



Economic
and Social
Research Council



Engineering and
Physical Sciences
Research Council

UKRI Peer Review Training Tool User Access Guidance

Summary:

The Economic and Social Research Council (ESRC) and the Engineering and Physical Sciences Research Council (EPSRC) are running this pilot for Peer Review Training in collaboration with the Science and Technology Facilities Council (STFC) to test the platform and course functionality.

We would appreciate any feedback via the ESRC peer review mailbox:
(peerreviewcollege@esrc.ukri.org).

This document aims to provide guidance to users on the following subjects:

- [Accessing the learning management system \(LMS\)](#)
- [Registering an account](#)
- [Accessing mandatory courses](#)

Accessing the learning management system (LMS)

Users can access the STFC learning management system using the following link:

[STFC Learning Management System: Log in to the site](#)

At the log-in screen, you should find a link at the bottom right of the page to create a new account, click this to sign up to the learning management system and access the training.



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Log in

Username / email

Password

Remember username

Log in

[Forgot username or password?](#)

Cookies must be enabled in your browser

Staff Log in with Single Sign On and New User Registration

If you are a new user please create a **new account**.

STFC, Research Complex, Cockcroft or Rosalind Franklin staff **DO NOT** need to create accounts - this is done automatically, please use the "Login with Single Sign On" button below to proceed.

By continuing past this page, you give your consent to the collection, processing and retention of data relating to all training courses that you undertake using this service.

This data will only be used for purposes directly related to such training and will not be distributed outside of UKRI.

The UKRI privacy policy can be found at <https://stfc.ukri.org/about-us/privacy-statement/>

Create new account

[Login with Single Sign On](#)

Powered by Totara Talent Experience Platform

Registering an account

At the registration page complete the form with accurate information about yourself, this will help ESRC find your training record so we can ensure you have completed the training required.

Please note: When registering an account within Totara, you must select one of the following options when completing the 'Relationship to STFC' section. This will ensure you are provided access to the relevant training.

- ESRC College
- ESRC Other

Once you have completed the form, click the "Create my new account" button to continue. Try to complete as many fields as possible as this will help us find your account should you need assistance in the future. Required fields are marked with a red asterisk: *



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UKRI Economic and Social Research Council | You are not logged in. [Log in](#)

New account

There are required fields in this form marked *

▼ Collapse all

▼ Choose your username and password

Username*

Password*

The password must have at least 10 characters, at least 2 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 2 non-alphanumeric character(s) such as *, ., or #

▼ More details

Email address*

Email (again)*

First name*

Surname*

City/town

Country

▼ External users

Organisation*

Relationship to STFC*

Work Site

Powered by Totara Talent Experience Platform

To continue you must now access and click the link in the confirmation email to activate your account.

Note: Gmail users may not see the email appear in their inbox because the email is categorised by Gmail as a "Promotion" email, you should be able to find the email by navigating to "All Mail" or through "Categories" > "Promotions".



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Hi,

A new account has been requested at 'STFC Learning Management System' using your email address.

To confirm your new account, please go to this web address:

