How to navigate to the Researcher Development eLP Site

This guide shows you the different ways in which you can navigate to the Researcher Development eLP site, where you can access a variety of training courses and learning resources.

<table>
<thead>
<tr>
<th>Method</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the Student Portal (for students)</td>
<td>2</td>
</tr>
<tr>
<td>From My Northumbria (for staff)</td>
<td>3</td>
</tr>
<tr>
<td>How to self-enrol onto the eLP organisation site (for students)</td>
<td>4</td>
</tr>
<tr>
<td>How to self-enrol onto the eLP organisation site (for staff)</td>
<td>5</td>
</tr>
</tbody>
</table>
From the Student Portal (students)

Navigate to the University Home Page ([www.northumbria.ac.uk](http://www.northumbria.ac.uk)), scroll to the bottom of the page and click on the ‘Student Portal’ link.

Click on the Blackboard link. You will be redirected to the Blackboard site.

Click on the Organisations tab.

Click on the RDN0001: Researcher Development at Northumbria link.

You should be auto-enrolled onto the site, however if it does not appear in this list, please refer to the auto-enrol instructions in this guide (page 4).
Click on the Organisations tab

Navigate to My Northumbria (https://one.northumbria.ac.uk/staff/pages/dashboard.aspx) and click on the Blackboard link. You will be redirected to the Blackboard site.

Click on the RDN0001: Researcher Development at Northumbria link. You should be auto-enrolled onto the site, however if it does not appear in this list, please refer to the auto-enrol instructions in this guide (page 5).
How to self-enrol onto the eLP organisation site (for students)

Access the eLP and Click on the Organisations tab

In the Organisation Search area, enter the ID code **RDN0001** and click Go.

A new page will appear with a list of organisations. Hover your mouse over the RDN0001 organisation and a grey circle will appear with a downwards arrow on it. Click the arrow to display a menu. To add yourself to the organisation click **Enrol**.

A new page will appear and ask you to confirm the enrolment onto the organisation. Click **Submit** to proceed.

You have now successfully enrolled onto the RDN0001 organisation. To continue, click **OK**.
How to self-enrol onto the eLP organisation site (for staff)

Access the eLP and Click on the Organisations tab

You are presented with the Organisations page. From the right-hand side of the page, locate the Manage Organisations panel. Scroll to the bottom and click Add Organisation.

The Add Organisation to Workload page appears. Enter the Organisation’s ID (RDN0001) and click Go. The organisation will then be displayed in the pane below.

Ensure that the course is selected then click Submit. You are asked to confirm that you are leading on the organisation. Click Submit again, and to return to the Organisation home click OK.