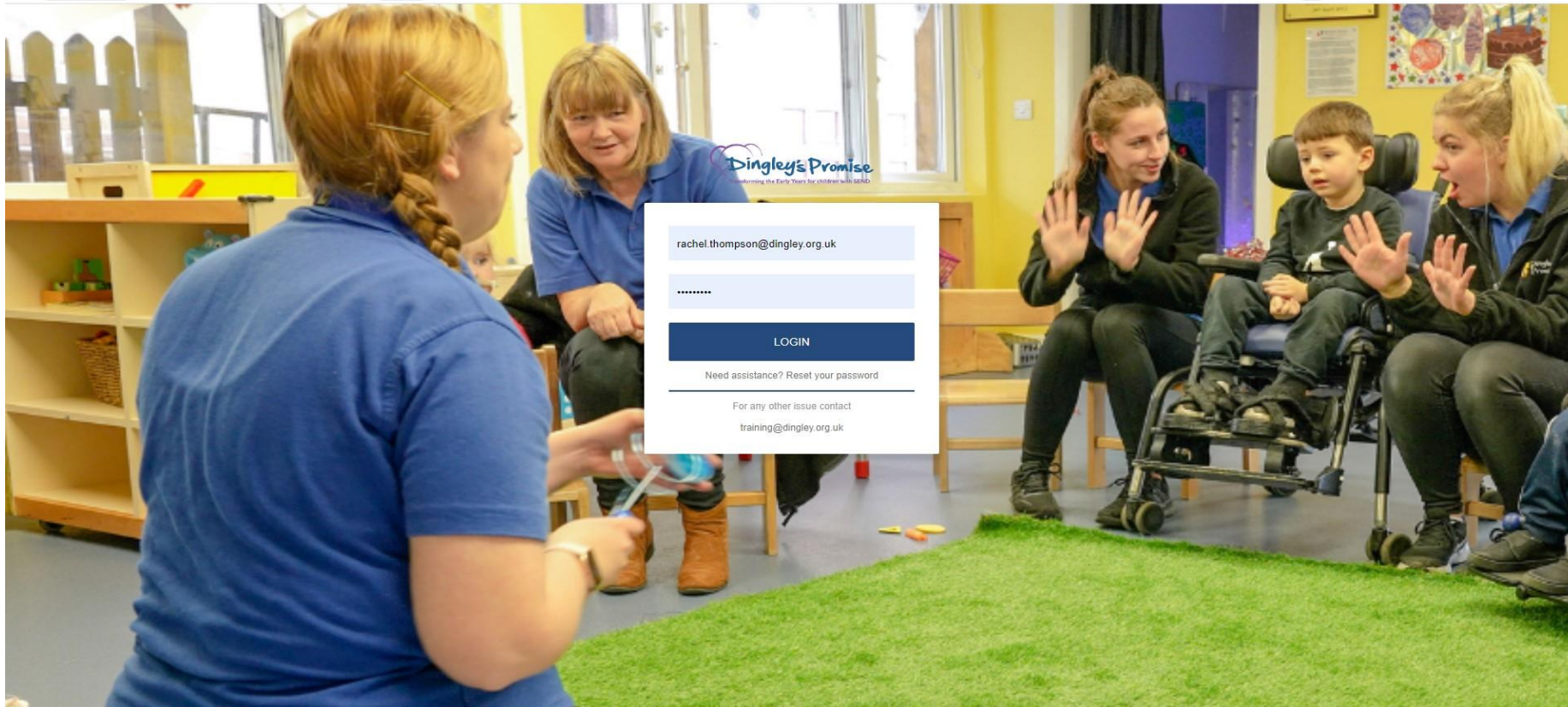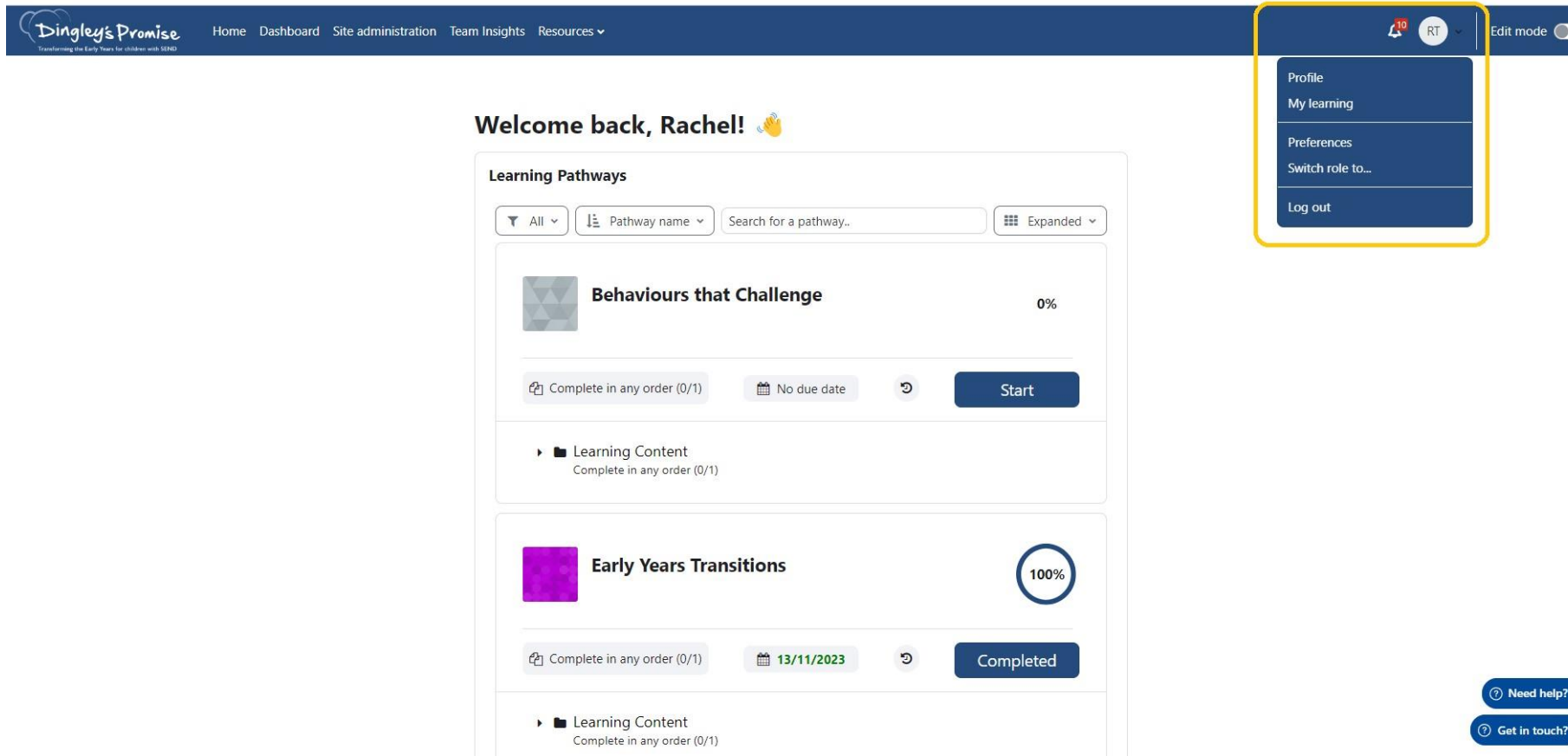Updating your profile details on the
Learner Management System (LMS)

1. Log into the LMS with your username and password. Here is the link which takes you to the login page - https://dingleyspromise.clcmoodle.org/local/roadmaplogin/login.php
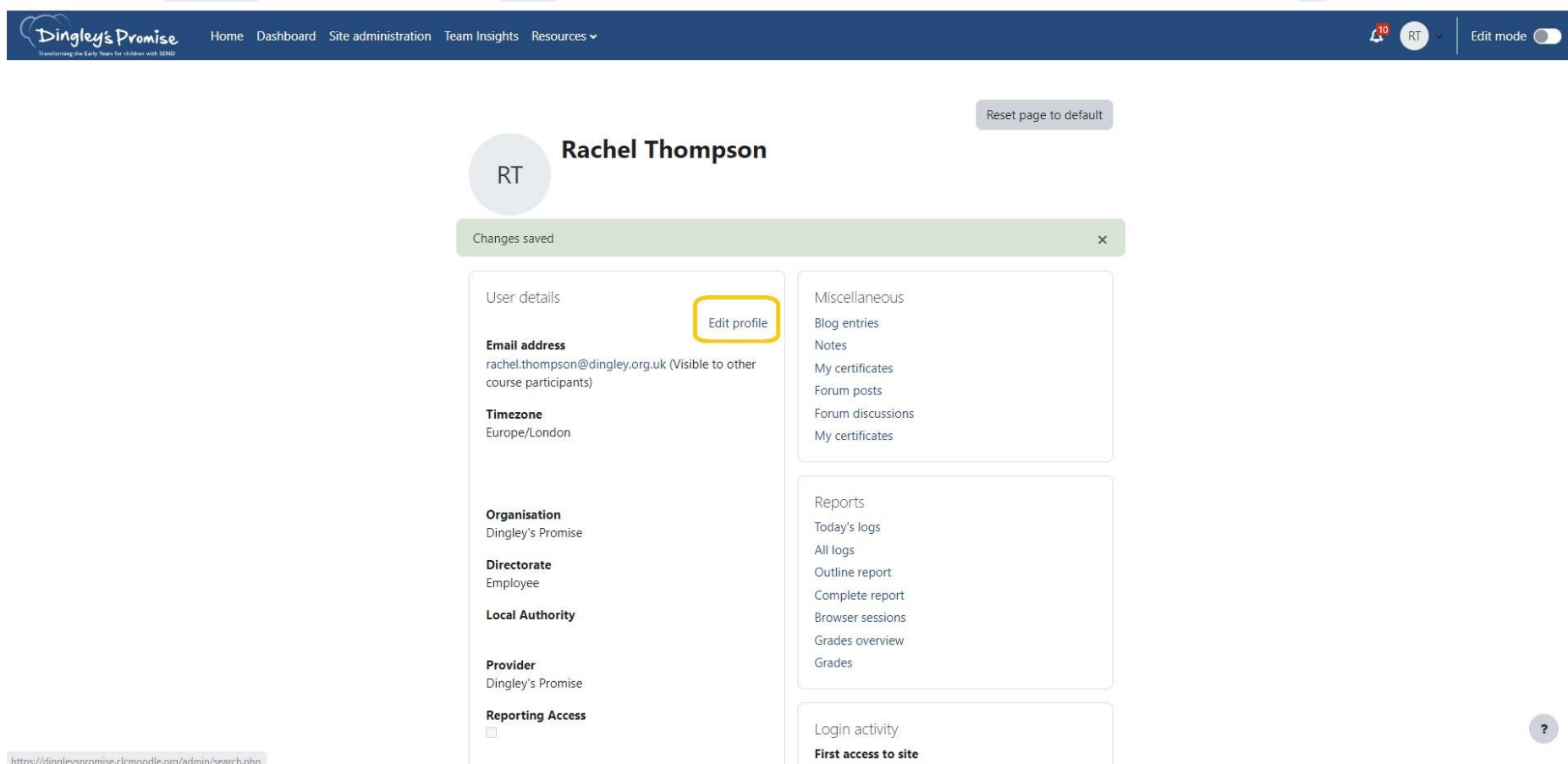
