

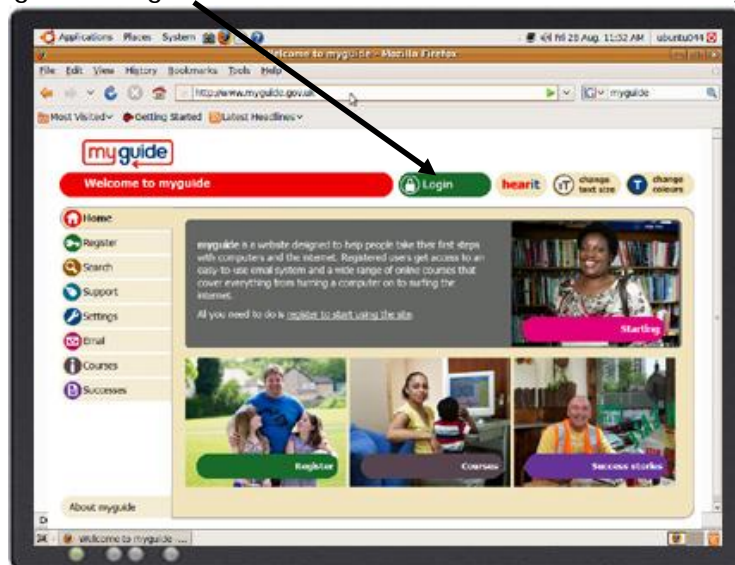
As a member of Knowle West Web you will have been registered by Makala when you joined the group. It might seem confusing at first but you'll soon get the hang of it. Ask for help at your second training session with KW online.

Login and view the training videos by using your login details to complete the following steps:

Step 1:

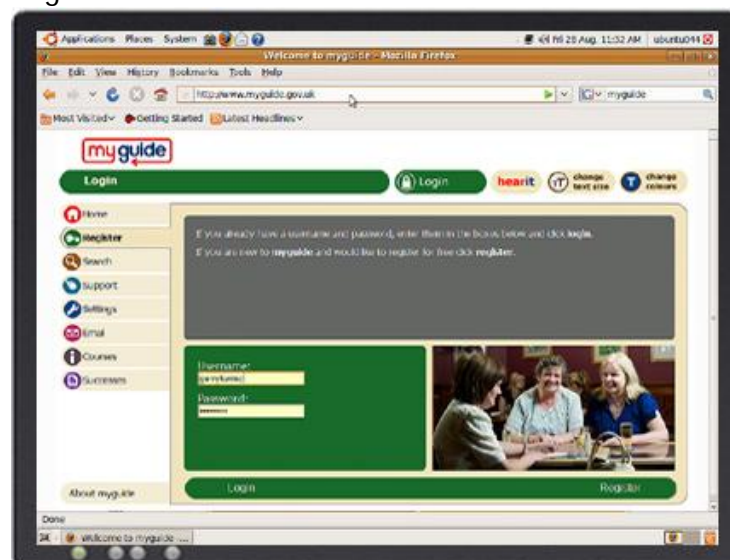
Click on this link [Myguide](#). Or start Firefox and type [www.myguide.gov.uk](http://www.myguide.gov.uk) into the address bar then press [Enter] on the keyboard.

Now click on the green "Login" icon - next to the red "Welcome to myguide"



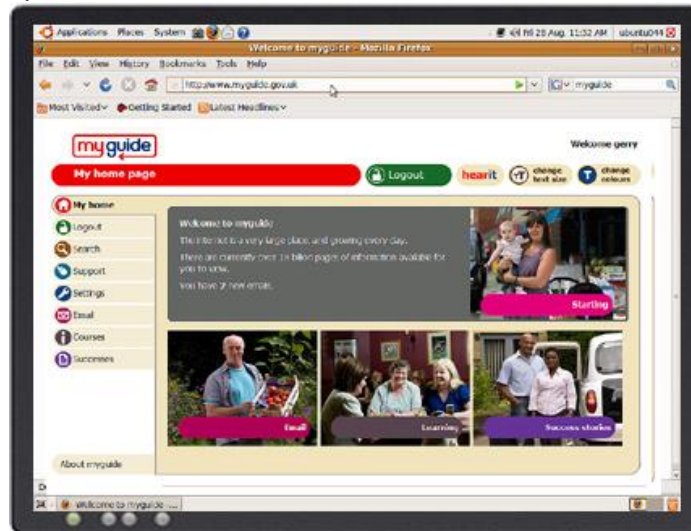
Step 2:

On this screen enter your username & password and click on the word "Login" at the left of the bottom green bar.



Step 3:

This is the main screen showing that you've successfully logged in. By clicking on one of the four pictures you can pick from the "Starting", "Email", "Learning" and "Success stories" options.



Step 4:

To follow the training videos select the "Learning" picture or click on the [Courses] button on the left to enter the training area.

Now select from the "Starting", "Using" or "Understanding" pictures.

The Courses button on the left has expanded to give you the same options.



Step 5:

This is the "Using" section.

Pick a 'unit' by clicking on the title, then follow the steps to watch and take part in the training session.

As you complete units the program keeps a record of what you've achieved ready for the next time you login.



Step 6:

When you've finished follow the instructions to leave the training section.

To Logout click on the green "Logout" icon - in the centre near the top (it's the same one that used to say "Login")

To complete the logout process click on the words "Yes, log me out" at the left of the bottom green bar.