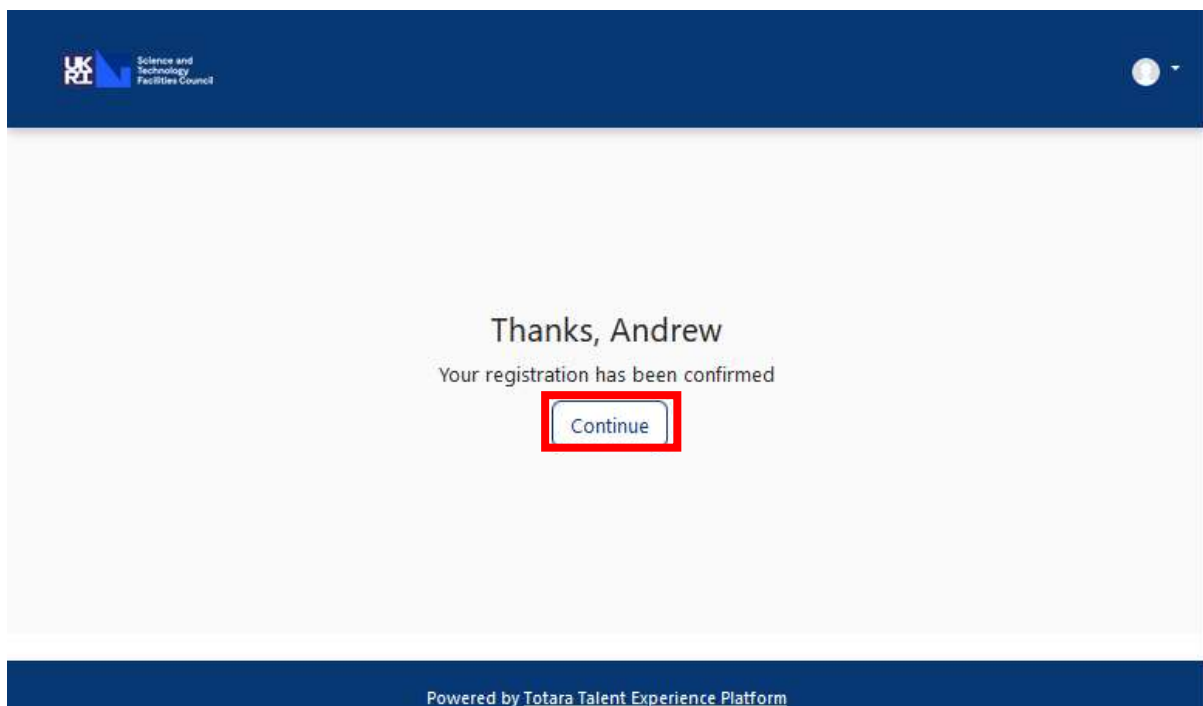
<https://lmsweb.stfc.ac.uk/moodle/login/confirm.php?data=nVMF5HmpS3XpWDL/andrew-test-3>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Totara Administrator
totaraadmin@stfc.ac.uk

On clicking the link, you will be taken to a page that will confirm your registration is complete. Clicking the "Continue" button will log you into your new account.





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Accessing mandatory courses

Once logged into the system you should see the STFC Totara home page. You can find the Peer Review Training under the “Course Search” function on the top left and searching for “UKRI Peer Review Training”.

Follow the links for ESRC Peer Review Training.

The screenshot shows a web browser window displaying the Totara LMS interface. The browser's address bar shows the URL: <https://lmsweb.stfc.ac.uk/moodle/mod/scorm/view.php?id=2750>. The page title is "ESRC Peer Review College". The navigation menu includes "Home", "My Bookings", "Record of Learning", "Reports", "Find Learning", and "Calendar". The user's name "Claire" is visible in the top right corner. The main content area shows the course details for "ESRC Peer Review College". On the left, there is a sidebar with a navigation menu for "EPSRC and ESRC Peer Review Training", including links for "Participants", "Badges", "Grades", "UKRI Peer Review Training", "ESRC Peer Review College", "EPSRC Peer Review College", and "Additional Information". The main content area has tabs for "Info" and "Reports". The "Info" tab is active, showing the following details: "Number of attempts allowed: Unlimited", "Number of attempts you have made: 1", "Grade for attempt 1: 0%", "Grading method: Highest attempt", and "Grade reported: 0%". There are radio buttons for "Mode" with "Preview" selected and "Normal" unselected. An "Enter" button is located below the mode selection. At the bottom of the page, there is a footer with the text "For support e-mail: DIServiceDesk@stfc.ac.uk" and a "Disclaimer" link. The page is powered by Totara.

If required, to enlarge the training tool you can minimise the navigation bar on the left of the screen.

You can pause the training at any point, log out and return at another time and it will let you resume from where you left off.

You can exit the course on the top right-hand side of screen.

Once registered, the login page is the same for internal and external users.

The course will now be available from the Totara home page at the bottom left corner.