

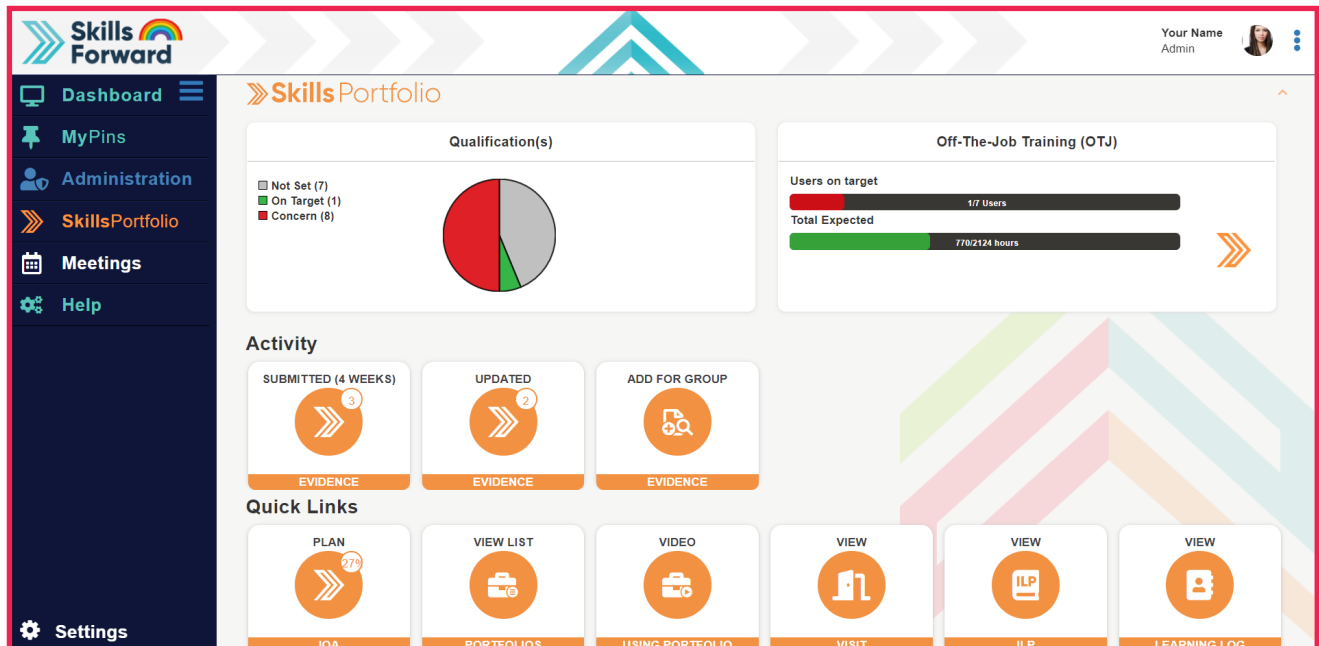
Skills Builder

Admin

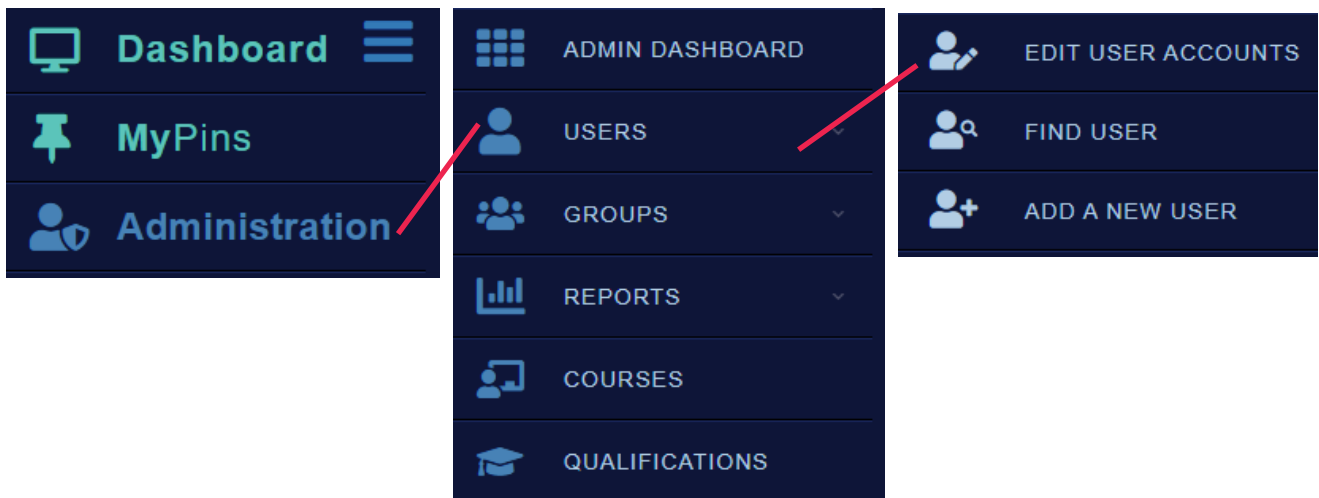
**Navigate to a users
profile page**

Navigate to a users profile page

Having logged onto the platform you will arrive at the Dashboard which is your home page.



From home page select the **Administration** tab in the tool bar located on the left hand side of the page > Proceed to select **user's** icon > Select **edit user account** to receive a list of all users.



Find your Learner among the list, select **View User** to open a user profile.

19 Users + ADD NEW STUDENT

Filters |

Results |

	Name	Email address	Username	Learner Reference	Last access	Actions
	Admin, Amber		demopa		23 days 12 hours	VIEW USER
	Assessor, Trainee	Traineeassessor@demoportfollo.co.uk	traineeassessor		Never	VIEW USER
	Foley, Callum	callum@skillsforward.co.uk	callum@skillsforward.co.uk857563544		Never	VIEW USER
	IQA, Trainee	traineeiqa@demoportfollo.co.uk	traineeiqa		Never	VIEW USER
	Learner, Abi		demop1		104 days 10 hours	VIEW USER
	Learner, Demo		totaltraining		11 days 7 hours	VIEW USER
	Learner, Fiona		demop187		535 days 15 hours	VIEW USER
	Learner, Francis		demop16		1339 days 13 hours	VIEW USER
	Learner, Georgia		demop17		752 days 14 hours	VIEW USER
	Learner, Harriet		demop18		214 days 10 hours	VIEW USER
	Learner, Joanne	joanne.learner01@demo.com	joanne.learner01		Never	VIEW USER

You will then be taken to the profile page of the user.

Home > Administration > Users > Fiona Learner LOGIN AS

Fiona Learner 2 days 15 hours ago

Basic Info | More Details | Options

Username: demop187

Email address

Enrolment Type: User Add Page

Authentication method: Skills Forward Password (manual)

EPAO

Edit profile

Groups

Activity

Assessments

ISP

Skills Review

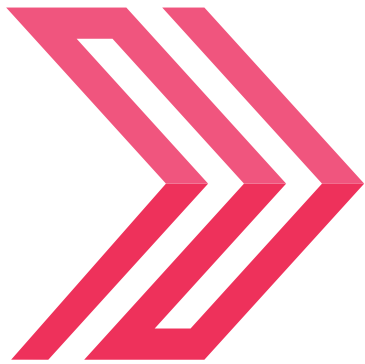
Tracking

Portfolio

6 Courses + ADD COURSES

2 Qualifications + ADD QUALIFICATION

No Roles ^



Skills Builder



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