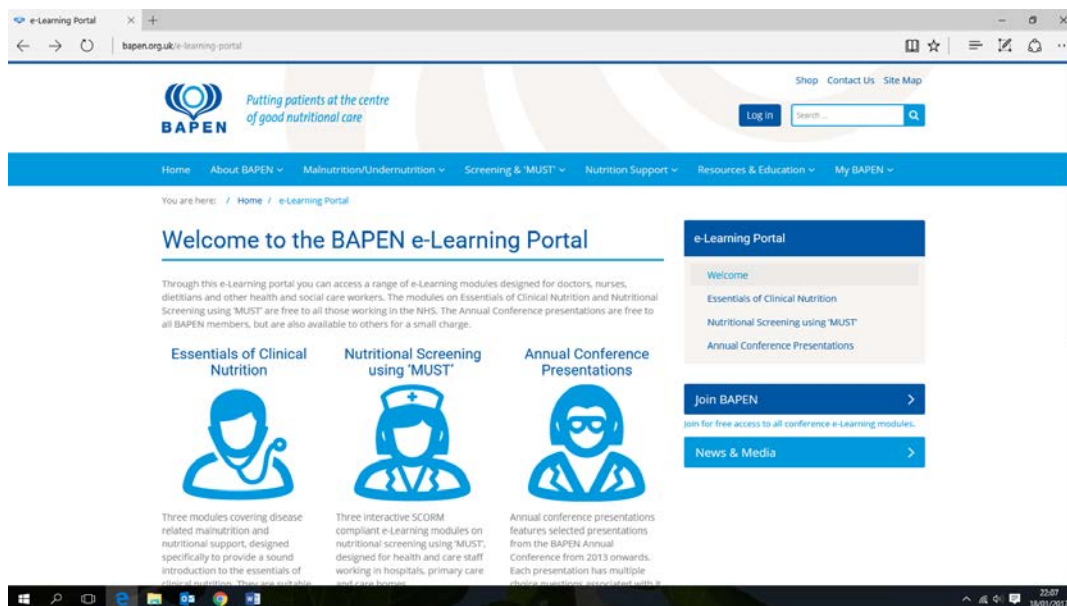
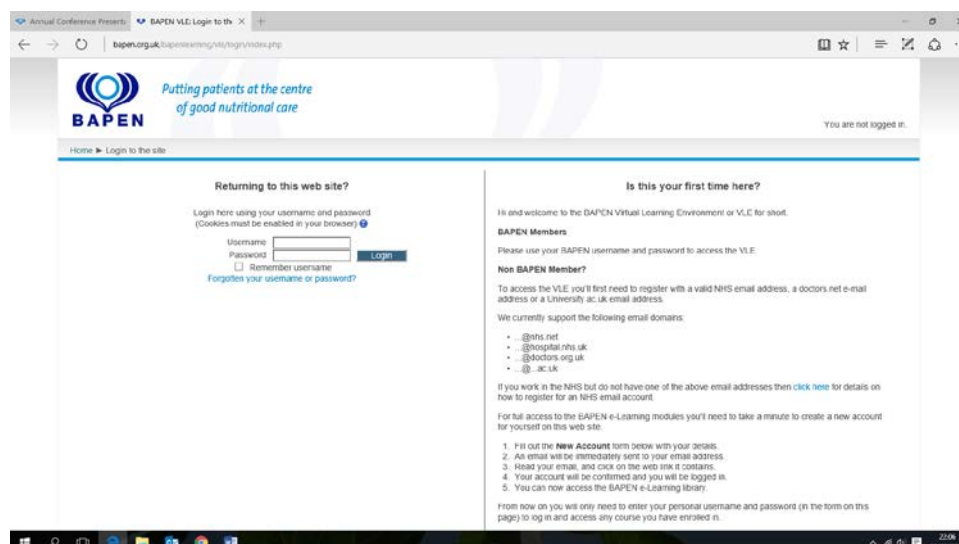


Using the BAPEN website and VLE (virtual learning environment)

1. Register with BAPEN as a member. If you are a member and don't know your user name/password there is the option to retrieve these if you attempt to log in on the website but you will need to know the email address which you registered with BAPEN. If you don't know this, phone the office 01527 457 850
2. You can now log in to the main BAPEN website and gain access to all the content, including the membership directory, the latest In Touch and all the Decision Trees.
3. If you want to use the VLE, go to <http://www.bapen.org.uk/e-learning-portal> which can be found by going to Resources and Education/e-Learning or by clicking on the appropriate image on the Home page.



4. When you click through to your chosen area of e-Learning a second log in screen should appear.



5. You can access the BAPEN VLE by logging in with the e-mail address you gave when joining BAPEN and the initial password **changeme**. You will then be asked to change your password to something more memorable.
6. You should then be able to click Enter to open the actual e-Learning presentation.