

LGPS Online Learning Academy

How to Guide

Introduction

The aim of this guide is to help you navigate your way through your learning plan, it covers:

- How to sign on
- Menu options
- Home Page
- Courses and Learning Plan
- Changing a password
- Mobile App
- How to get help

Signing in

Website

<https://aspire.hymanslearning.co.uk>

Please note this may need to be listed by your IT department as a “safe site” to allow access.
Please use Google Chrome or Microsoft Edge as your internet browser.

Type in your username and password and select “sign in”

Username (your email address) and password will be provided to you by email.

The log in timeout is 1 hour.

This means if you are logged on but not actively working you will need to log back on with username and password after 1 hour.

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ENGLISH UK -

Sign In

Please insert your username and password to proceed

Username (Required)
barryaspirehymans@gmail.com

Password (Required)
.....

SIGN IN

[Forgot your password?](#)

[SIGN IN WITH SAML SSO](#)

Aspire.Hymanslearning.co.uk

Signing in

Accepting Terms and Conditions

On your first visit to the learning academy, you will be asked to accept the Terms and Conditions

Tick the box and then click on "I Agree" to accept Terms and Conditions to start your learning.



Terms & Conditions

You must read and agree to the Terms & Conditions in order to proceed

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I agree with the Terms and Conditions of service. (Required)

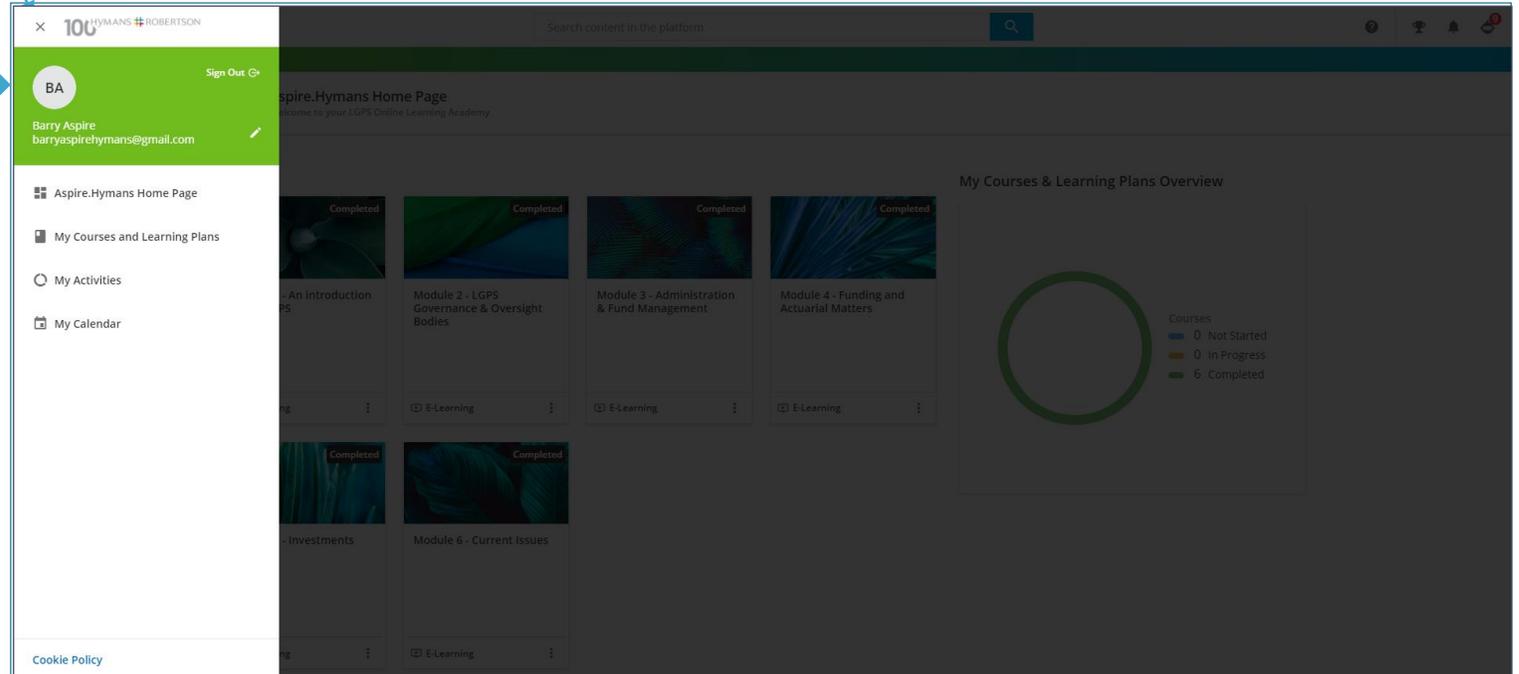
I DON'T AGREE I AGREE

Menu Options

Click here



From the user menu, you can access:



