

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 01462 341422
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.

The screenshot shows the BAPEN e-Learning Portal homepage. At the top, there is a navigation bar with links for Shop, Contact Us, and BAPEN Partners. Below this is a blue header with a search bar and a 'Log in' button. The main content area is divided into two columns. The left column features two large icons: a doctor with a stethoscope and a nurse with a cap. Below each icon is a brief description of the e-Learning modules available. The right column contains a sidebar with a 'Welcome' message, a list of modules (Essentials of Clinical Nutrition and Nutritional Screening using 'MUST'), and buttons for 'Join BAPEN' and 'News & Media'.

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

The screenshot shows the BAPEN login screen. It features the BAPEN logo and tagline 'Putting patients at the centre of good nutritional care'. Below this is a login form with fields for 'admin' (username) and a password field. There are links for 'Forgotten your username or password?' and 'Cookies must be enabled in your browser'. A 'Remember username' checkbox is also present. A 'Log in' button is at the bottom of the form. Below the login form is a section titled 'Is this your first time here?' which provides instructions for new users and lists supported email domains: @nhs.net, @nhs.uk, @wales.nhs.uk, @nhs.scot, @doctors.org.uk, and @aer.nk.

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.