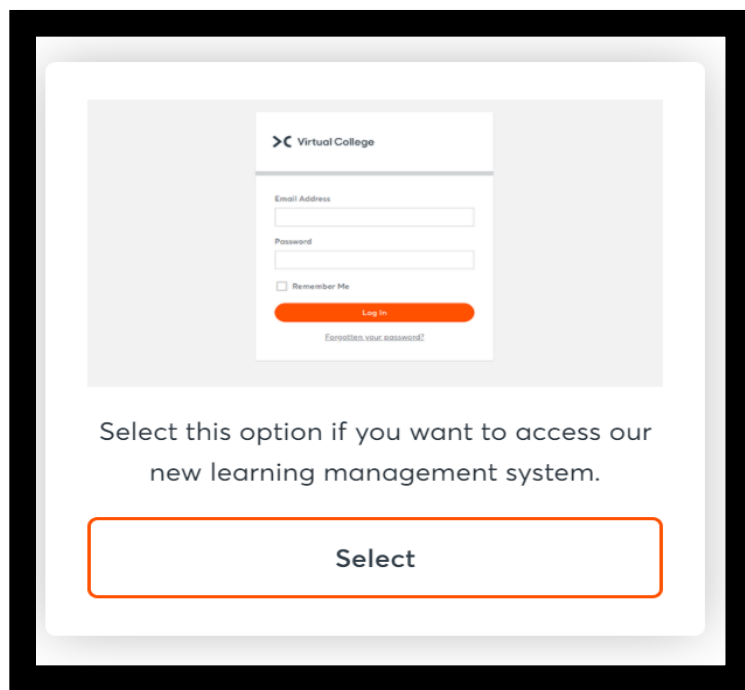
How to guide: How to access an online course

When accessing any online course make sure you have a link sent to your email (of the course) or some form of mailing, if it is a course/ web page you have previously used or logged into it is important to keep a secure note of login details, or you might need to create a new account. (If creating a new account keep a safe note of your login details email and password)

For virtual college go to <https://www.virtual-college.co.uk>

Click the Login icon when you are on the site.

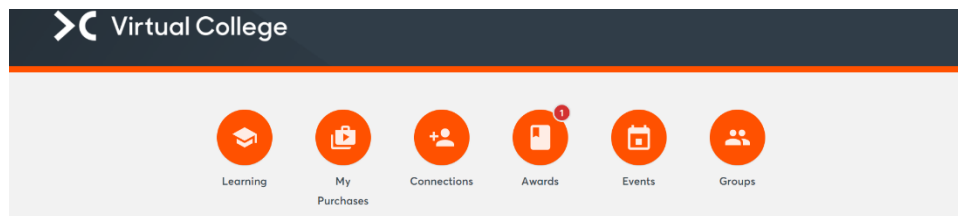
Next it will take you to a page as the picture below. Press select and it will take you to your login screen



In this Case it is asking for your email Address & Password, once this has been input select the **orange log in button to progress to next step.**

Once logged in the dashboard showing as per below picture will be visible on the homepage.

All your online courses will be visible once you select the **Orange Learning icon.**



Once in your learning page you can continue to work on any assigned courses that you have visible IE: Microsoft PowerPoint, Word, Excel, Outlook etc.

Struggling with IT or Computer skills? Contact Mike on 0131 225 3626 or 07545 527 541 and book on to our twice weekly Computer skills classes. They're free and take you from very basic to advanced. www.grassmarket.org