# **TAS - Complete an assessment**

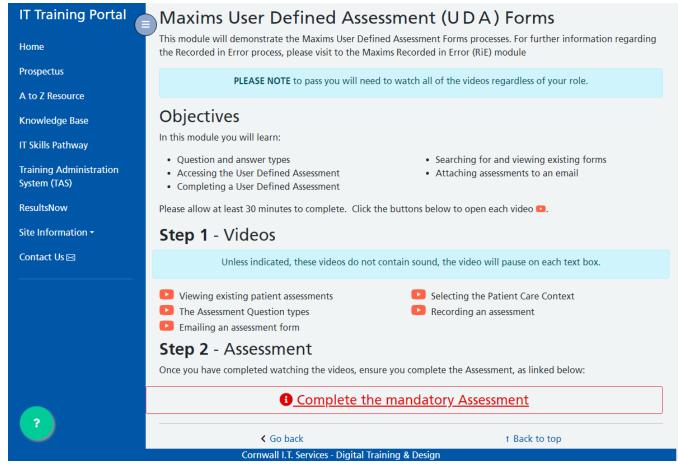
# How to complete an eLearning assessment on TAS

### **Prerequisite**

You must be logged into your registered and verified TAS account. If you haven't yet registered for a TAS account please refer to the help guide <u>TAS - Register for my account</u>

### **Opening the assessment**

When you have finished your study, click the **Complete the mandatory assessment** button, this button may also be a confirmation.



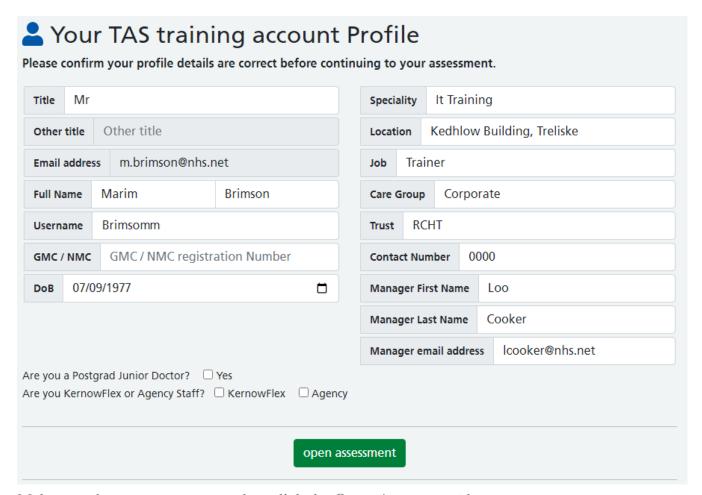
If you are not logged into TAS, you will be prompted to login.

# Training Administration System (TAS) This is your I.T. training record, it maintains a history of course bookings and of elearning undertaken. You can book I.T. training courses, complete elearning assessments and manage your own record / profile. You must already have a TAS account to login, if not: Create an account bloggsjo Login TAKE NOTE: This is the USERNAME & PASSWORD you setup when you created your TAS account. Forgot your password? Reset your password here Problems If you are having problems with this system, feel free to contact via Search and support

Type in your username OR registered email address into the first box, then type your password into the second box.

- If you do not yet have a TAS account please click the **Create an account** link and follow the help guide <u>TAS Register for my account</u>
- If you have forgotten your password, click the **Reset password here** link and follow the instructions given in the help guide <u>TAS Reset my TAS password</u>

Click the **Login** button to display your TAS training account profile page.



Make any changes as necessary, then click the **Open Assessment** button.

The assessment will open.

You will remain logged into TAS assessments for the remainder of your browser session.

The next time you open the browser you will need to login.

## **Maxims - User Defined Assessment Forms**

Confirmation of learning

Click the "Start" button to proceed

START >

Complete your assessment. When you submit your answers and you pass, you will be sent a certificate by email and a record will be added to your TAS User Profile.

For help accessing your profile please review the help guide <u>TAS - Update my profile</u>

To obtain further copies of your past certificates please review the help guide <u>TAS - Get my</u> certificate

Online URL: <a href="https://elearning.cornwall.nhs.uk/site/kb/article.php?id=315">https://elearning.cornwall.nhs.uk/site/kb/article.php?id=315</a>