

## ESRC Peer Review Tool User Access Guidance

The ESRC are running this pilot of the ESRC Peer Review Training to in collaboration with STFC to test the platform and course functionality.

We would appreciate any feedback via the peer review mailbox ([peerreviewcollege@esrc.ukri.org](mailto:peerreviewcollege@esrc.ukri.org)).

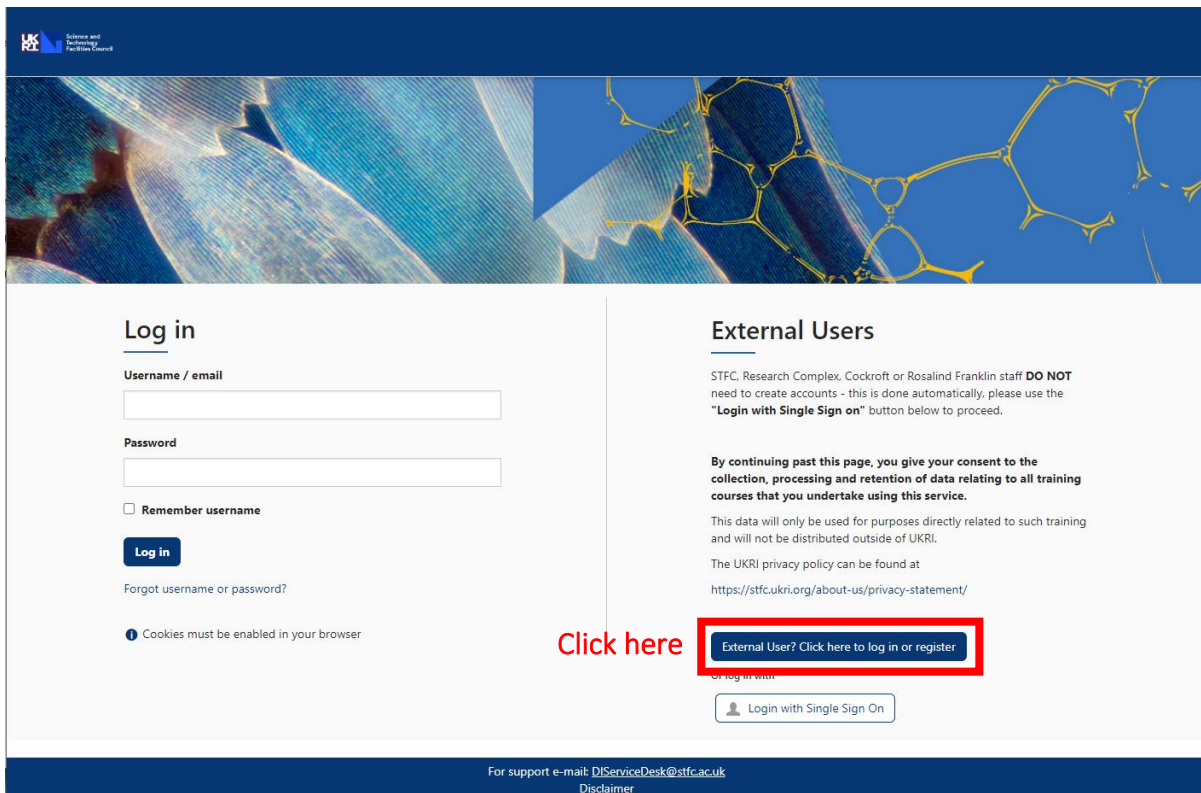
### Accessing the learning management system (LMS)

Users can access the STFC learning management system using the following link:

<https://lmsweb.stfc.ac.uk/moodle/login/index.php>

### Please create a new account when you access the training for the first time.

At the log-in screen, please find a link at the bottom right of the page to create a new account, click this to sign up to the learning management system and access the training.



**Log in**

Username / email

Password

Remember username

**Log in**

[Forgot username or password?](#)

Cookies must be enabled in your browser

**External Users**

STFC, Research Complex, Cockcroft or Rosalind Franklin staff **DO NOT** need to create accounts - this is done automatically, please use the "Login with Single Sign on" button below to proceed.

