

## How to access your training

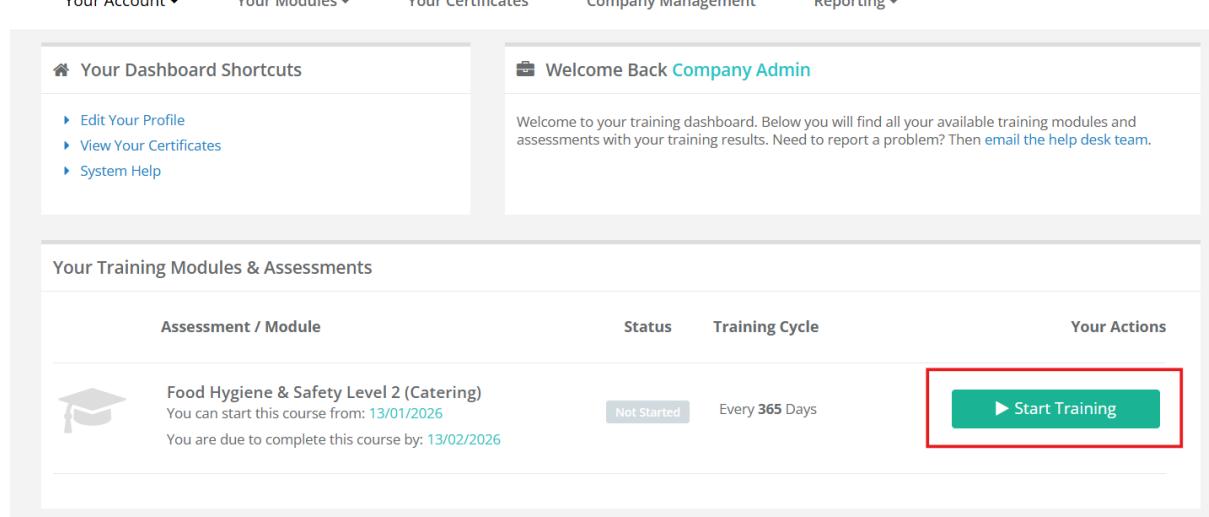
Visit here and login: <https://www.my1hs.com/>

If you didn't receive your login details, click "[Forgotten your password or username?](#)" and enter the email address your purchased your training with.

You can purchase more courses by visiting <https://onlinecpdacademy.co.uk/>.

### Instructions for a Single User

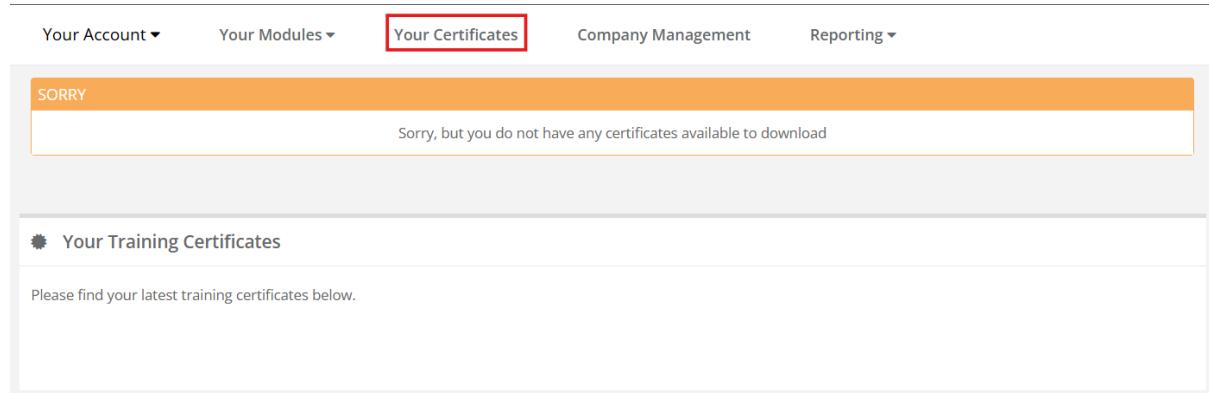
If you purchased the training for yourself, you can go ahead and start the training by clicking the below button highlighted red.



Assessment / Module	Status	Training Cycle	Your Actions
Food Hygiene & Safety Level 2 (Catering) You can start this course from: 13/01/2026 You are due to complete this course by: 13/02/2026	Not Started	Every 365 Days	<a href="#">▶ Start Training</a>

Please note that you can use mobile or tablet for the training, but the assessment must be completed on a laptop or PC.

