

# **Members Litmos User Guide**

We are thrilled to announce our exciting new e-learning courses that will revolutionise the way you enhance your skills and knowledge as Members. In an era driven by innovative technology, we recognise the need for flexibility and convenience. This is why we are delighted to introduce Litmos, our e-learning platform with bespoke courses designed specifically for our Members.

Gone are the days when attending in-person training sessions was the only option to broaden your understanding of the complex responsibilities that come with being a Councillor. With Litmos, you now have the power to shape your own learning journey, at your own pace and convenience, from any location that suits you best. With just a click, you can access resources, replay sessions, and track your progress.

## **How to register**

You will receive an email via your EFDC email account inviting you to register for Litmos.

After registration, you can access Litmos using the log-in link provided below. It is recommended to add the website to your 'favourites' or create a 'bookmark' for convenient access. You must use the Google Chrome browser in order to ensure that the courses run smoothly and meet the expected performance.

<https://eppingforestdistrictcouncil-prod41413997.litmoseu.com/account/Login>

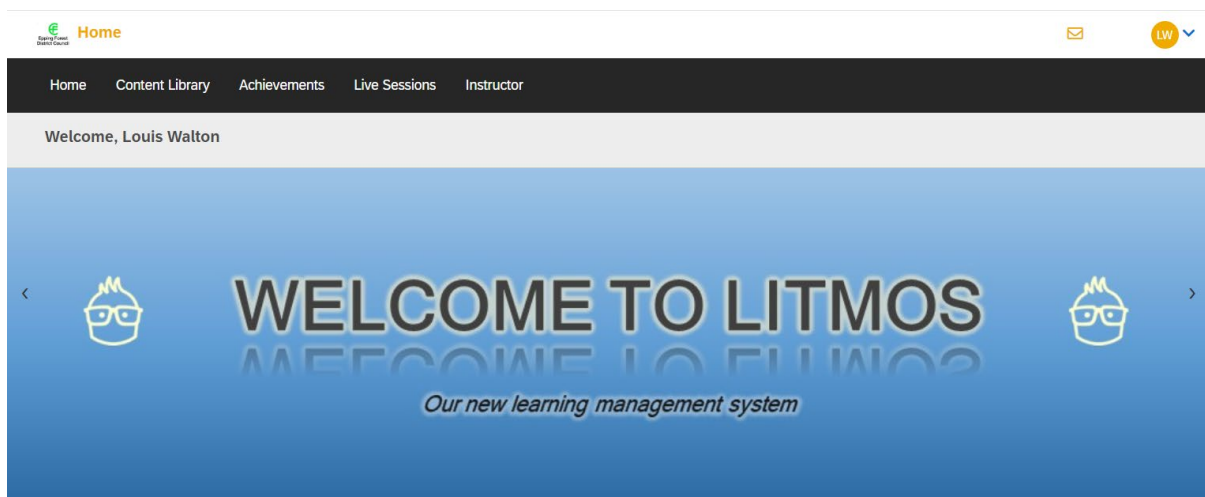
## **How to navigate Litmos**

To learn how to navigate Litmos watch the short tutorial video using the link below.

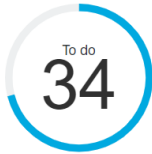
<https://youtu.be/PujUY0e8j8o>

## **How to access courses via your dashboard 'My Training'**

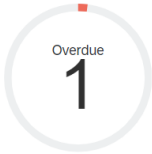
On the home page of Litmos, if you scroll down, you will come across a designated section called 'My Training'. Within this section, you can easily locate courses that have been specifically assigned to you, which need to be successfully completed.




Assigned Training Metrics
Total 48



To do  
**34**



Overdue  
**1**



Completed  
**14**


**My Training**

Not Started   In Progress   Overdue   Completed

Search for assigned courses and learning paths Not Started


*Search for assigned courses and learning paths Not Started*

See All Assigned Courses & Learning Paths




**Member Training: Housing**

0%




**Member Training: Planning & Enforcement**

0%




**Member Training: How the Council Works In Person Recording**

0%




**Member Training: Data Protection & GDPR**

0%



**Member Training: Finance & Budget Process**

0%



**Member Training: Code of Conduct**

0%

[See All](#)

**News**

August's skill of the month is part 2 of the culture series! Search for the 'EFDC Culture Series (Part 2) Pathway' on the content library to complete the courses within the pathway to earn some points and a badge!

5 months ago

July's skill of the month is a Culture Series (Part 1). Search for 'EFDC Culture Series (Part 1) Pathway' on the content library to complete the courses within the pathway to earn some points and a badge!

6 months ago

For May's skill of the month we are looking at Mental Health and Dementia! Please search for 'EFDC

**Leaderboard** [View All](#)

**2**  
Badges

**57**

**60**  
Points

**Louis Walton**

## Member Courses

We have created a personalised suite of e-learning courses for our Members to complete.

