

Quick Start Guide

Setting up your account

If this is your first time visiting the RSL e-learning portal you will first need to set up a free account by clicking “create new account” in the left hand side of the home screen. After you have entered your information please make a note of your username and password and click the “create my new account” button at the bottom of the screen. Please note your password must contain at least 8 characters, at least 1 number, at least 1 lower case letter, at least 1 upper case letter and at least 1 non-alphanumeric character (e.g. £\$%?)

You will be sent an email from e-learning@redsnappergroup.co.uk asking you to confirm you would like to set up your free account by clicking on the link in the email. You may need to check your junk/spam folder for this email, we recommend you add this email address to your “safe/trusted senders list”.

Within 24 hours (although often much sooner!) the e-learning team will approve your access and you will be able to log in to the portal (provided you or your organisation have booked a course with us).

Accessing Courses

As soon as you have logged in you will be able to access the “Documents & Resource Library”. This hosts a wealth of information and is available to you both while you learn with us and also after you have completed your course to support your continuing professional development.

At the bottom of the screen you will also see the “course category” button for the courses you have been assigned. If there is nothing in this section, please contact us 0203 119 3398 or studentservices@redsnappergroup.co.uk. After clicking the course category button you will be taken to a list of the available courses in that category.

Please note: You will only be able to “enrol” for courses you or your organisation have booked for you through www.redsnapperlearning.co.uk.

To avoid delays getting access please make sure you “enrol” for the correct course! After you have selected your course and clicked “enrol me” our e-learning team will provide you with access within 24 hours and send you an email confirming this. Full instructions, pre reading, assignments and supporting materials for each course are contained within each course.

We hope you enjoy studying with us, and welcome any feedback from you that may improve our services.