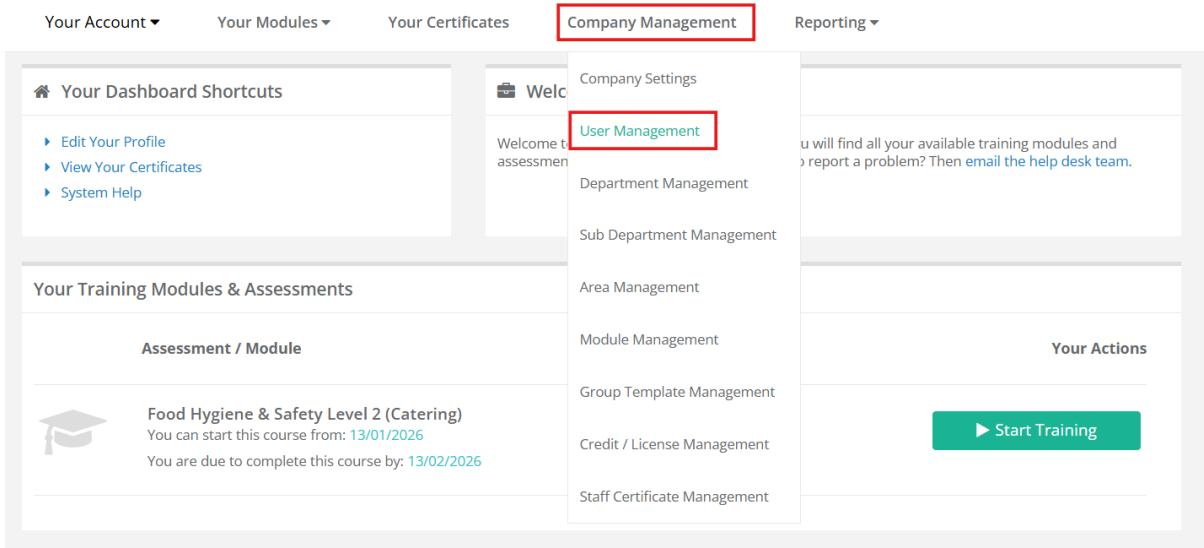
At the end, you can access your certificate here:



## Instructions for multiple users

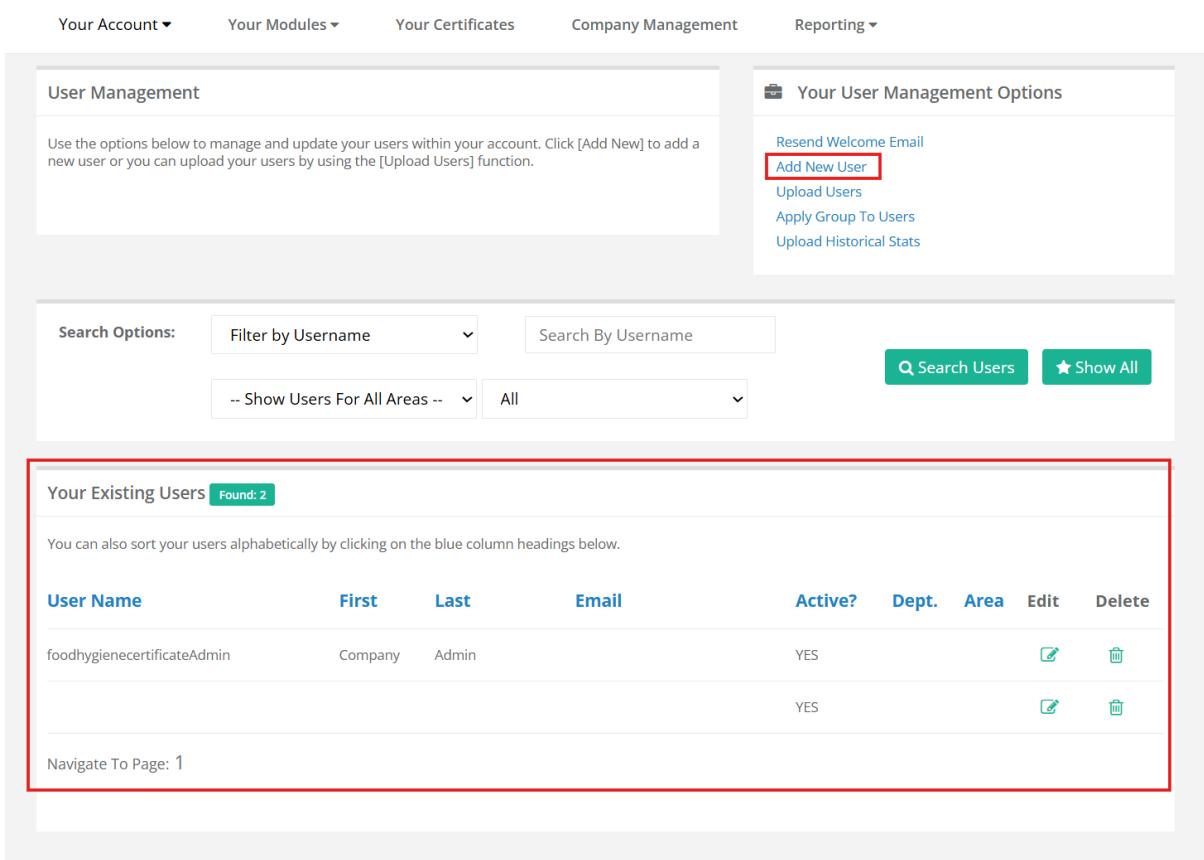
Each user must login with their own unique email address. Once logged in, they start their course using the above instructions for a single user. As the admin, you will be able to view all the users' certificates by visiting the screen "Your certificates" above.

