

How to access your training

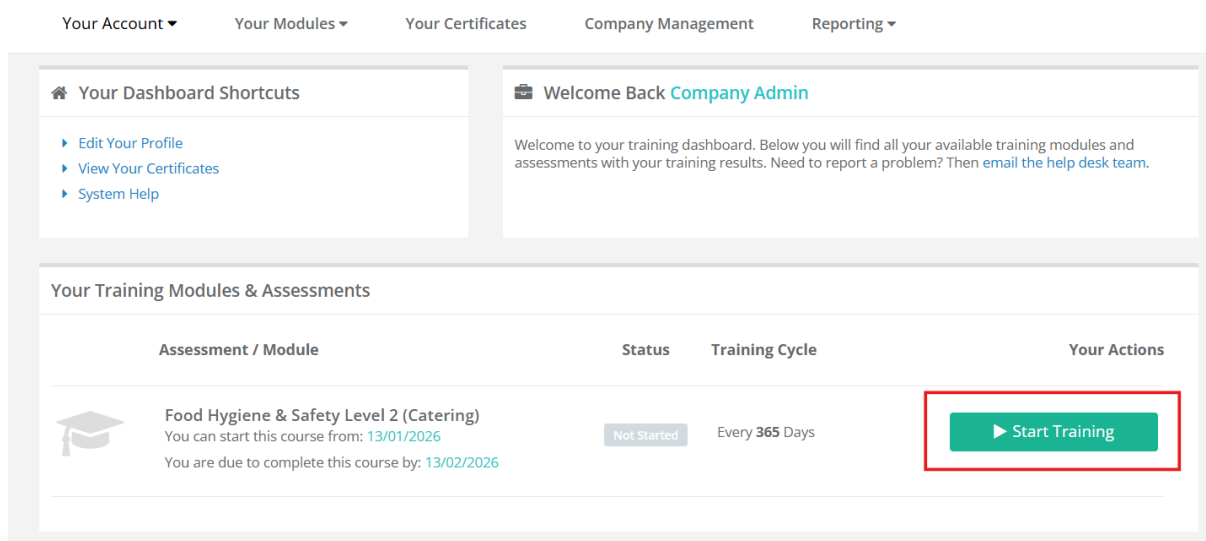
Visit here and login: <https://www.my1hs.com/>

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.

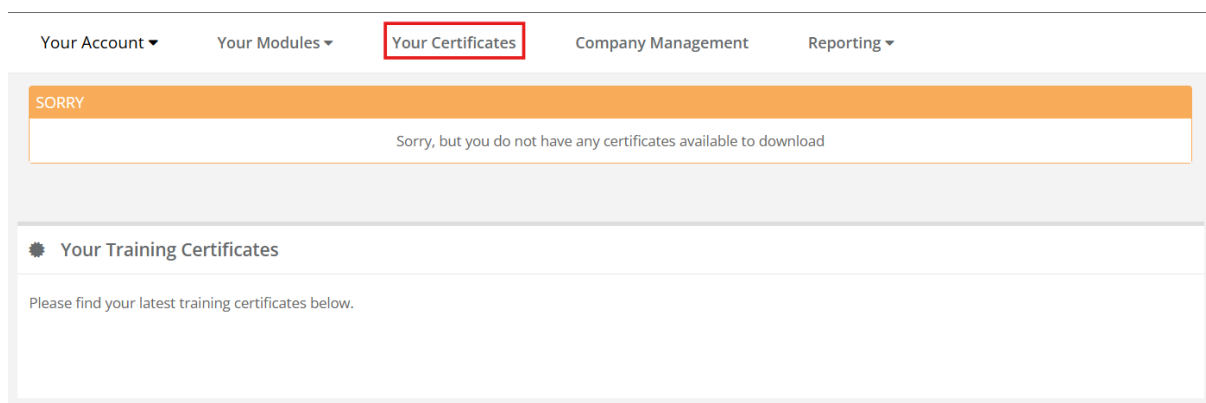


The screenshot shows the user's training dashboard. At the top, there are navigation tabs: 'Your Account', 'Your Modules', 'Your Certificates', 'Company Management', and 'Reporting'. The main content area is divided into two sections. The left section, 'Your Dashboard Shortcuts', contains links for 'Edit Your Profile', 'View Your Certificates', and 'System Help'. The right section, 'Welcome Back Company Admin', contains a welcome message and a link to 'email the help desk team'. Below these is a table titled 'Your Training Modules & Assessments'. The table has four columns: 'Assessment / Module', 'Status', 'Training Cycle', and 'Your Actions'. The first row shows a course titled 'Food Hygiene & Safety Level 2 (Catering)' with a status of 'Not Started' and a training cycle of 'Every 365 Days'. A red box highlights the 'Start Training' button in the 'Your Actions' column.

