

Access your e-learning

This guide provides step-by-step instructions on how to access and complete e-learning courses. By following these steps, users can easily log in, view assigned tasks and training, launch courses, and receive a certificate upon completion.

1 Navigate to <https://www.hrhs.atlas-hub.co.uk>

2 Enter your email and password, and click "login".

Welcome to Atlas - The Citation Hub

Using a single login you can access multiple Citation Products and Services, including HR, Health & Safety, ISO Certification and Cyber.

Smart. Simple. Streamlined.



Username/Email

Password

Show password

[Reset Password](#)

Remember me on this device

Login

Any problems logging in? Your Citation Virtual Assistant is here to help. Click the chat window in the bottom right-hand corner to get started.

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From your dashboard you can see an overview of all tasks, documents and training that has been assigned to you and needs actioning.

The screenshot shows the Atlas dashboard with a navigation sidebar on the left. The main content area is divided into four panels:

- My Tasks:** A bar chart showing task counts by status: Overdue (0), Due today (3), In 7 days (3), and In 14 days (3). A "View all" button is present.
- My Tasks Top Categories:** A horizontal bar chart showing "1. Training" with a count of 3.
- My Documents:** A panel with a "Sign docs" button and the text "When documents are shared with you, you'll see them here."
- My Training:** A panel with a "Take Training" button and two large numbers: "0 Overdue" and "3 Due Soon".

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To access your training, click 'Take Training'.

This is a close-up of the "My Training" panel from the dashboard. It features a "Take Training" button in the top right corner. Below the button, there are two large numbers: "0 Overdue" on the left and "3 Due Soon" on the right, separated by a vertical line.

5 Click "Launch" on the course you want to complete.

The screenshot displays a user interface for selecting a training course. It features three course cards arranged horizontally. Each card includes a checkmark icon, the course title, a 'Due date' of 03/07/2024, and a 'Completed date' of --. Below each card is a prominent pink 'Launch' button. The middle card, 'Information Security - Certified', has its 'Launch' button highlighted with a purple circle. Below this card, a clock icon indicates '30 CPD minutes'. The rightmost card, 'General Data Protection Regulations (GDPR) -...', shows '45 CPD minutes'. At the bottom left, a URL bar contains the text 's.atlas-hub.co.uk/training/take/status/due'.



Once you reach the end of the course, follow the instructions on screen to exit the course.

Your result will automatically be updated on the system.

You can if you wish, download your certificate for your own records.