To add a new user go to "Company Management" and select "User Management".



The screenshot shows the main dashboard with several tabs at the top: Your Account, Your Modules, Your Certificates, Company Management (which is highlighted with a red box), and Reporting. The Company Management section contains a sub-menu with options like Company Settings, User Management (also highlighted with a red box), Department Management, Sub Department Management, Area Management, Module Management, Group Template Management, Credit / License Management, and Staff Certificate Management. On the right side, there's a "Your Actions" section with a green "► Start Training" button.

You can see all existing users here. Click "Add New User"



The screenshot shows the User Management page. At the top, there's a "User Management Options" sidebar with links for Resend Welcome Email, Add New User (highlighted with a red box), Upload Users, Apply Group To Users, and Upload Historical Stats. Below this, there are search options: "Search Options" (Filter by Username dropdown, Search By Username input field), "Show Users For All Areas" dropdown (set to All), and buttons for "Search Users" and "Show All". The main area is titled "Your Existing Users" and shows a table with 2 found users. The table columns are User Name, First, Last, Email, Active?, Dept., Area, Edit, and Delete. The first user is "foodhygiencertificateAdmin" with "Company" as First and "Admin" as Last. The second user is also "foodhygiencertificateAdmin" with "Company" as First and "Admin" as Last. Both users have "YES" in the Active? column and edit/delete icons in the last two columns. A note at the bottom says "You can also sort your users alphabetically by clicking on the blue column headings below." and a "Navigate To Page: 1" link.

You only need to complete the fields in red.

Your Account ▾ Your Modules ▾ Your Certificates Company Management Reporting ▾

Add / Edit User

Use this form to edit the selected user details below. Fields in **bold** are mandatory.

First Name:	<input type="text"/>
LastName:	<input type="text"/>
Email Address:	<input type="text"/>
Your Login Username:	<input type="text"/> <span style="color: red;">⚠</span>
<small>This is a required field. The username can be the same as the email address or something unique for the user.</small>	
User Type:	<input type="text" value="Staff"/>
<small>Select what type of access this user has.</small>	
Active?:	<input type="text" value="Yes"/>
<small>Select if the user is active or not.</small>	
User's Department:	<input type="text" value="-- Select Department --"/>
<small>Select which Department the user belongs to.</small>	

Click “send Welcome Email” and then press “Save”.

Select if the user is active or not.

User's Department:	<input type="text" value="-- Select Department --"/>
<small>Select which Department the user belongs to.</small>	
User's Sub Department:	<input type="text" value="-- Select Sub Department --"/>
<small>Does the user belong to an additional sub department?</small>	
User's Area:	<input type="text" value="-- Select Area --"/>
<small>Select which area this user belongs to.</small>	
<span style="border: 1px solid green; padding: 2px;">Change Password?</span>	
New Password:	<input type="text"/>
<small>⚠ Please enter your new password</small>	
<small>Tell us your new password.</small>	
Verify Password:	<input type="text"/>
<small>Please verify your new password.</small>	
<input type="checkbox"/> Send Welcome Email <span style="border: 1px solid red; padding: 2px 10px 2px 10px;">Save</span> or Cancel	

## Applying Modules

Finally, you need to allocate which course modules you'd like the new users to undertake.