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	▶ Start Training

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:



The screenshot shows the 'Your Certificates' page. At the top, there are navigation tabs: 'Your Account', 'Your Modules', 'Your Certificates', 'Company Management', and 'Reporting'. The 'Your Certificates' tab is highlighted. Below the tabs is a message that says 'SORRY' in a large orange box, followed by the text 'Sorry, but you do not have any certificates available to download'. Below this is a section titled 'Your Training Certificates' with the text 'Please find your latest training certificates below.'

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 CPD Academy dashboard. The top navigation bar includes 'Your Account', 'Your Modules', 'Your Certificates', 'Company Management' (highlighted with a red box), and 'Reporting'. A dropdown menu for 'Company Management' is open, showing options: 'Company Settings', 'User Management' (highlighted with a red box), 'Department Management', 'Sub Department Management', 'Area Management', 'Module Management', 'Group Template Management', 'Credit / License Management', and 'Staff Certificate Management'. The main content area shows 'Your Dashboard Shortcuts' with links to 'Edit Your Profile', 'View Your Certificates', and 'System Help'. Below this is 'Your Training Modules & Assessments' with a section for 'Food Hygiene & Safety Level 2 (Catering)' showing start and due dates. A 'Start Training' button is visible on the right.

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

The screenshot shows the 'User Management' page. The top navigation bar includes 'Your Account', 'Your Modules', 'Your Certificates', 'Company Management' (highlighted with a red box), and 'Reporting'. The main content area has a 'User Management' section with instructions on how to add new users. To the right is a 'Your User Management Options' sidebar with links: 'Resend Welcome Email', 'Add New User' (highlighted with a red box), 'Upload Users', 'Apply Group To Users', and 'Upload Historical Stats'. Below this is a search section with 'Search Options' (Filter by Username), a search input field, and buttons for 'Search Users' and 'Show All'. At the bottom is a table titled 'Your Existing Users' with 2 results found. The table has columns: User Name, First, Last, Email, Active?, Dept., Area, Edit, and Delete. The first row shows a user named 'foodhygienecertificateAdmin' with 'Company' as the first name and 'Admin' as the last name. The second row is partially visible.

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

Navigate To Page: 1

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:

LastName:

Email Address:

Your Login Username:

 **This is a required field** The username can be the same as the email address or something unique for the user.

User Type: ▾
Select what type of access this user has.

Active?: ▾
Select if the user is active or not.

User's Department: ▾
Select which Department the user belongs to.


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

Select if the user is active or not.


User's Department: ▾
Select which Department the user belongs to.

User's Sub Department: ▾
Does the user belong to an additional sub department?

User's Area: ▾
Select which area this user belongs to.


 **Change Password?**

New Password:

 **Please enter your new password**
Tell us your new password.

Verify Password:

Please verify your new password.

☐ **Send Welcome Email?**  **Save** 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:

Navigation: 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.

Company Settings

User Management

Department Management

Sub Department Management

Area Management

Module Management

Group Template Management

Credit / License Management

Staff Certificate Management

Your Module Management Options

[Add New Module](#)

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			

Navigation: 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.

Your Module Management Options

[Create New Module](#)