1. Home Page
2. My Courses and Learning Plan – this shows the learning plan and associated courses you are enrolled in (see slide 7)
3. My activities
4. My calendar

Home Page

This is the first page you will see when you have signed in. This is the “Home Page”

Access your learning modules



Aspire.Hymans Home Page
Welcome to your LGPS Online Learning Academy

6 items

- Module 1 - An introduction to the LGPS
- Module 2 - LGPS Governance & Oversight Bodies
- Module 3 - Administration & Fund Management
- Module 4 - Funding and Actuarial Matters
- Module 5 - Investments
- Module 6 - Current Issues

My Courses & Learning Plans Overview

Courses

- 0 Not Started
- 0 In Progress
- 6 Completed

My Calendar

TODAY	<	>	June 2021	JUN	2021	EXPORT
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

My Profile

BA
Barry Aspire
barryaspirehymans@gmail.com

CHANGE PASSWORD MY ACTIVITIES MY PROFILE

Track your progress at a glance



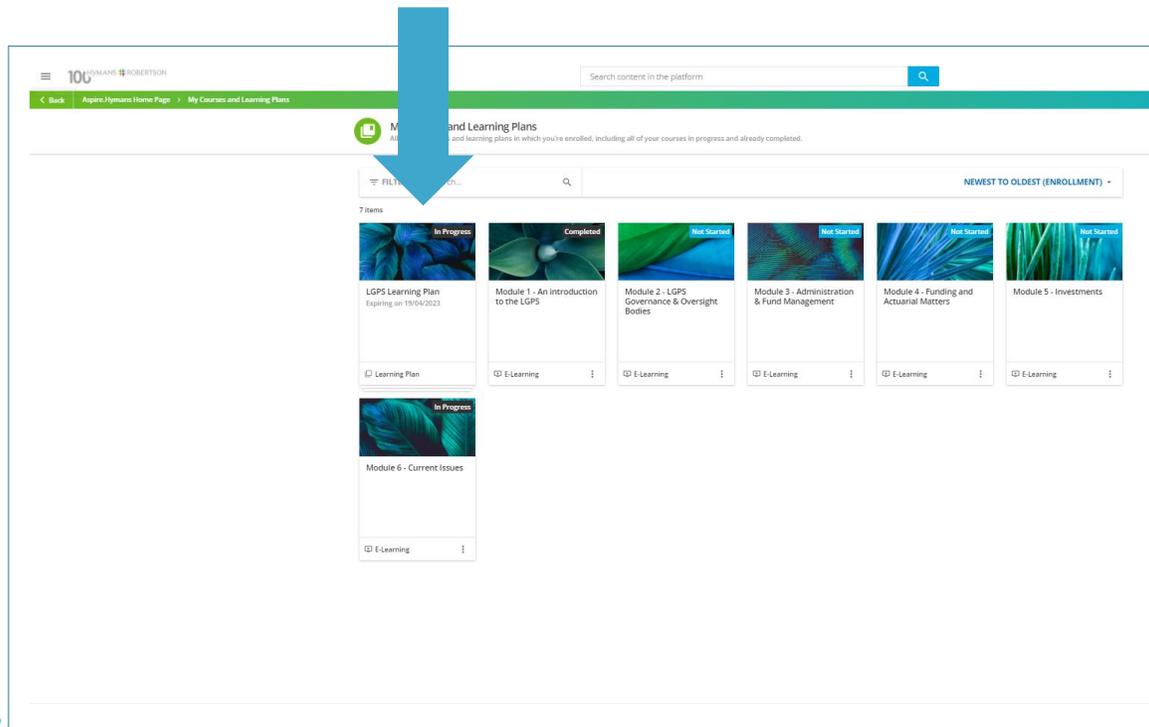
Change your password here (see slide 12)