If you added multiple users and they're all undertaking the same modules you can follow these steps:

Your Account ▾ Your Modules ▾ Your Certificates Company Management Reporting ▾

**Module Management**

Use the options below to view and manage the details of the modules on your account. Click [Add New Module] to create a new module for your account.

**Modules** Found: 1

Please find your list of available training modules and assessments on your account. Click the 'Unalloc.' icon if you wish to unallocate the module from any assigned users.

Module	Active?	Edit	Unalloc.	Alloc.
Food Hygiene Level 2 Interactive	YES			

Company Settings

User Management

Department Management

Sub Department Management

Area Management

Group Template Management

Credit / License Management

Staff Certificate Management

**Your Module Management Options**

[Create New Module](#)

sort the columns. Click the 'Unalloc' icon if you wish to

**Active?** **Edit** **Unalloc.** **Alloc.**

YES

Your Account ▾ Your Modules ▾ Your Certificates Company Management Reporting ▾

**Module Management**

Use the options below to view and manage the details of the modules on your account. Click [Add New Module] to create a new module for your account.

**Modules** Found: 1

Please find your list of available training modules and assessments on your account. Click the blue column headers to sort the columns. Click the 'Unalloc' icon if you wish to unallocate the module from any assigned users.

Module	Active?	Edit	Unalloc.	Alloc.
Food Hygiene Level 2 Interactive	YES			

**Your Module Management Options**

[Create New Module](#)

**⚠ ASSIGN MODULE TO DEPARTMENT**

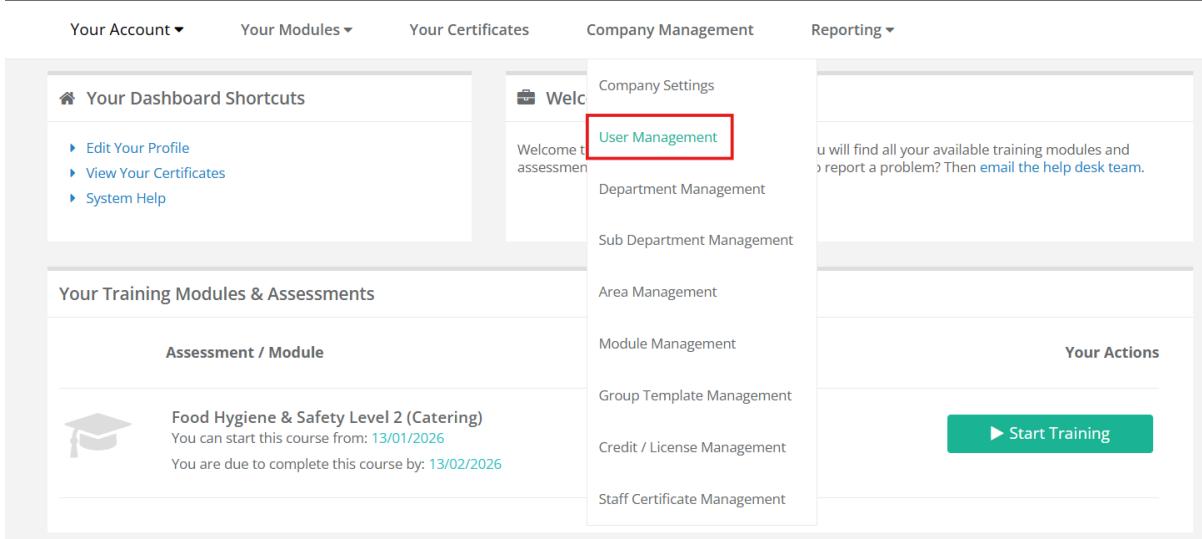
Are you sure you wish to assign this module to your users?

