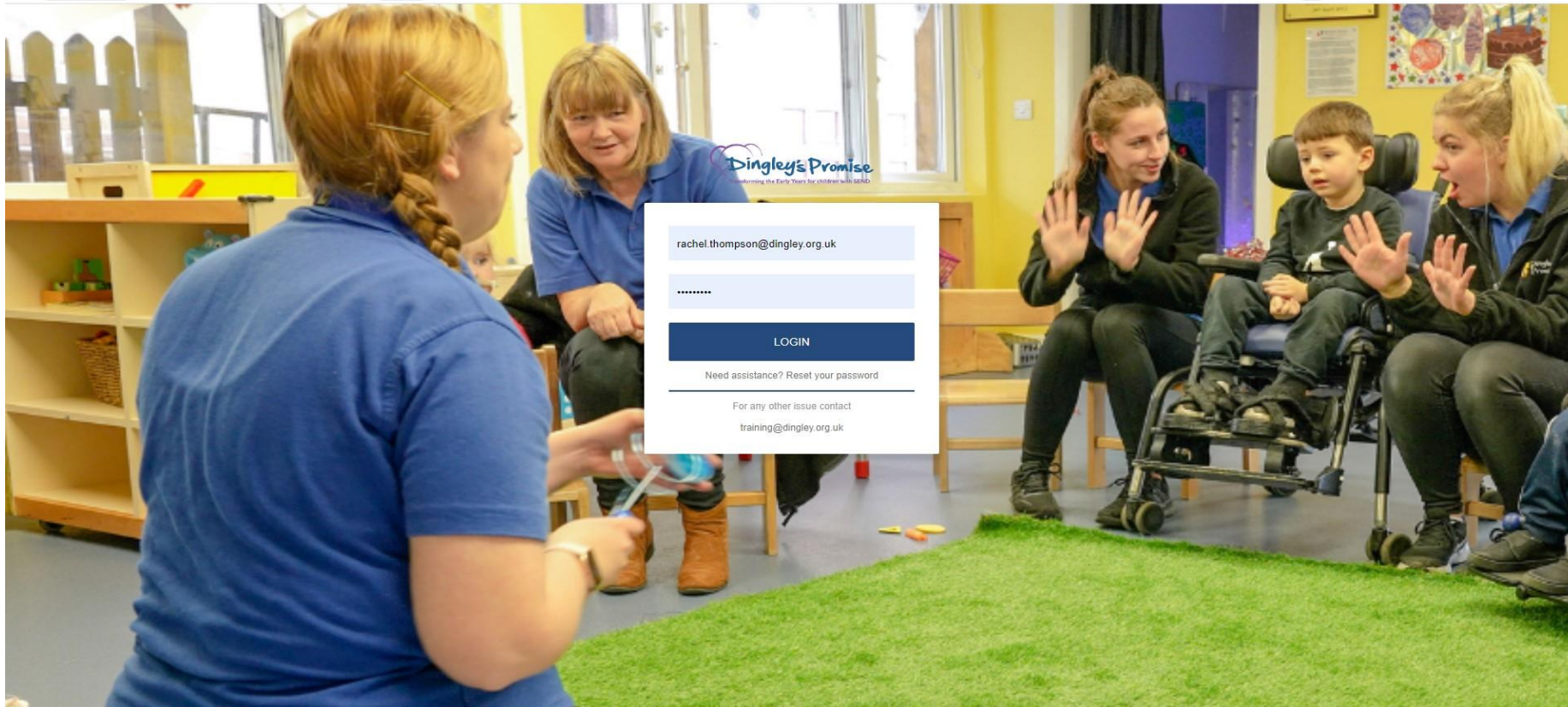


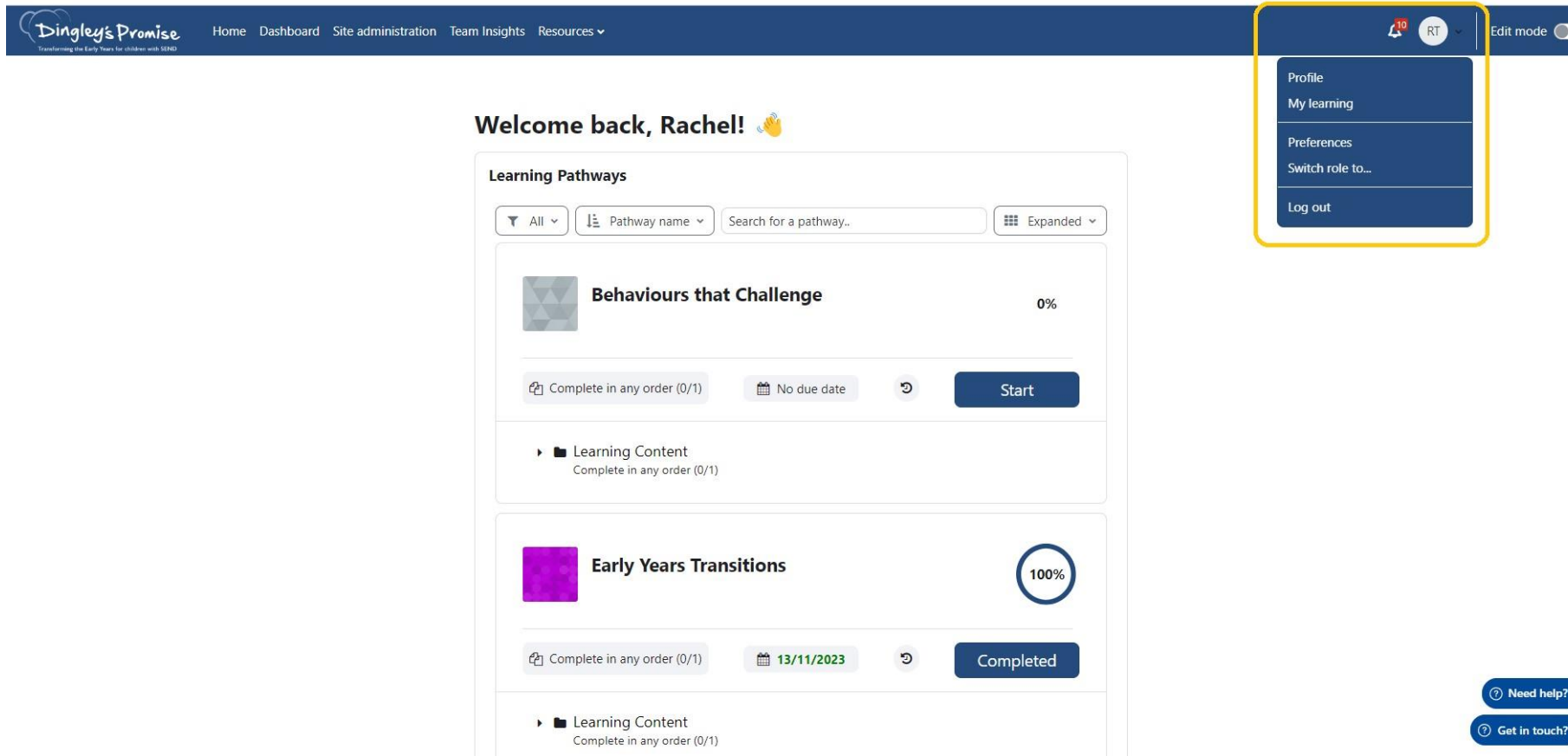
# Updating your profile details on the Learner Management System (LMS)



