How to access your training
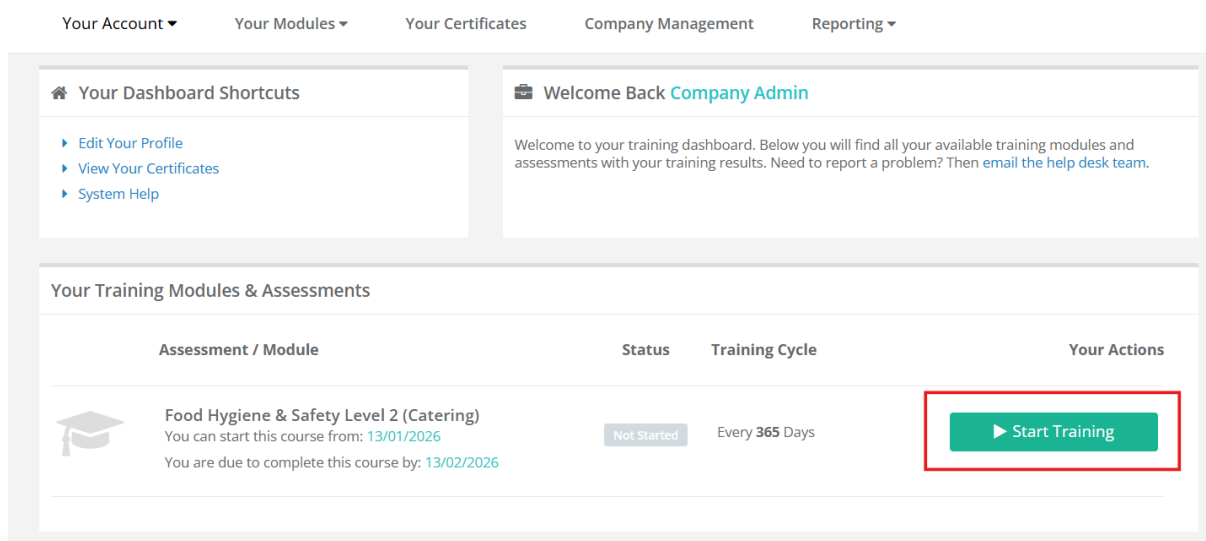
Visit here and login: https://www.my1hs.com/

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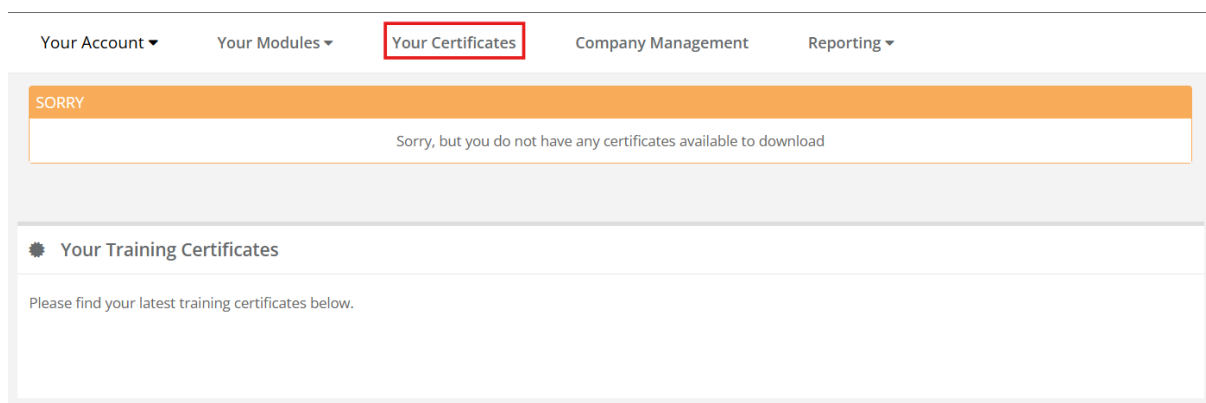
Your Account ▾	Your Modules ▾	Your Certificates	Company Management	Reporting ▾

🏠 Your Dashboard Shortcuts

▸ Edit Your Profile
▸ View Your Certificates
▸ System Help

💼 Welcome Back Company Admin

Welcome to your training dashboard. Below you will find all your available training modules and assessments with your training results. Need to report a problem? Then email the help desk team.

Your Training Modules & Assessments

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:

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

SORRY

Sorry, but you do not have any certificates available to download

✸ Your Training Certificates

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".

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

You only need to complete the fields in red.

Click "send Welcome Email" and then press "Save".

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:

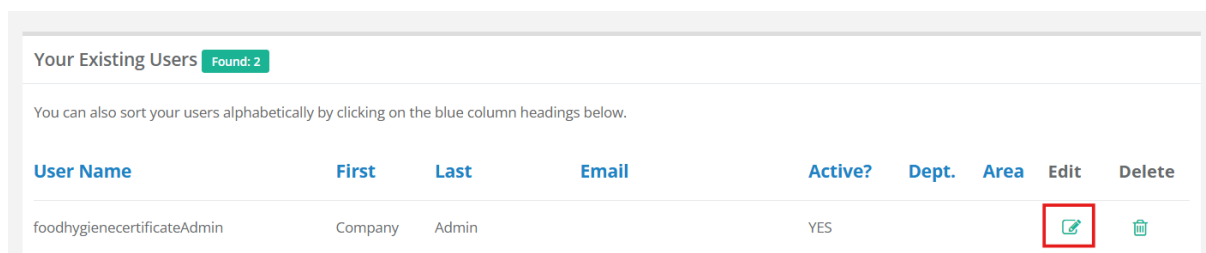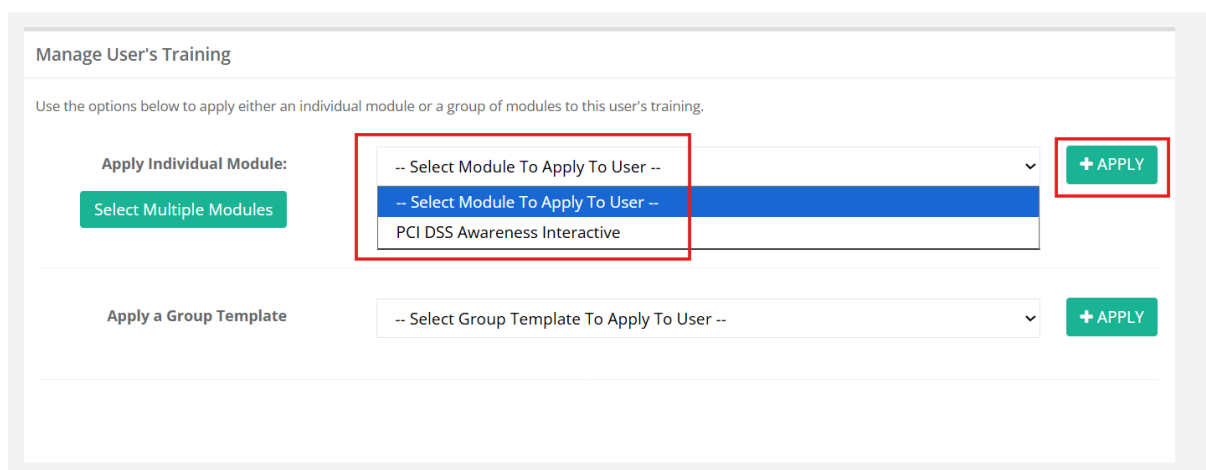If you purchased multiple course modules for multiple staff, you might want to apply certain course modules to certain users. Here's how you do that:

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