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			

⚠️ ASSIGN MODULE TO DEPARTMENT

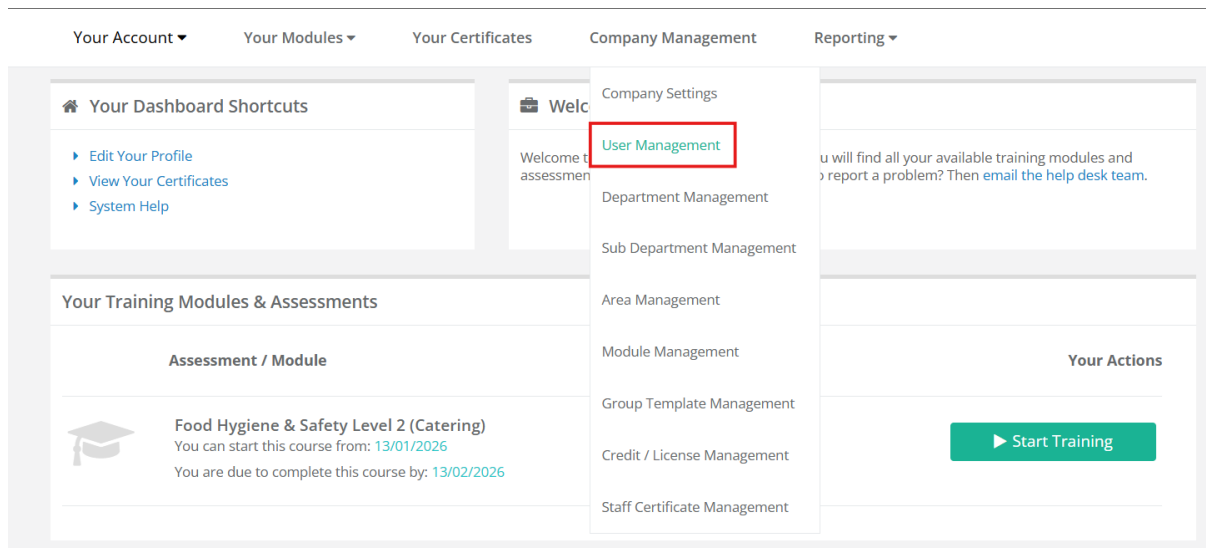
Are you sure you wish to assign this module to your users?

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

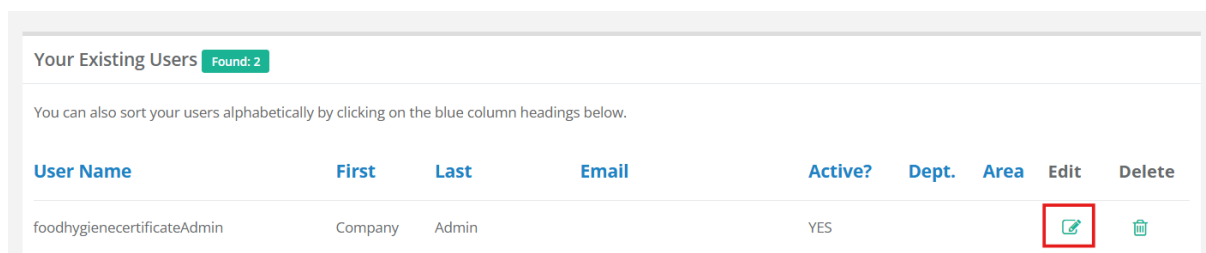
**** Apply To All Staff ****

Yes or Cancel

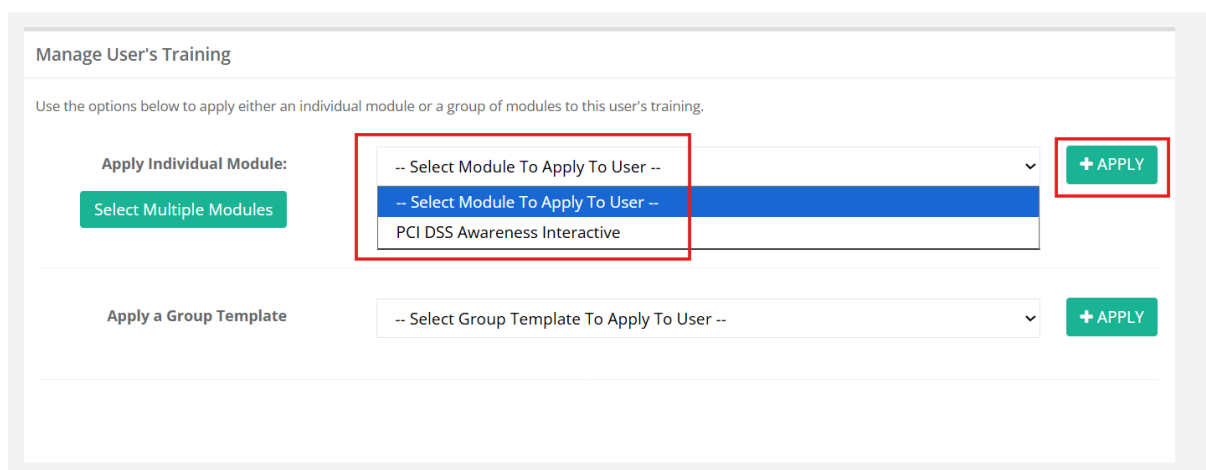
If you purchased multiple course modules for multiple staff, you might want to apply certain course modules to certain users. Here's how you do that:



Select your user







Select a module and press 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