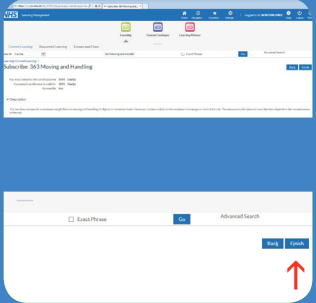


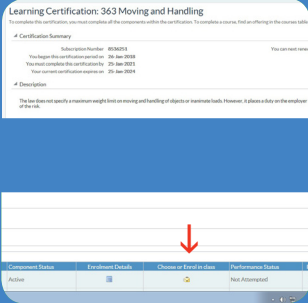
This step by step user-guide has been designed to help you navigate your way around OLM and complete your e-Learning training.

Step 8



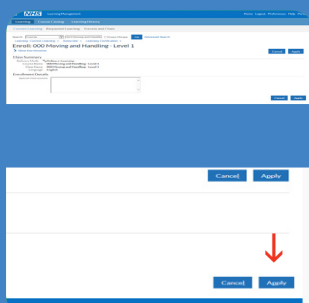
Select **'Finish'**

Step 9



Select **'choose or enrol in class'**

Step 10



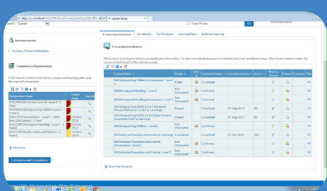
Select **'Apply'**

Step 11



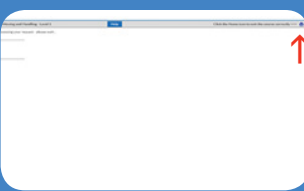
Select **'Play'** icon

Step 12



You may also return to your Learner homepage and play the courses from eLearning enrolment tabs

Step 13



When you have completed your training, please click the **'Home'** icon at the top right hand of the screen to exit and register completion status correctly

N.B. If the **'Home'** icon is not showing at the top of the screen please click minimise screen and then press the **'Home'** icon.

Step 14



You will notice that your status has been updated from **Confirmed** to **Completed**

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.