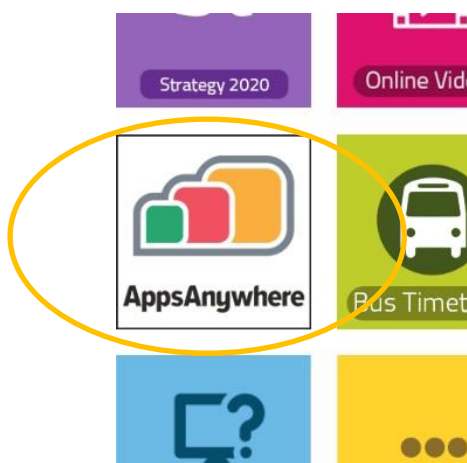
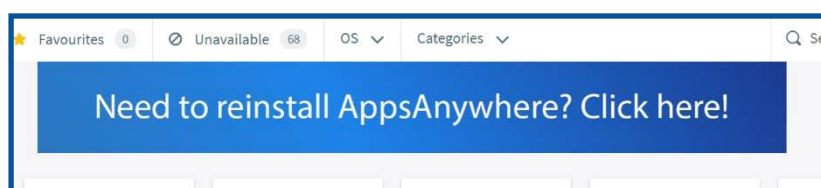


## Remote access to EssentialSkillz

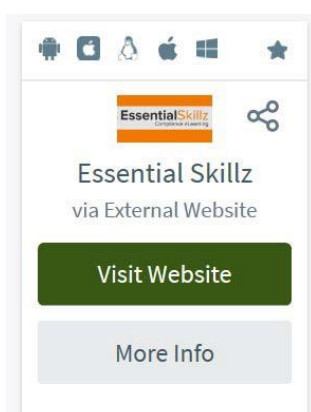
- Go to [iNapier](https://i.napier.ac.uk/campusm/home#menu) landing page - <https://i.napier.ac.uk/campusm/home#menu>
- Alternatively, if you are using the [University's Virtual Desktop Service \(VDS\)](#) or the [Virtual Network \(VPN\)](#) (platforms allowing you to remotely access the University's systems), you **do not need to go to iNapier** webpage but straight to 'AppsAnywhere' short cut on your desktop.
- Select 'AppsAnywhere'



- You may need to install the 'AppsAnywhere' client when first visiting the AppsAnywhere Portal (further info on accessing AppsAnywhere is available on the [IS website](#))



- Select Essential Skillz



# Navigating through the Essential Skillz platform

Once you have launched the Essential Skillz system through AppsAnywhere. You will be presented with the screen below. The system is designed to take you straight to your **TO DO LIST** tab. This list will display all of your mandatory training.

You also have the option to take a tour of the site. I would recommend taking the time to do this, if this is your first visit.

The screenshot shows the 'To Do List' page. The top navigation bar has four tabs: HOME, TO DO LIST (highlighted), MY REPORTS, and TRAINING LIBRARY. Below the navigation bar, there are two buttons: 'Launch Tours' and '? Help'. The main content area is titled 'ESSENTIALSKILLZ' and contains a table of courses. The table has five columns: '#', 'Name', 'Target Date', 'Status', and 'Launch'. There are three rows of courses:

#	Name	Target Date	Status	Launch
1	Fire Safety	20-10-2020	<input type="radio"/> ⓘ	🔗
2	General Data Protection Regulation	09-07-2020	<input type="radio"/> ⓘ	🔗
3	Workstation	01-07-2020	<input checked="" type="radio"/> ⓘ	🔗

Your **HOME** tab takes you to the “what to do” menu. You can access all available screens from here as well as the tab at the top of the screen.

The screenshot shows the 'HOME' page. The top navigation bar has four tabs: HOME (highlighted), TO DO LIST, MY REPORTS, and TRAINING LIBRARY. Below the navigation bar, there is a welcome message: 'Welcome, Lurna Macaulay'. The main content area is titled 'WHAT TO DO' and contains three items:

- To Do List**: View my current training requirements and/or resolve my outstanding assessment issues.
- Switch Profile**: To switch between your training and administrator profiles select your name and choose 'switch profile' from the top right corner.
- My Training Library**: View details of and enrol yourself on courses and/or assessments.

The **MY REPORTS** tab will provide you with a list of all your completed training, the time you took to complete it and the option to reprint your certificate.

Training Report

Launch Tours ? Help

User details

Last, First Name Macaulay, Lorna  
 Username 40008355  
 Company Unit Edinburgh Napier University / People and Services / Human Resources and Development / HR Capability & Engagement

Courses Assessments Surveys Training Enrolled On Emails

Completed

#	Name	Completed	Attempts	Duration	Score	Action
1	Fire Safety	27-07-2018	1	00:37:48	100%	Certificate
2	GDPR Data Protection Briefing (Face-to-Face)	13-02-2017	1			Certificate
3	Health and Safety Induction	27-07-2018	1	00:16:21	90%	Certificate

Your **TRAINING LIBRARY** tab will list all the modules you have access to including your mandatory training.

HOME TO DO LIST MY REPORTS TRAINING LIBRARY

ESSENTIALSKILLZ

#	Name	Status	Launch
1	DriveWize	<input type="radio"/> ⓘ	
2	Electrical Safety	<input type="radio"/> ⓘ	
3	ErgoWize Assessment	<input type="radio"/> ⓘ	
4	Fire Safety	<input type="radio"/> ⓘ	
5	Hazardous Substances (COSHH)	<input type="radio"/> ⓘ	
6	Home Working	<input type="radio"/> ⓘ	

HR

Courses

#	Name	Target Date	Status	Launch
5	Equality and Diversity	04-08-2020	<input type="radio"/> ⓘ	

You can access each module by selecting the **Launch button**



Once you have completed a module your status will update. This will trigger reminders sent by the systems when to re-enroll on a course, if you need to refresh your knowledge on annual basis.

If you are unable to complete the module in one sitting, then the system will save your progress and return you to the page you left.