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>



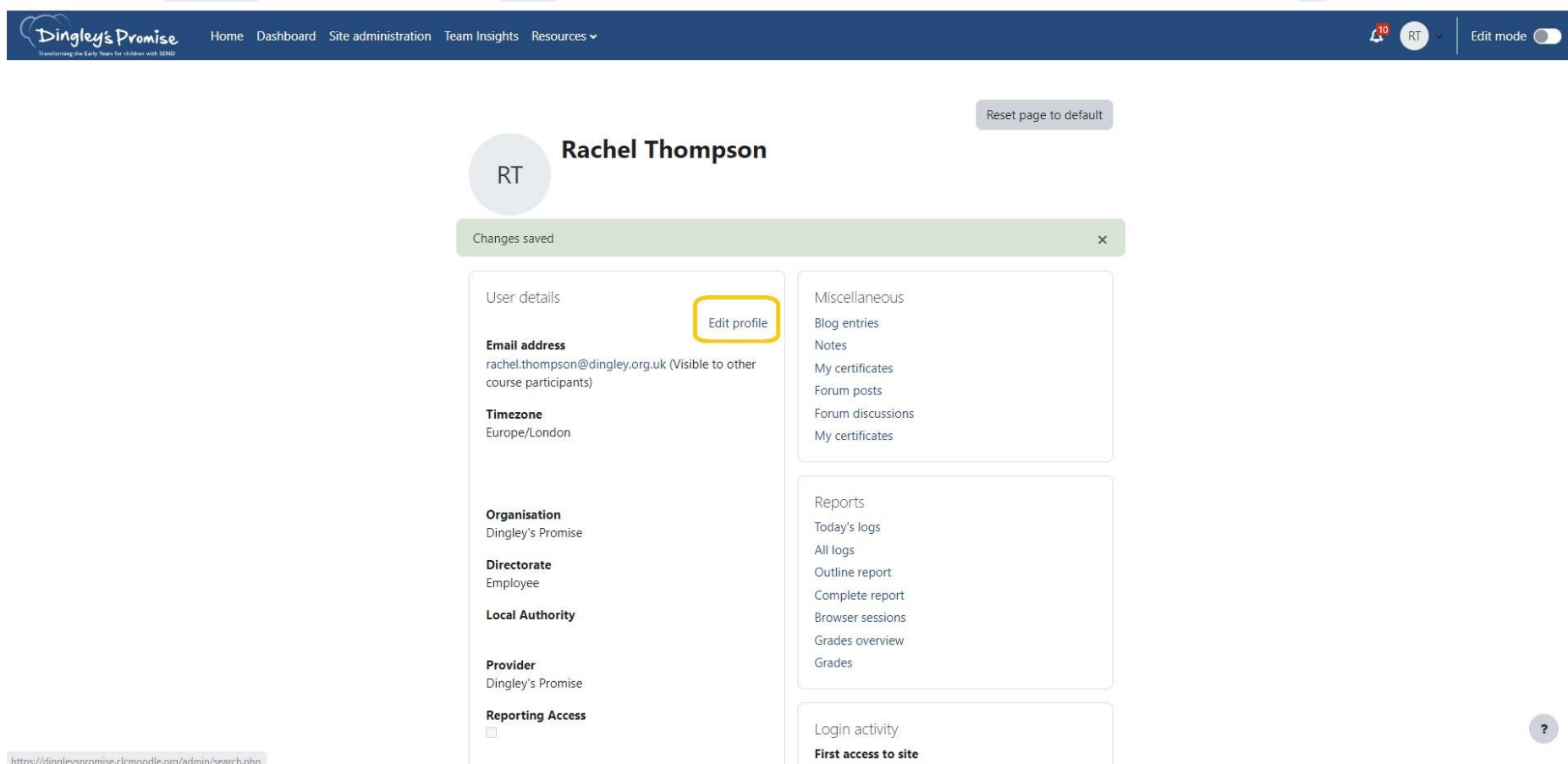
2. Once you have logged in, go to the circle at the top right-hand corner of the screen which will have your initials inside. Click on the circle to open the drop-down menu and click on Profile.



The screenshot shows the Dingley's Promise user interface. At the top, a dark blue navigation bar contains the logo and menu items: Home, Dashboard, Site administration, Team Insights, and Resources. On the right side of this bar, there is a notification bell with '10', a user profile circle with initials 'RT', and an 'Edit mode' toggle switch. A yellow box highlights the user profile circle, which has opened a dropdown menu with the following options: Profile, My learning, Preferences, Switch role to..., and Log out. Below the navigation bar, the main content area displays a welcome message: 'Welcome back, Rachel!' with a hand icon. Underneath, there is a 'Learning Pathways' section with a search bar and a filter dropdown set to 'All'. Two pathway cards are visible: 'Behaviours that Challenge' with a 0% progress indicator and a 'Start' button, and 'Early Years Transitions' with a 100% progress indicator and a 'Completed' button. At the bottom right of the page, there are two blue buttons: 'Need help?' and 'Get in touch?'. A yellow teddy bear icon is positioned in the bottom right corner of the page.