My Courses and Learning Plan

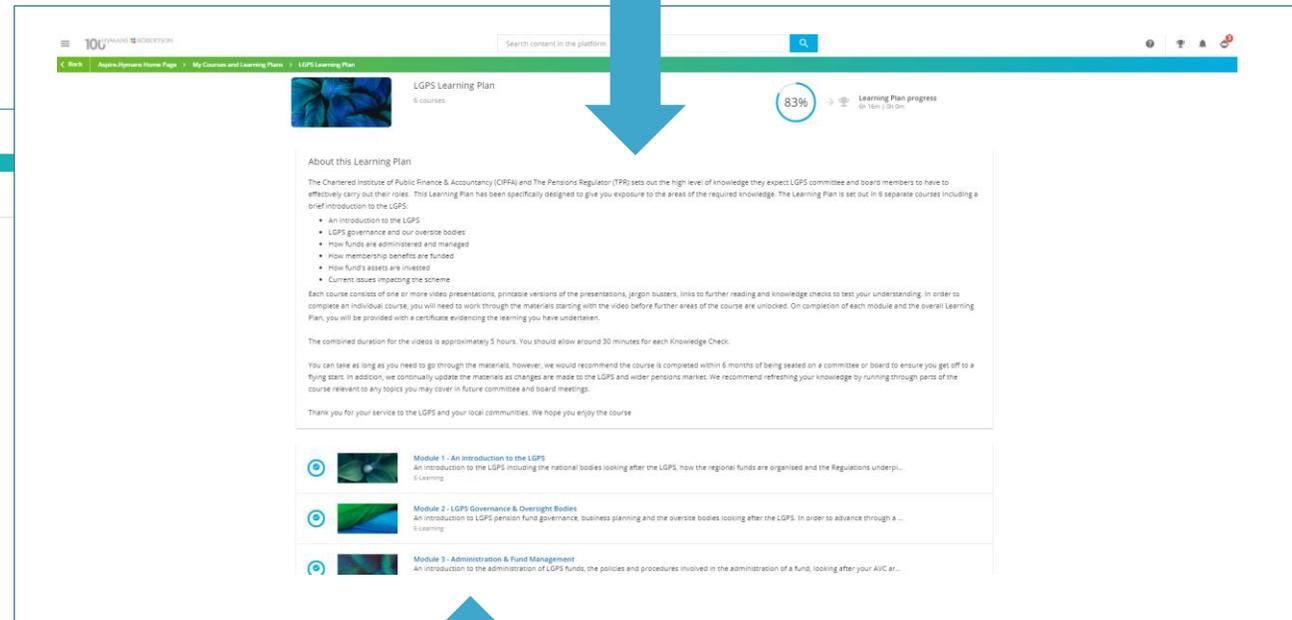
From the Menu Options (see slide 5) you can click on “My Courses and Learning Plan”

Click on the Learning Plan



The screenshot shows the 'My Courses and Learning Plans' page. At the top, there is a search bar and navigation links. Below, a grid of course cards is displayed, categorized by status: 'In Progress', 'Completed', and 'Not Started'. The 'In Progress' card for 'LGPS Learning Plan' is highlighted with a blue arrow pointing to it. The 'Completed' card for 'Module 1 - An introduction to the LGPS' is also visible. The 'Not Started' cards include 'Module 2 - LGPS Governance & Oversight Bodies', 'Module 3 - Administration & Fund Management', 'Module 4 - Funding and Actuarial Matters', 'Module 5 - Investments', and 'Module 6 - Current Issues'.

You can view the Learning Plan Summary and what to expect in the course content



The screenshot shows the 'LGPS Learning Plan' summary page. At the top, there is a search bar and navigation links. Below, the page title 'LGPS Learning Plan' is displayed, followed by a progress indicator showing '83%' completion. The main content area is titled 'About this Learning Plan' and contains a detailed description of the course, including a list of topics and a list of modules. A blue arrow points to the 'About this Learning Plan' section. Below this, a list of modules is shown, each with a thumbnail and a brief description. A blue arrow points to the 'Module 1 - An introduction to the LGPS' card.

You can also access the courses here

My Courses and Learning Plan

Click on Module 1 to begin your learning

View your learning plan and associated modules you are enrolled in



My Courses and Learning Plan

7 items

Module	Status
LGPS Learning Plan	In Progress
Module 1 - An introduction to the LGPS	Completed
Module 2 - LGPS Governance & Oversight Bodies	Not Started
Module 3 - Administration & Fund Management	Not Started
Module 4 - Funding and Actuarial Matters	Not Started
Module 5 - Investments	Not Started
Module 6 - Current Issues	In Progress

Track your progress at a glance :

Not Started 

In Progress 

Completed 

A monthly progress report will be sent to your fund.
This will include your email address, name and course statistics.

