





L&D – Alison Module

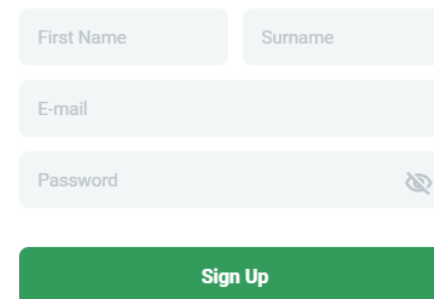
How To Guide

Creating an Alison Account (approx. 3 mins!)

- Login to your IIUK account (either by mobile or on your PC)
- Scroll to the bottom of the homepage locating the icon for Alison  Alison
- Click on this icon to load the Alison homepage
- Your account should automatically be created. This can be confirmed when you see the following icon in the top right-hand corner of the screen 

➤ If this has not been completed automatically, click on the “Sign Up” icon in the top right-hand corner 

- Enter your details, including the same e-mail address used for your IIUK login
- Finish the setup process by clicking “Sign Up”



A sign-up form with the following fields: First Name, Surname, E-mail, and Password. There is a green 'Sign Up' button at the bottom. A small eye icon is visible next to the Password field.



General Notes about Logging In

- Setup should only be required once
- Subsequent logins to complete Alison training modules should be automatic through IIUK.org or by clicking the desired module link (to be shared by the IV Leadership Team)
 - If using the direct link is not possible, then log into IIUK first, followed by clicking on the Alison portal link on the Homepage



Accessing Pre-Selected Alison Modules

- Click on the Alison link shared with you by a member of your IV Leadership team (eg. IV L&D Team, IV Director, etc...)

OR

- Copy the link of the Alison module shared by your IV Leadership team, and paste this into your web browser (either on your mobile or PC)
- You can remain logged in to your Alison account once you've completed your module, or if you need to pause your module
 - If you prefer to log out of your Alison account, when trying to access any module again, simply log into IIUK first, followed by clicking on the Alison icon on the Homepage to log you in again