2. Once you have logged in, go to the circle at the top right-hand corner of the screen which will have your initials inside. Click on the circle to open the drop-down menu and click on Profile.

3. You will then be taken to your profile page. Click on the Edit profile link, circled below.
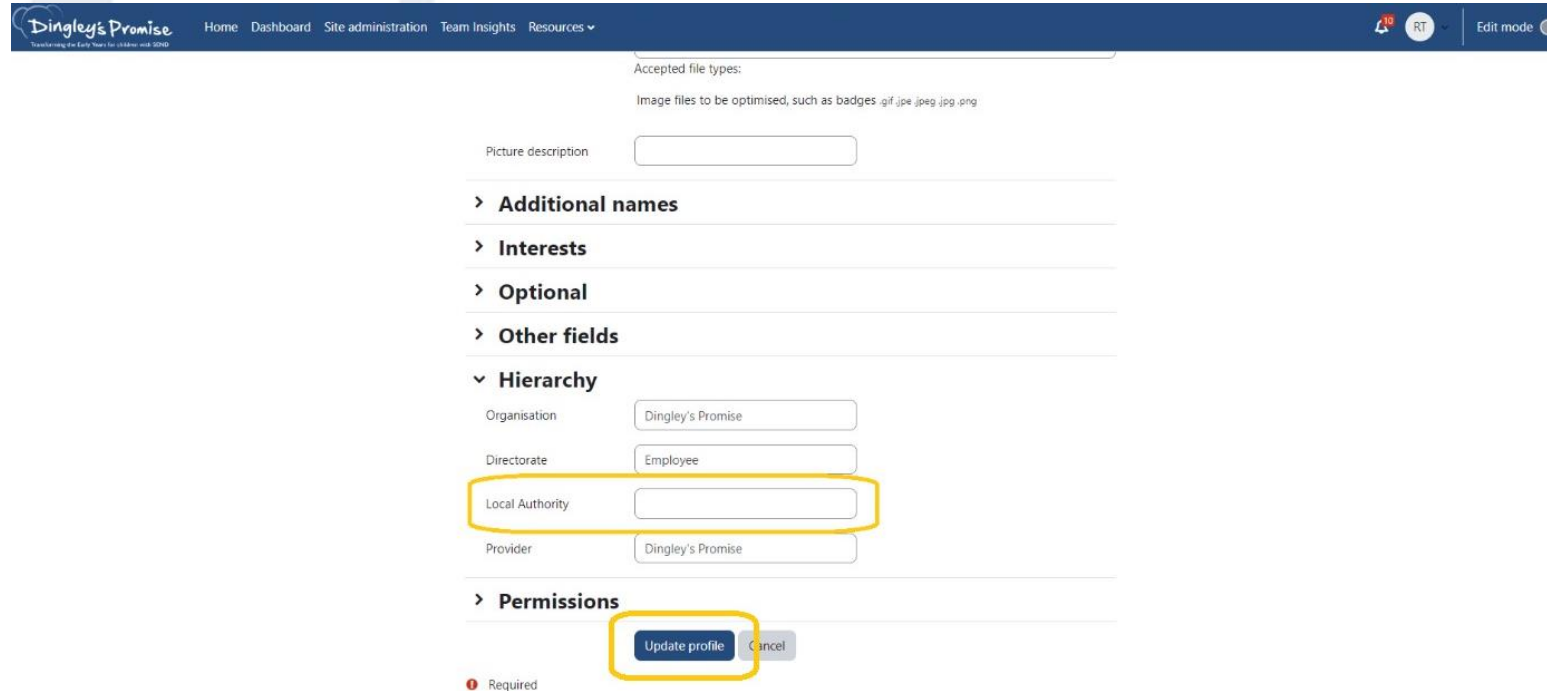