My Courses and Learning Plan

Module 1 – Getting Started

The screenshot displays the Hymans+Robertson learning platform. The top navigation bar includes the logo, a search bar, and utility icons. The breadcrumb trail shows the user is in 'Module 1 - An introduction to the LGPS'. The main content area features a video player with a title card for 'Navigating the LGPS' and a list of speakers: Catherine McFadyen, Ian Colvin, and Steven Law. Below the video is a text box titled 'An introduction to the LGPS' with a 'Show less' link. The right sidebar, titled 'Module 1 - An introduction to the LGPS', shows progress (0/4 lessons completed) and a list of learning items: a video (15 minutes), a printable presentation with video script, a jargon buster & important links file, and a knowledge check test. A large blue arrow points from the text on the right towards the video item in the learning plan.

Click on each learning item to progress your learning

The Knowledge check is locked until all the videos have been watched.

My Courses and Learning Plan

Module 1 – Accessibility pack hints and tips

To move through the presentation please click on the < > arrows

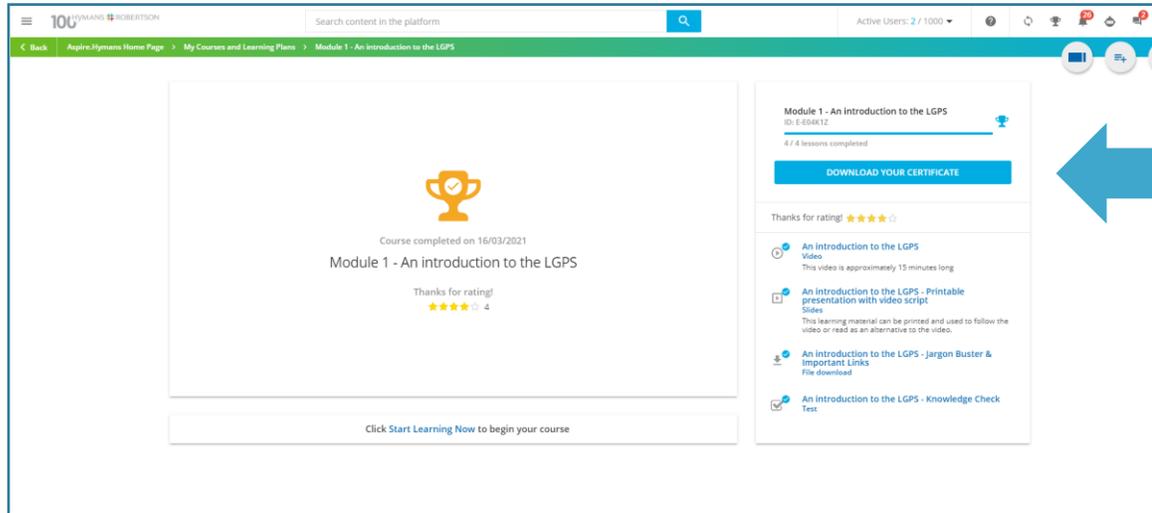


Clicking on the PREVIOUS and NEXT arrows will take you to previous or next item of the training material.



