

Accessing Apprenticeship Hub

Guide for Students

Computer Login

- Your login details will be given to you when you start. This might be called your AUP. Your username will be made up of your first name, last name and some numbers. It will be a bit like this: `firstname.lastname123`. You will also be given a temporary password.
- First time login.
Choose the relevant option below:
- On a college computer:
Login with your username and password as provided.
This will activate your account.
You will be asked to change your password to something useful (password requirements below).
- From outside the college:
 - Go to: www.cornwall.ac.uk/students and choose 'change password'.
 - Enter `ccgstudents\yourusername` in the domain\username box.
 - Enter Orange99 in the current password box.
 - Enter your new password twice
- Password requirements:
The new password must be at least 8 characters long and must include at least one each of the following:
 - Uppercase letter
 - Lowercase letter
 - Number
 - It must not include any part of your name
 - It cannot be any of your last 10 passwords
 - If you are unable to login please call the IT Helpdesk on 01209 616111.

After you have logged in for the first time, all the activities below can be undertaken from anywhere and on any device.

There are a number of tasks that need to be completed online as part of your course. These are related to your programme entry, personal and professional development and other key elements of your programme. You will use Moodle and ProPortal for your tasks. These instructions will guide you on how to access these systems and the online training will take you the rest of the way!

- Moodle is an online virtual classroom
- ProPortal is a portal page giving you access to a range of information about your progress and next steps.



Accessing Moodle

- Go to moodle.cornwall.ac.uk.
 - If you are on a college computer you will be logged in automatically.
 - If you accessing Moodle from anywhere else you will need to use your username (firstname.lastname123) and password to login.
- Once logged in, click on 'All courses' in the top menu (highlighted in the image here).
- Choose 'Work Based Learning' from the list.



- From the next screen, click on 'Apprenticeships Hub'.
- On the next screen you will see a 'click here to enter' button. Click on it. You will now be in the Apprenticeships Hub.
- From now on, the next time you login to Moodle you will see the Apprenticeships Hub link on your homepage and can go straight into it.



Using the Apprenticeship Hub to complete your training

1 The first time you go into the course you should go into the 'introduction' section and read the information to find out about the other systems that you may need to use.



2 Go into the 'Core Personal Development' section. There are five pieces of training that you need to complete online. The first time you go in you will see the training listed. Clicking on the title box of each piece of training will enable you to complete the training.



3 You will see a list of links which you should work through in the order shown. Each one is an activity to complete. When you have completed the task you will see a tick on the right hand side of the link. You must complete all the activities to complete the training.

4 When you have completed all the training you will be emailed a digital badge to show that you have completed the training and you can choose to download a certificate if you want one. You should send one of these pieces of evidence to your college teacher or show when you next meet them so that they can sign off the work for you.



5 When you go back to the PPD summary you will also see that the page will be updated to show which training is complete.

6 Repeat the process for each training item.

7 After completing the training you will also be able to access further resources and support for your apprenticeship.