4. Scroll down and click on Hierarchy to open the section. Please focus on the Local Authority and Provider boxes. Your local authority is determined by your settings address. If you are unsure which local authority your setting is in, then you can check using your settings postcode at www.gov.uk/find-local-council. The Provider is the name of your setting.

Once the correct local authority and provider is in place, click on the Update Profile button circled below.
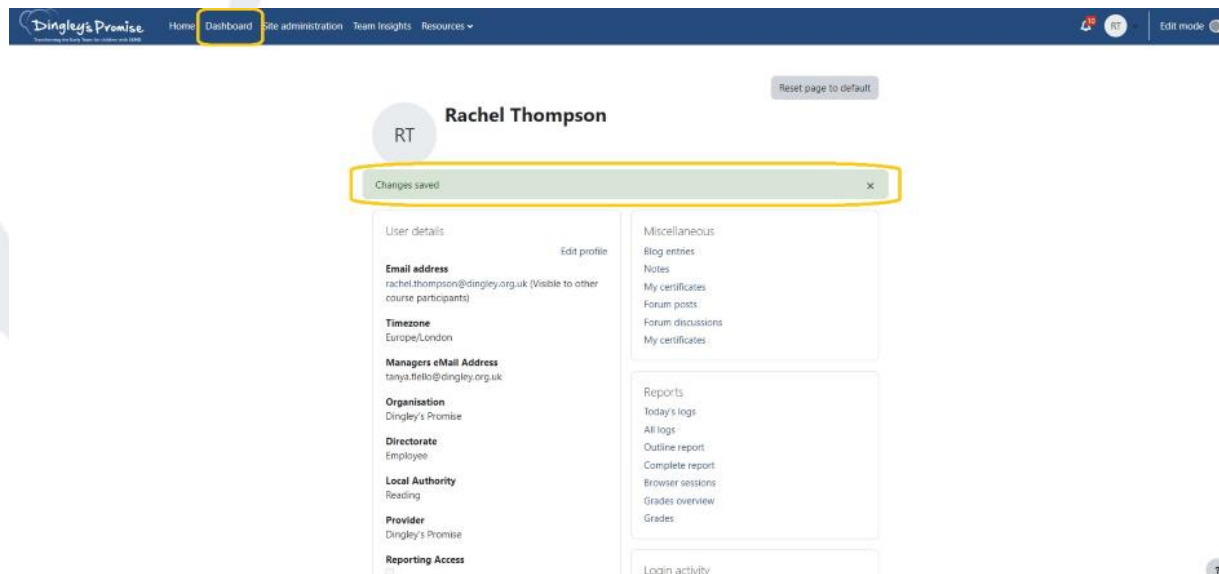
5. You will be automatically taken to the top of your profile page and a green ribbon will confirm your changes have been saved.

   To get back to your courses go to the Dashboard tab, circled below.

End