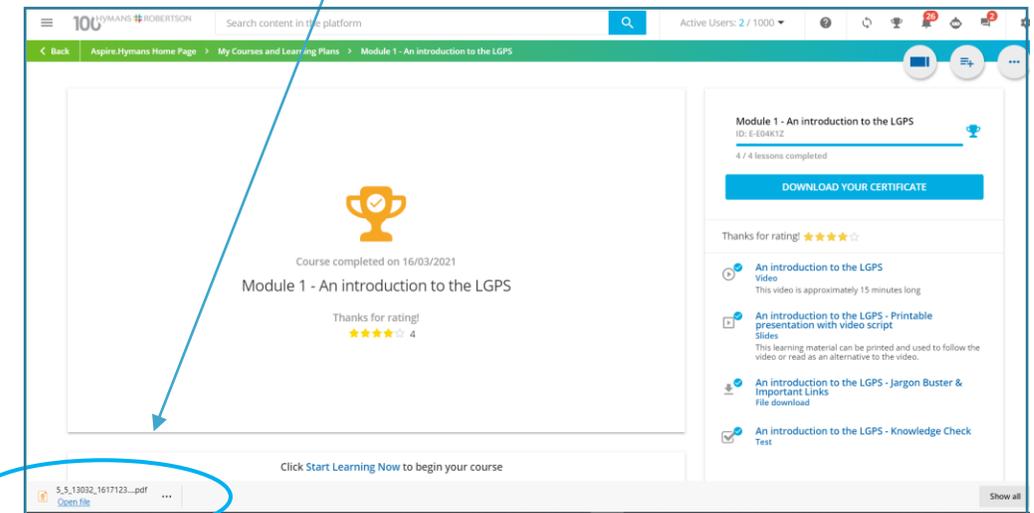
My courses and Learning Plan

Module 1 – Progressing through your course



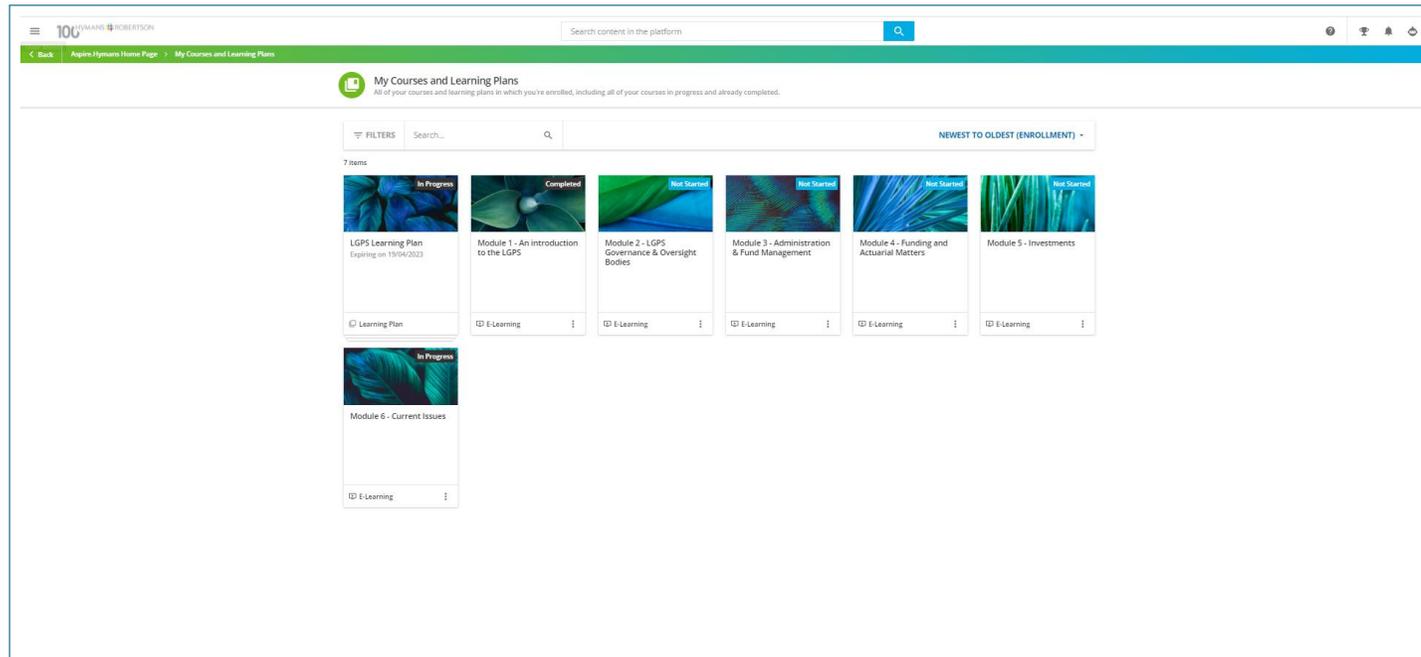
Complete your learning module and knowledge check

Download your certificate and save it for own records



My courses and Learning Plan

Modules 2 to 5



Continue on your learning journey through the remaining modules, in any order

Download your certificates and save them for own records as before.

On completion of the first 5 modules you will be able to download a certificate for the LGPS Learning Plan

My courses and Learning Plan

Modules 6

The screenshot displays the 'My Courses and Learning Plans' page. At the top, there is a search bar and a navigation menu. Below the header, the page title 'My Courses and Learning Plans' is followed by a subtitle: 'All of your courses and learning plans in which you're enrolled, including all of your courses in progress and already completed.' A search bar and a dropdown menu for 'NEWEST TO OLDEST (ENROLLMENT)' are visible. The main content area shows a grid of 7 items. The first item is 'LGPS Learning Plan' with a status of 'In Progress' and an expiration date of '19/04/2023'. The following five items are 'Module 1 - An introduction to the LGPS', 'Module 2 - LGPS Governance & Oversight Bodies', 'Module 3 - Administration & Fund Management', 'Module 4 - Funding and Actuarial Matters', and 'Module 5 - Investments', all with a status of 'Not Started'. The seventh item, 'Module 6 - Current Issues', is circled in blue and has a status of 'In Progress'. Each card includes an 'E-Learning' button.

