

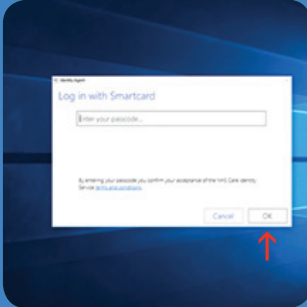
This step by step user-guide has been designed to help you navigate your way around OLM and complete your e-Learning training as well as book yourself on relevant classroom training.

Step 1



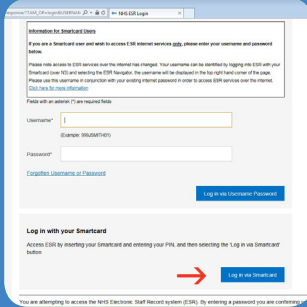
Select 'My Learning Zone' icon on your desktop

Step 2



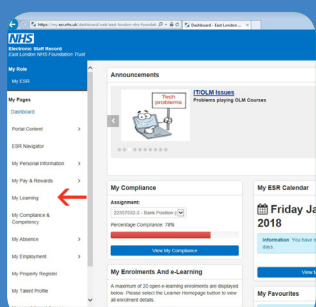
Place your Smartcard in the Smartcard reader, enter your code and press OK

Step 3



Click 'log in via Smartcard'

Step 4



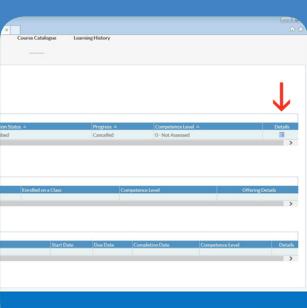
Select 'My Learning' to launch your learner homepage

Step 5



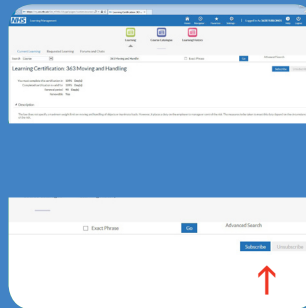
Select the magnifying glass on the 'Competence' profile

Step 6



Select the details icon listed under the heading 'Certifications'

Step 7



Select 'Subscribe'

N.B. On occasion where staff attempt subscribe and the subscribe button is blue, please click unsubscribe, click the learning icon to return to the start and click magnifying glass to restart the process.