Select a user's department you wish the module to be assigned

\*\* Apply To All Staff \*\*

**Yes** or Cancel

If you purchased multiple course modules for multiple staff, you might want to apply certain course modules to certain users. Here's how you do that:



Your Account ▾ Your Modules ▾ Your Certificates Company Management Reporting ▾

**Your Dashboard Shortcuts**

- ▶ Edit Your Profile
- ▶ View Your Certificates
- ▶ System Help

**Welcome to CPD Academy**

**User Management** (highlighted with a red box)

Company Settings

Department Management

Sub Department Management

Area Management

Module Management

Group Template Management

Credit / License Management

Staff Certificate Management

**Your Actions**

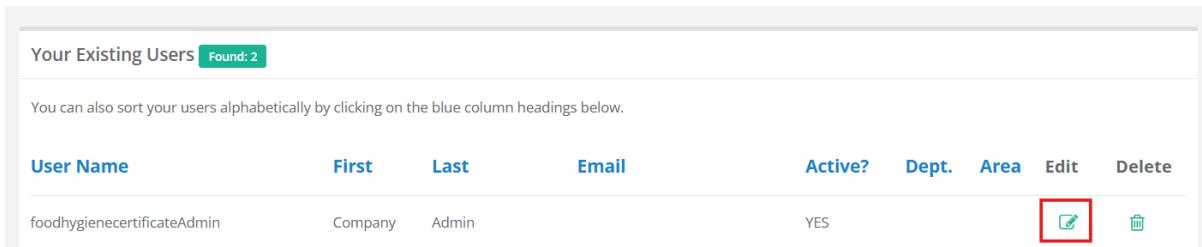
**Start Training**

**Your Training Modules & Assessments**

**Assessment / Module**

**Food Hygiene & Safety Level 2 (Catering)**  
You can start this course from: **13/01/2026**  
You are due to complete this course by: **13/02/2026**

### Select your user

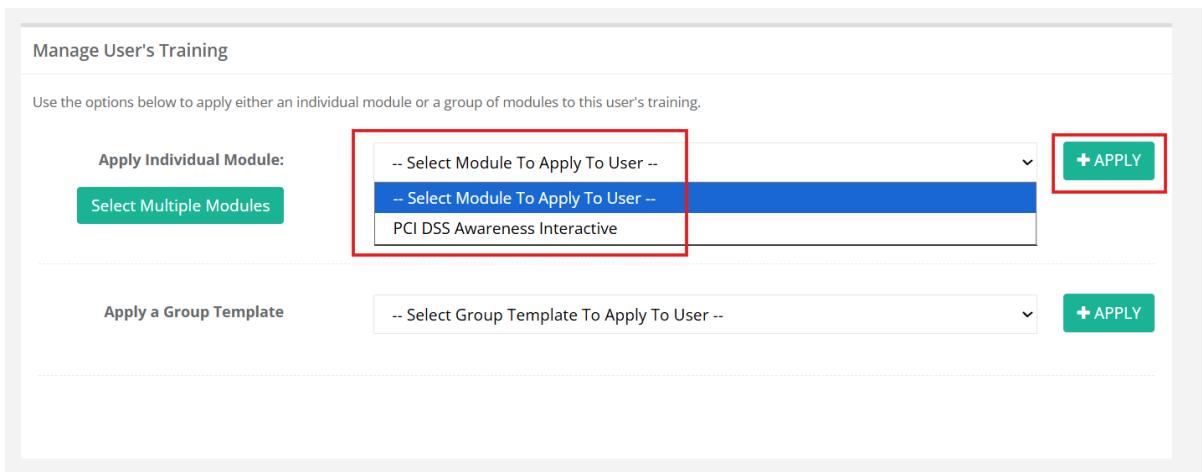


Your Existing Users **Found: 2**

You can also sort your users alphabetically by clicking on the blue column headings below.

User Name	First	Last	Email	Active?	Dept.	Area	Edit	Delete
foodhygienecertificateAdmin	Company	Admin		YES				

### Select a module and press apply



Manage User's Training

Use the options below to apply either an individual module or a group of modules to this user's training.

**Apply Individual Module:**

**Select Multiple Modules**

**Select Module To Apply To User** (highlighted with a red box)

**PCI DSS Awareness Interactive** (highlighted with a red box)

**APPLY** (highlighted with a red box)

**Apply a Group Template**

**Select Group Template To Apply To User**

**APPLY**

You can then see all the modules assigned to this user and delete any if you need to

## User's Currently Assigned Modules:

Module	Date Added	
Food Hygiene & Safety Level 2 (Catering)	13/01/2026	 
PCI DSS Awareness Interactive	13/01/2026	 

 Rewind All