Current Issues (Module 6) will be refreshed regularly with hot topics for LGPS.

This module is not part of the mandatory learning required under the CIPFA Knowledge and Skills Framework and is designed purely to keep you up to date with LGPS news. On that basis there is no Knowledge Check.

Changing your Password

You can change your password at anytime from the Home Page (see slide 6)



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Search content in the platform

< Back Aspire-Hymans Home Page > My Profile

My Profile

- Personal Info
- Change password**
- Preferences
- Conditions of Use

Change password
Change your password to access the platform

Choose a strong password and don't reuse it for other accounts. When you change your password, you will be logged out from all of your active sessions, on all devices. Use your new password to log in again.

Your current password (Required)

New Password (Required)

Confirm New Password (Required)

CHANGE PASSWORD

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Password Rules:

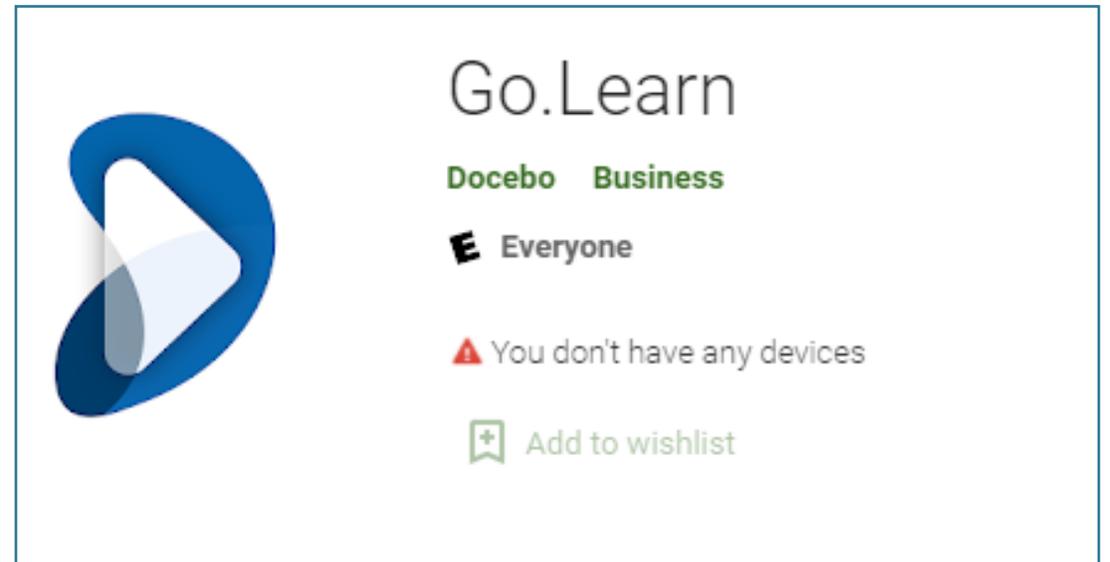
Your password must

- include both letters and numbers
- cannot have three consecutive letters or three consecutive numbers
- must be different from your username
- must be changed at the first sign in.

Mobile App

- Go.Learn lets you to access your platform directly from your mobile devices.
- Through the app, you can easily complete your training material.
- The Go.Learn mobile app is available for both iOS (including iPads) and Android devices*.
- You can download the app by searching for “Go.Learn” in the Apple Store or in Google Play Store.

*For those using Android devices, remember that you need to have access to Google Play Store to be able to download and access the app.



Mobile App

Steps to take to access mobile learning :

- Download the app
- The URL is <https://aspire.hymanslearning.co.uk>
- **Username** is your email address
- **Password** is provided on your Welcome Email (or your chosen password if you have already logged in online)
 - you will be asked to change your password on first login (if the app is your first login attempt)
 - you will also be asked to accept T&Cs at first login (if the app is your first login attempt)
- Once you change your password this will be your new password for both online and mobile app learning

Need help?

Please contact: Aspire.Hymans@hymans.co.uk

- Please email the Aspire.Hymans mailbox for any questions
- Please note this may need to be listed by your IT department as a “safe email” to avoid correspondence being sent to your “Junk” folder
- We will aim to get back to you within 48 hours

Thank you

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