There are two categories of courses available: e-learning modules and recordings of in-person training sessions for you to review.

Each course consists of a declaration of understanding, a knowledge test, and a glossary.

These are the courses available:

- Member Training: Code of Conduct
- Member Training: Code of Conduct In Person Training Recording
- Member Training: Data Protection & GDPR
- Member Training: Data Protection & GDPR In Person Training Recording
- Member Training: Finance & Budget Process
- Member Training: Fraud Awareness
- Member Training: Housing
- Member Training: How the Council Works
- Member Training: How the Council Works In Person Training Recording

- Member Training: How to contact the Council
- Member Training: Licensing
- Member Training: Planning & Enforcement
- Member Training: Planning & Enforcement In Person Training Recording
- Member Training: Planning In Person Training Recording (Part 1/2)
- Member Training: Planning In Person Training Recording (Part 2/2)
- Member Training: Safeguarding

Please note that you are not expected to complete both the e-learning course and the in-person training recording on the same training topic. We expect you to either complete the e-learning module or watch the training recording, but you have the option to do both if desired.

## Achievements

After successfully finishing a course, you will be able to access and download your certificate of completion by navigating to the 'Achievements' section in the toolbar at the top of Litmos.

The screenshot shows the 'Achievements' section of the Litmos platform. At the top, there's a navigation bar with 'Home', 'Content Library', 'Achievements', 'Live Sessions', and 'Instructor'. Below this, the user's name 'Louis Walton' is displayed along with a 'Pick a year' dropdown, 'Badges 2', and 'Points 60.00'. The main content area is divided into 'Achievements' and 'External Learning'. Under 'Achievements', there's a search bar and a list of completed courses. Each course entry includes the course title, a 'Rate me!' button, a 'Download certificate' link, and the completion date. The courses listed are: 'Member Training: How to contact the Council' (15/01/2024), 'Member Training: Code of Conduct' (16/01/2024), 'Member Training: Finance & Budget Process' (14/01/2024), and 'Member Training: Data Protection & GDPR' (12/01/2024). On the right side, there's a 'Create a report' button and a 'Leaderboard' section showing the user's profile (Louis Walton, 2 Badges, 60.00 Points) and a list of other users: Teresa Delle-Grazie (19 Badges, 570.00 Points), Michael Witham (16 Badges, 480.00 Points), and Matthew Robinson Jayes (13 Badges, 350.00 Points).

## Reference Documents

Upon completing a course, you will gain access to supplementary reference documents that facilitate further learning. These resources can be located within the course through the designated 'Additional References' section.

The screenshot shows the 'Additional References' section of the Litmos platform for the course 'Member Training: Data Protection In Person Training Recording'. The page features a video thumbnail with the text 'Training Recording' and 'DATA PROTECTION'. Below the video, there are tabs for 'Modules', 'Additional References', and 'Reviews'. Under the 'Additional References' tab, there are two downloadable PDF documents: 'EFDC Privacy Policy.pdf' and 'LGA Data Protection Councillors Guidance.pdf'. A progress indicator shows '0%' completion. At the bottom, there is a 'Privacy Policy' link.

## Completion Email

After finishing the course, you will be sent an email confirmation containing links to additional learning resources. The email will also provide the contact information of the respective officer or team whom you can reach out to for any inquiries regarding the course you just completed.

Email template:

**From:** Epping Forest District Council-prod-41413997 <[system@litmos.com](mailto:system@litmos.com)>

**Sent:** Tuesday, January 16, 2024 4:30 PM

**To:** Louis Walton <[walton@eppingforestdc.gov.uk](mailto:walton@eppingforestdc.gov.uk)>

**Subject:** Member Training: 'How to contact the Council' Training Completed

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Hello Louis,

Well done for completing the Member training course 'How to contact the Council'.

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### **You achieved a score of**

Below are some useful links which were discussed in the course for quick reference.

- **Members Portal** - [www.eppingforestdc.gov.uk/your-council/members-portal/](http://www.eppingforestdc.gov.uk/your-council/members-portal/)
- **Member Contact Form** - [www.eppingforestdc-self.achieveservice.com/service/Member Contact](http://www.eppingforestdc-self.achieveservice.com/service/Member%20Contact) |
- **LGA Councillor workbook on handling casework** - <https://www.local.gov.uk/publications/councillor-workbook-handling-casework-0>

If you have any questions on the course please email [memberservices@eppingforestdc.gov.uk](mailto:memberservices@eppingforestdc.gov.uk)

Kind regards

Member Services Team

## Further Support

If you need a Litmos registration link or need additional support using Litmos, please reach out to our Member Services Team at [memberservices@eppingforestdc.gov.uk](mailto:memberservices@eppingforestdc.gov.uk). They are available and ready to help you.