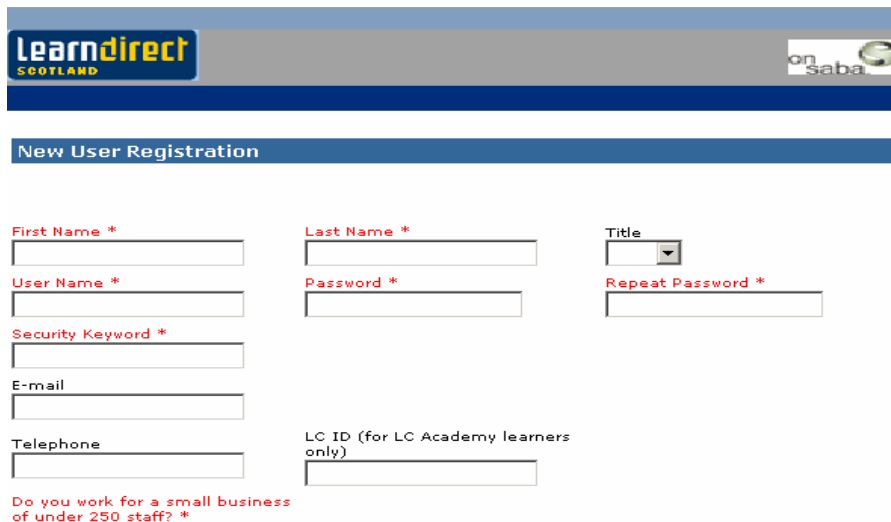


# How to register in learning bytes

learning bytes is a catalogue of over 400 online courses covering a huge range of topics such as business skills, core skills, life skills, sector skills and IT applications. You can access learning bytes from any of learndirect scotland's branded learning centres. You will need a security keyword to register which you can obtain from the learning centre staff. This security keyword links your details to the learning centre.

1. In your web browser go to <http://vlc.skillnetonline.com/learningbytes>
2. Click on the [I'm a New User](#) icon
3. A new window will appear.



The screenshot shows the 'New User Registration' form. It includes fields for First Name, Last Name, Title, User Name, Password, Repeat Password, Security Keyword, E-mail, Telephone, and LC ID. A red asterisk indicates required fields. A 'Save' button is visible at the bottom right of the form area.

4. Complete the fields which have a red title and click on [Save](#).
5. Use these details the next time you access learning bytes

# learning bytes

The first time you use learning bytes you will have to register. Please see the back page for those instructions. After you have registered a username and password you can follow these steps.

## Step 1: Log In

On the login screen type your username and password and click [GO](#). You can record your login information below.

URL: <http://vlc.skillnetonline.com/learningbytes>

Username \_\_\_\_\_

Password \_\_\_\_\_

## Step 2: Go to Learning Catalogue

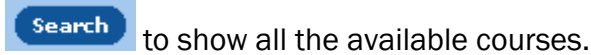
On the Welcome page click on "Search Learning Catalogue"



The screenshot shows the home page of the learning bytes website. The 'Search Learning Catalogue' link in the left-hand navigation menu is circled in red. The page also features a 'Technical Support' section with contact information and a 'Useful Links' section with links to the Ids4centres website, learndirect scotland, and ILA Scotland.

### Step 3: Search for a course


On the learning catalogue page click on the Groups drop down menu and select the category of courses you are interested in or simply click



to show all the available courses.




### Step 4: Enrol on a course

When the list of courses which match your request are displayed you will be able to click on the name of the course for more information or click on the  icon to enrol on the course.

Group: Business Skills - Finance | Search Results: 14 found

Icon	Title	Train
	Allocating Indirect Costs (MVM)	Web Based Training
	Balance Sheet	Web Based Training
	Budgeting for Different Business Conditions (MVM)	Web Based Training
	Decision Making	Web Based Training
	Identifying Budget Variances (MVM)	Web Based Training
	Interpreting Budget Variances (MVM)	Web Based Training
	Introducing the Money Cycle (MVM)	Web Based Training
	Managing Working Capital (MVM)	Web Based Training
	Preparing a Budget (MVM)	Web Based Training
	The Importance of Money in Business (MVM)	Web Based Training
	Understanding Working Capital (MVM)	Web Based Training
	Using a Budget to Manage (MVM)	Web Based Training
	Using Cash Flow to Manage (MVM)	Web Based Training
	What is a Budget? (MVM)	Web Based Training

You might have to scroll through the list by clicking [next >>](#) or [<< previous](#).

Once you have clicked on the  icon you will be prompted to enter your password and click on [Check Out](#). A new window will open asking you to

enter an authorisation code (you can obtain this code from learning centre staff). Enter the code and then click on [Submit](#). You can then continue browsing the catalogue or click on [Enrolments](#) to start your learning.

### Step 5: Launch a course

On the Welcome page click on [Enrolments](#) and then click on the [Launch](#) icon to launch the course. You will find that courses will launch in different ways but will always be in a new window so please make sure that you have switched off any pop-up blockers\* when accessing learning bytes.

Date Received	Title	Train	Date	Score	Content
02/03/07	Digital Lifestyles - Microsoft	Web Based Training			<a href="#">Launch</a> <a href="#">View Results</a>
28/02/07	Working with Parents	Web Based Training			<a href="#">Launch</a> <a href="#">View Results</a>
23/03/07	Setting up Home	Web Based Training			<a href="#">Launch</a> <a href="#">View Results</a>
15/02/07	See It Right	Web Based Training			<a href="#">Launch</a> <a href="#">View Results</a>
09/02/07	Frontline Guidance - Client Contact	Web Based Training			<a href="#">Launch</a> <a href="#">View Results</a>
06/02/07	Frontline Guidance - Networking	Web Based Training			<a href="#">Launch</a> <a href="#">View Results</a>
06/02/07	Frontline Guidance - Referral	Web Based Training			<a href="#">Launch</a> <a href="#">View Results</a>
06/02/07	Frontline Guidance - Thematic	Web Based Training			<a href="#">Launch</a> <a href="#">View Results</a>
07/02/07	Chat	Web Based Training			<a href="#">Launch</a> <a href="#">View Results</a>
04/02/07	Digital Literacy Certificate - Microsoft	Web Based Training			<a href="#">Launch</a> <a href="#">View Results</a>

### Step 6: Start Learning

You can complete as much or as little of your course as you like. When you are finished make sure you click on the exit button within the course. Depending on the course you have been working on, any scores you have achieved in assessments will be recorded in your enrolments section. You can come back to your learning any time you choose.

**\* if you require help with this please speak to learning centre staff.**