3. You will then be taken to your profile page. Click on the Edit profile link, circled below.



The screenshot shows the user profile page for Rachel Thompson. At the top, there is a navigation bar with the Dingley's Promise logo and menu items: Home, Dashboard, Site administration, Team Insights, and Resources. On the right of the navigation bar, there is a user profile icon with 'RT' and a notification bell with '10', and an 'Edit mode' toggle switch.

The main content area features a 'Reset page to default' button at the top right. Below it is a circular profile picture with 'RT' and the name 'Rachel Thompson'. A green notification bar at the top of the profile section says 'Changes saved' with a close button 'x'.

The profile is divided into two columns. The left column contains 'User details' with an 'Edit profile' link circled in yellow. Below this are sections for 'Email address' (rachel.thompson@dingley.org.uk), 'Timezone' (Europe/London), 'Organisation' (Dingley's Promise), 'Directorate' (Employee), 'Local Authority', 'Provider' (Dingley's Promise), and 'Reporting Access' (checkbox).

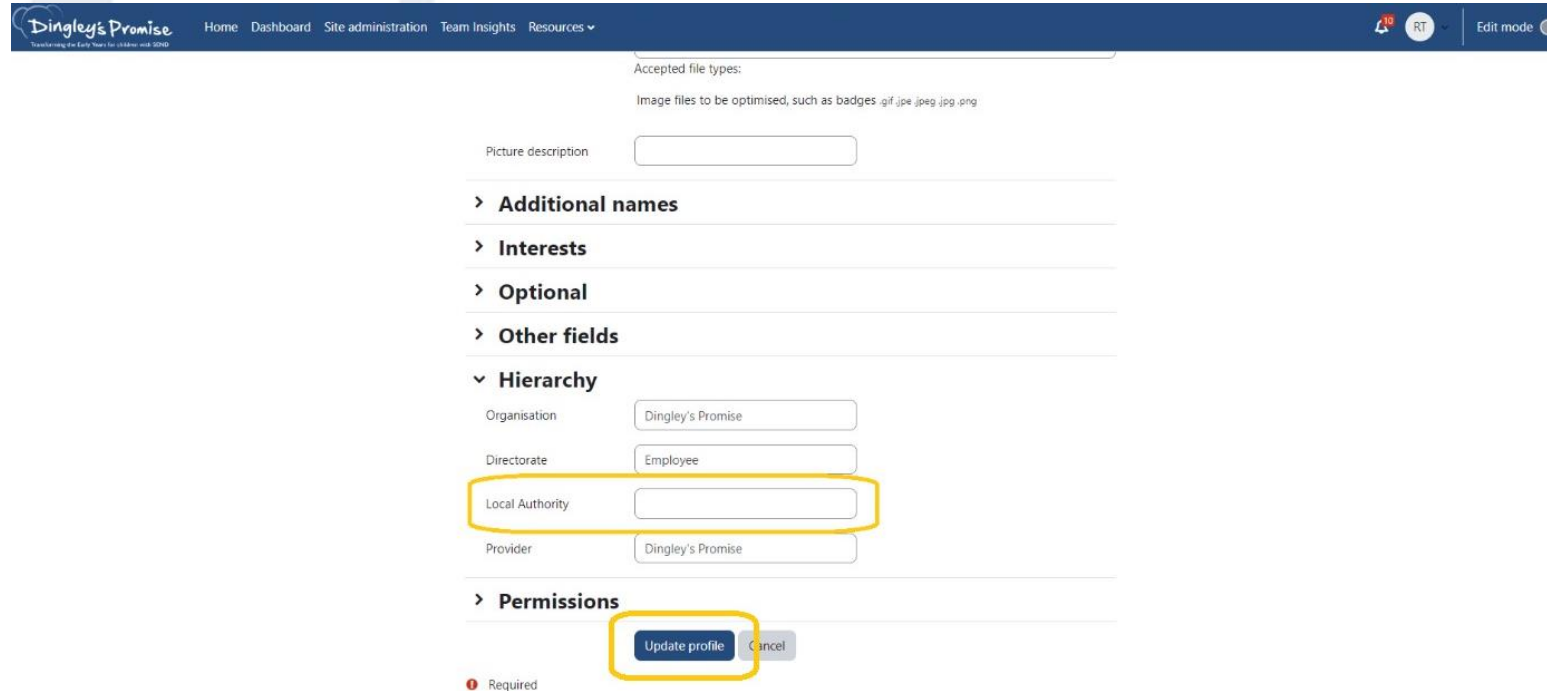
The right column contains 'Miscellaneous' (Blog entries, Notes, My certificates, Forum posts, Forum discussions, My certificates), 'Reports' (Today's logs, All logs, Outline report, Complete report, Browser sessions, Grades overview, Grades), and 'Login activity' (First access to site).

