

# Allergen Awareness eLearning course

This course is available via the Astute eLearning system. To access Astute follow the instructions below.

## To Register

1. Go to [Astute e-learning](#)
2. Click on the Self Register tab, complete the form and Save. We recommend you use a unique email address as your username. Please select 'Restaurant /takeaway' as your Organisation/Business then enter the name of your place of work in Service Area/ Business name.
3. You will be sent an email confirming you have registered. Click the link in the email to complete your registration within 48 hours.

## Enrolling and accessing courses

When you login you will be taken to the Home screen.

To **enrol on a course** you may need to scroll down the page to see available courses. When you see **Allergen Awareness** click on the '**Enrol**' button, then click '**Start**'.

To **complete a course** follow the instructions on screen, clicking on all images, buttons or videos to see the Continue button. Depending on your computer settings, you may need to scroll down slightly to see the next Continue button. If you do not see the button, then you must have outstanding actions. Once you have finished the course, you will be able to get a certificate.

## Certificates

You must complete all parts of the course for your certificate to be available. Once you have fully completed the course, you will be returned to return to the Course View screen where you can view, print or save your certificate. If you do not have the option to view your certificate, you have not fully completed the course.

## Browser issues

The e-learning is designed to work with all browsers. However, if you have issues with Internet Explorer, please use Google Chrome.

## Change your password

To change your password you can either use the forgotten password link on the login screen, or once logged in click on the 3 black lines on the top right of the screen, select My Profile and enter the details requested.

## Queries

If you need help, please email [skillslanddastutelearning@lancashire.gov.uk](mailto:skillslanddastutelearning@lancashire.gov.uk). Please give full details of your query and add screen shots (use the PrtSc button on your keyboard to copy the screen, then press CTRL+V to paste).