



**nebosh**  
Accredited Centre  
**120**

# NEBOSH National Certificate

## Online e-learning package

### Student login instructions

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Introduction .....	3
Setup.....	4
Installing Adobe Reader .....	4
Enabling Popups .....	4
Installing Flash Player .....	4
Login .....	5

## Introduction

Congratulations, you are a student using one of the fastest growing routes to success with the NEBOSH National Certificate e-learning package.

You will remain a student with ACT for the contracted period of up to 6 months per unit or 12 months per NEBOSH Certificate award from the date of purchase *(or up until the date you obtain a National Certificate qualification, whichever is the sooner, not the date the software is first unlocked)*.

ACT offer tutorial days for each Certificate Unit and is an accredited NEBOSH Examination Centre open to external students and those needing to resit exams. (Available venues are Midlands, London, Glasgow, Bristol and Manchester).

For more information on the services we offer please contact us on 01384 447915 or email on [actsales@actassociates.co.uk](mailto:actsales@actassociates.co.uk).

## Setup

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Please make sure you have completed the following instructions before accessing the software.

### Installing Adobe Reader

You must install Adobe Reader 8.0 or above. If you have a previous version of Adobe Reader installed please uninstall this first.

### Uninstalling Adobe Reader

1. Go to Start > Control Panel > Add/Remove Programs
2. Wait for list to populate, then locate Adobe Reader and follow the wizard to uninstall

Once you have successfully uninstalled the previous version, follow the steps below.

### Installing Adobe Reader 8.0 and above.

1. Go to the Adobe website - [www.adobe.com](http://www.adobe.com)
2. Click the 'Adobe Reader' link
3. Click on the 'Download now' button (this should be Adobe Reader 10 (X) as of May 2011)
4. Follow the on screen wizard to install

### Enabling Popups

A lot of the documents and materials found within the e-learning package open within a popup window which may be blocked by one or more popup blockers installed on your browser.

To allow the software full access, which is free from any malicious software please add the following URL [www.rmse-learning.co.uk](http://www.rmse-learning.co.uk) into any security you may have, details as follows:

1. Enable JavaScript(1) within the browser.
2. Enable Cookies \* within the browser.
3. The browser's proprietary pop-up blockers have the domain [www.rmse-learning.co.uk](http://www.rmse-learning.co.uk) added to the *safe / allowed* zone.
4. Any additional pop-up blockers and toolbars (e.g. Google, Yahoo!, AVG) installed have the domain [www.rmse-learning.co.uk](http://www.rmse-learning.co.uk) added to the *safe /allowed* zone.

\* In the event of failure / inability to enable the above, add the domain [www.rmse-learning.co.uk](http://www.rmse-learning.co.uk) into the *safe / allowed* zone.

It may also be necessary to add the domain [www.rmse-learning.co.uk](http://www.rmse-learning.co.uk) into the *trusted sites* section of the browsers security settings (this only applies to some browsers, and it is not an available option in Firefox).

These are standard settings that may need to be changed by the IT department on networks that have restrictions.

### Installing Flash Player

To install Adobe Flash Player please follow the steps below.

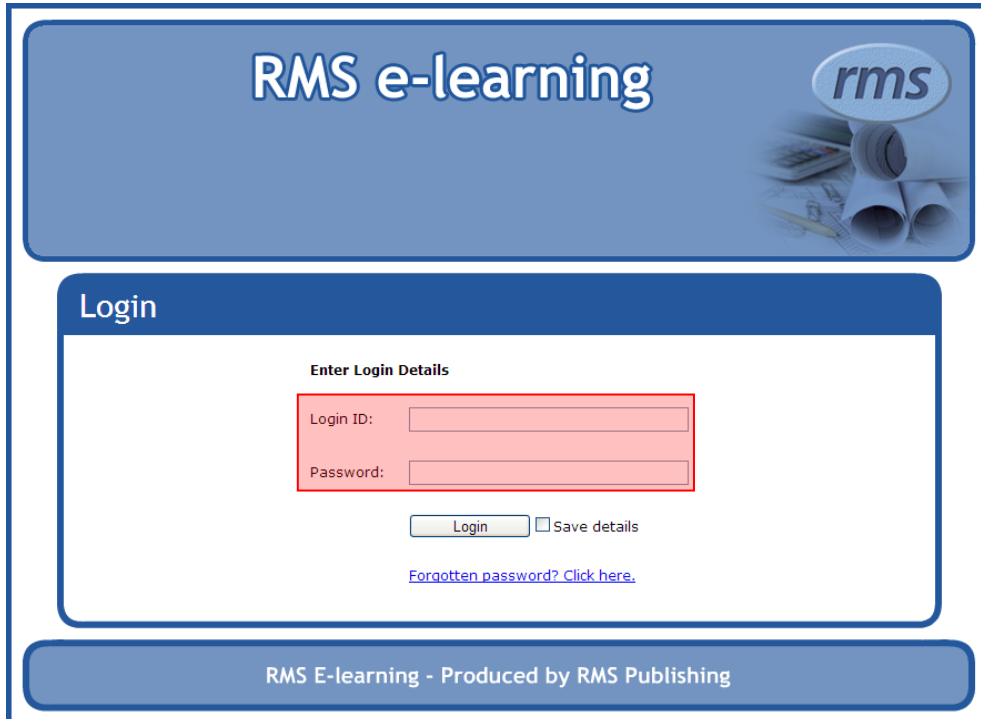
1. Go to the Adobe website - [www.adobe.com](http://www.adobe.com)
2. Click the 'Adobe Flash Player' link
3. Click on the 'Download now' button (this should be Adobe Flash Player 10.3 as of May 2011)
4. Follow the on screen wizard to install