A small question mark icon is visible in the bottom right corner of the profile area.



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](http://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.



Accepted file types:  
Image files to be optimised, such as badges: gif, jpe, jpeg, jpg, png

Picture description

> **Additional names**

> **Interests**

> **Optional**

> **Other fields**

▼ **Hierarchy**

Organisation

Directorate

Local Authority

Provider

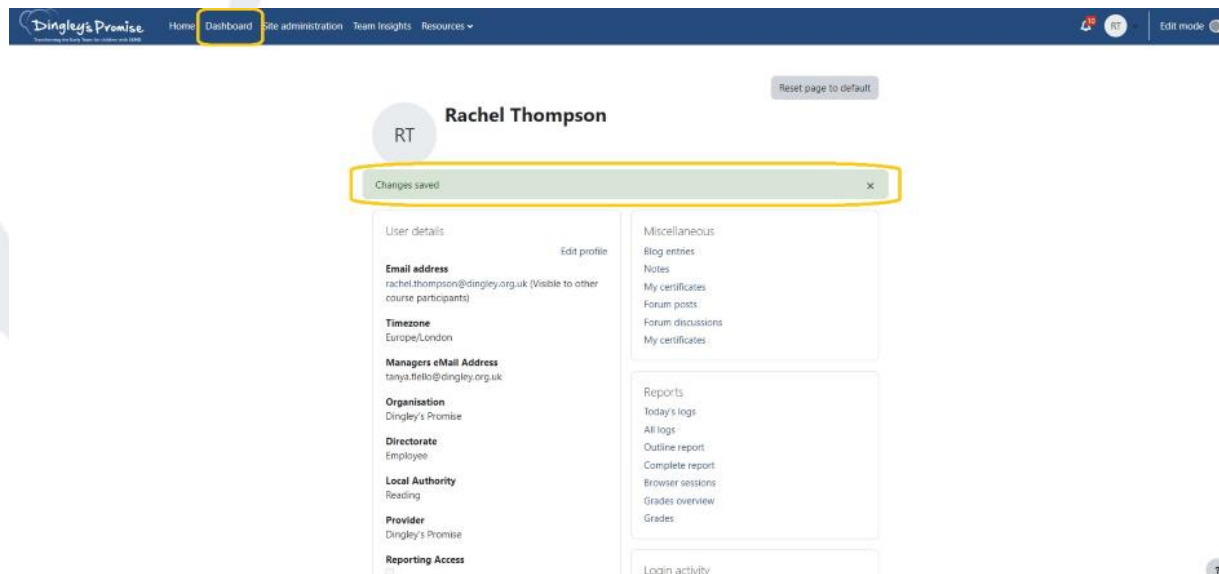
> **Permissions**

Required



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.



The screenshot shows the user profile page for Rachel Thompson. The top navigation bar includes 'Home', 'Dashboard' (circled in yellow), 'Site administration', 'Team insights', and 'Resources'. A 'Reset page to default' button is visible. The profile page features a green notification ribbon that says 'Changes saved'. The profile information includes:

- User details:** Edit profile
- Email address:** rachel.thompson@dingley.org.uk (Visible to other course participants)
- Timezone:** Europe/London
- Managers eMail Address:** tanya.fellou@dingley.org.uk
- Organisation:** Dingley's Promise
- Directorate:** Employee
- Local Authority:** Reading
- Provider:** Dingley's Promise
- Reporting Access:**
- Miscellaneous:** Blog entries, Notes, My certificates, Forum posts, Forum discussions, My certificates
- Reports:** Today's logs, All logs, Outline report, Complete report, Browser sessions, Grades overview, Grades
- Login activity**



End