To start using your e-learning package, please visit <http://www.rmse-learning.co.uk/elearning-portal/> and select the relevant package as shown as follows.

# Login

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1. Navigate to the following address: <http://www.rmse-learning.co.uk/elearning-portal/>
2. Enter your Login ID and Password as shown in below. These have been provided in your introductory e-mail.



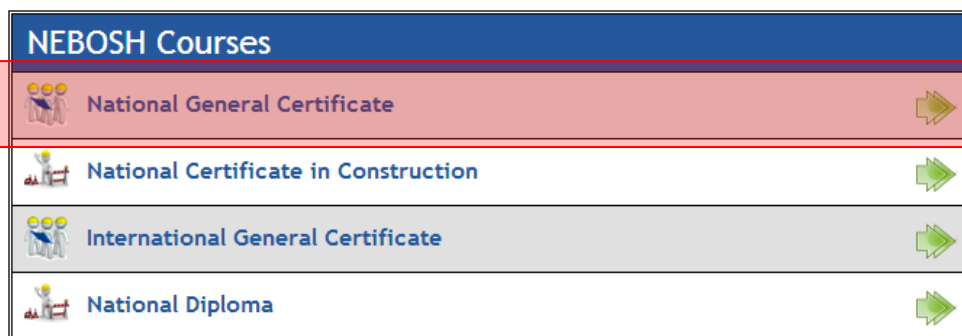
The screenshot shows the RMS e-learning login page. At the top, there is a blue header with the text "RMS e-learning" and the "rms" logo. Below the header is a "Login" section with a white background. It contains a form titled "Enter Login Details" with two input fields: "Login ID:" and "Password:". Below the fields are a "Login" button and a checkbox labeled "Save details". A link for "Forgotten password? Click here." is also present. At the bottom of the page, there is a blue footer with the text "RMS E-learning - Produced by RMS Publishing".

3. Click on the My Courses button shown below.



The screenshot shows the RMS e-learning Home Menu page. At the top, there is a blue header with the text "RMS e-learning" and the "rms" logo. Below the header is a "Home Menu | Logout" section. The "Home Menu" section contains three buttons: "My Courses", "My Account", and "My News". The "My Courses" button is highlighted with a red border. At the bottom of the page, there is a blue footer with the text "RMS E-learning - Produced by RMS Publishing".

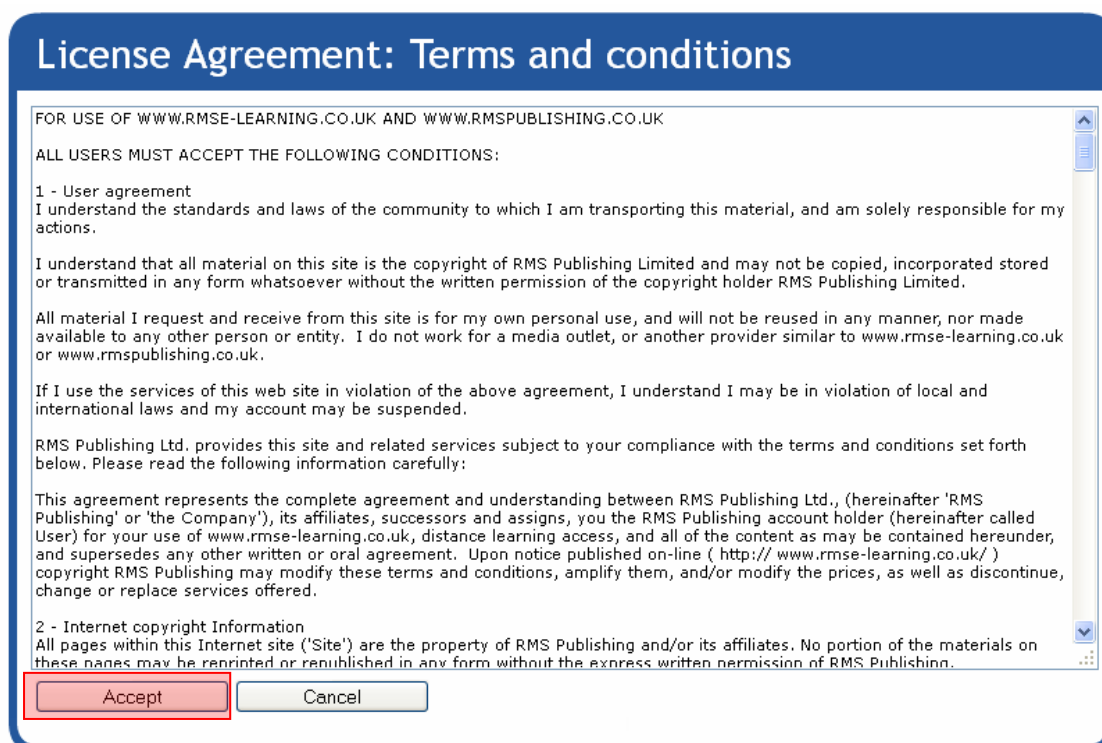
- Click on corresponding qualification you require access too, *for example, National General Certificate*, as shown below.



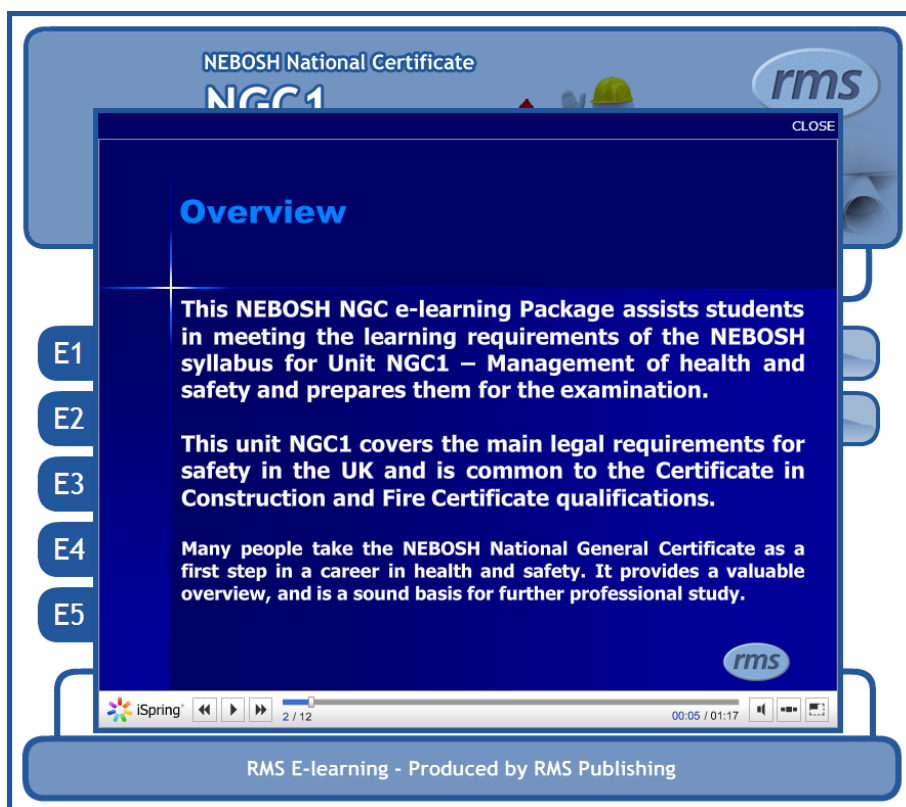
- Click on the relevant unit(s) purchased, for example, **NGC1: Management of health and safety**, as shown below.



- Read and accept the license agreement



7. Upon first login the **Introduction** will load. Please follow the instructions within the introduction, this will give you important information about the software and award.



8. Thank you for choosing the NEBOSH Certificate e-learning software with ACT Associates.