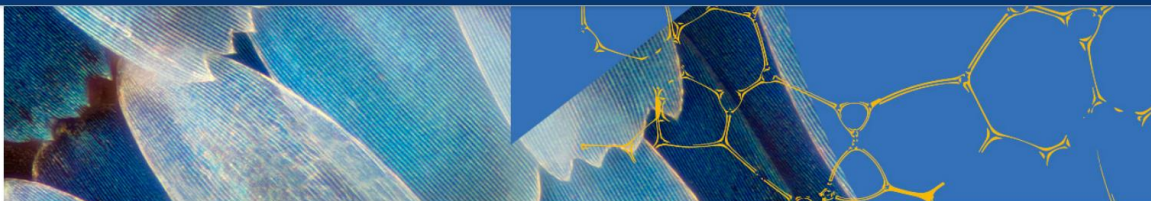
By continuing past this page, you give your consent to the collection, processing and retention of data relating to all training courses that you undertake using this service.

This data will only be used for purposes directly related to such training and will not be distributed outside of UKRI.

The UKRI privacy policy can be found at <https://stfc.ukri.org/about-us/privacy-statement/>

**External User? Click here to log in or register**

For support e-mail: [DJServiceDesk@stfc.ac.uk](mailto:DJServiceDesk@stfc.ac.uk)  
[Disclaimer](#)



### Log in

**Username / email**

**Password**

  
 Remember username  
  

[Forgot username or password?](#)

Cookies must be enabled in your browser

### Staff Log in with Single Sign On and New User Registration

If you are a new user please create a [new account](#).

STFC, Research Complex, Cockcroft or Rosalind Franklin staff **DO NOT** need to create accounts - this is done automatically, please use the "Login with Single Sign On" button below to proceed.

**By continuing past this page, you give your consent to the collection, processing and retention of data relating to all training courses that you undertake using this service.**

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Create new account

Powered by Totara Talent Experience Platform

## Registering an account

At the registration page, complete the form with accurate information about yourself. This will help ESRC find your training record so we can ensure you have completed the training required. Required fields are marked with a red asterisk: \*

You are not logged in. [Log in](#)

### New account

There are required fields in this form marked \*

Use Email

Use Mobile Number

**Email address**

**Email (again)**

**Mobile Number**

**Mobile Number (again)**

**Password\***

The password must have at least 10 characters, at least 2 digits, at least 1 lower case letter(s), at least 1 upper case letter(s), at least 2 non-alphanumeric character(s) such as \*, - or #

**First name\***

**Surname\***

**City/town**

**Country**

**Relationship to STFC\***

**Work Site (DEPRECATED)\***

**Work Site\***

Relationship to STFC = "ESRC College"  
 Work Site (DEPRECATED) = "NA"  
 Work Site = "Other"

Click here to create a new account

You will then receive a confirmation email. Please click the link in the email to activate your account.

*NB: Gmail users may not see the email appear in their inbox because the email is categorised by Gmail as a "Promotion" email, you should be able to find the email by navigating to "All Mail" or through "Categories" > "Promotions".*

Confirmation email:

Hi,

A new account has been requested at 'STFC Learning Management System' using your email address.

To confirm your new account, please go to this web address:

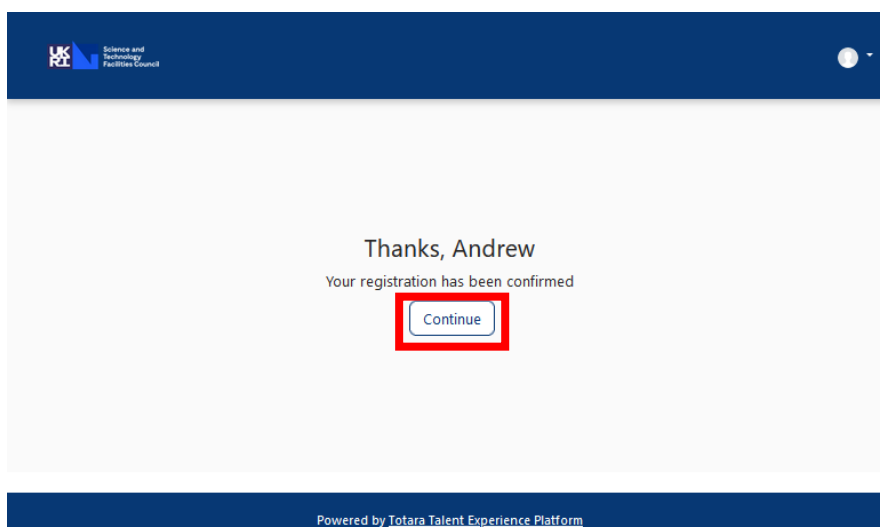
<https://lmsweb.stfc.ac.uk/moodle/login/confirm.php?data=nVMF5HmpS3XpWDL/andrew-test-3>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Totara Administrator  
[totaraadmin@stfc.ac.uk](mailto:totaraadmin@stfc.ac.uk)

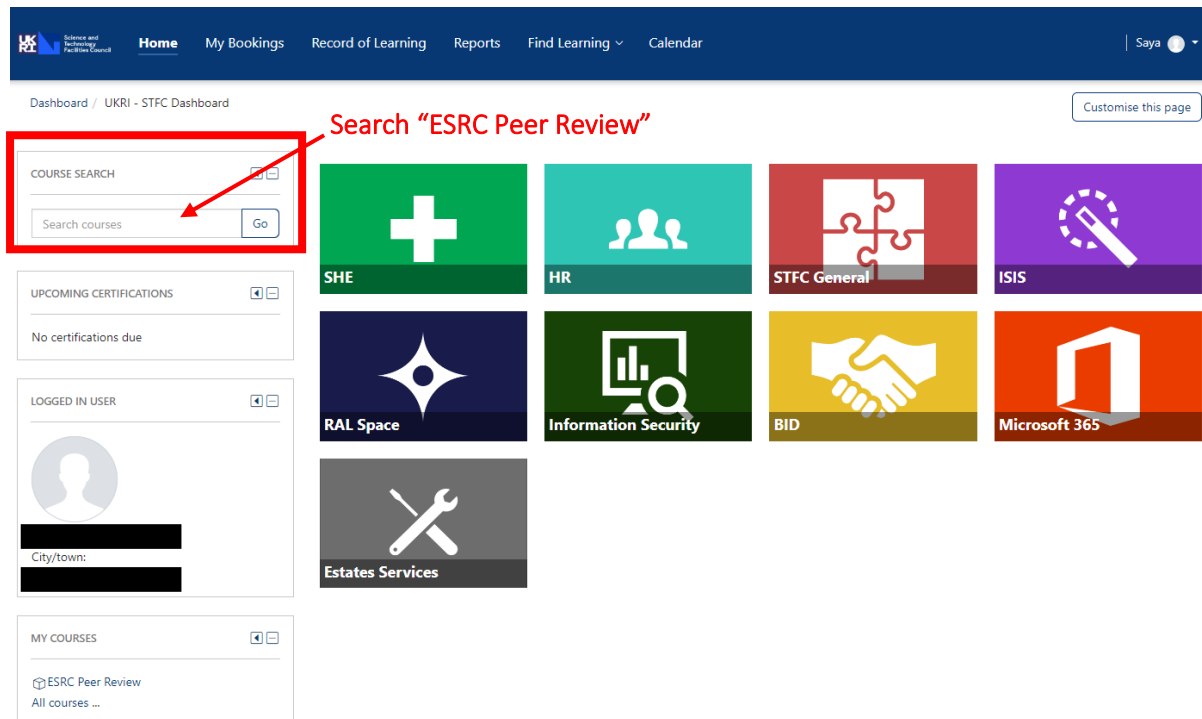
On clicking the link, you will be taken to a page that will confirm your registration is complete. Clicking the "Continue" button will log you into your new account.



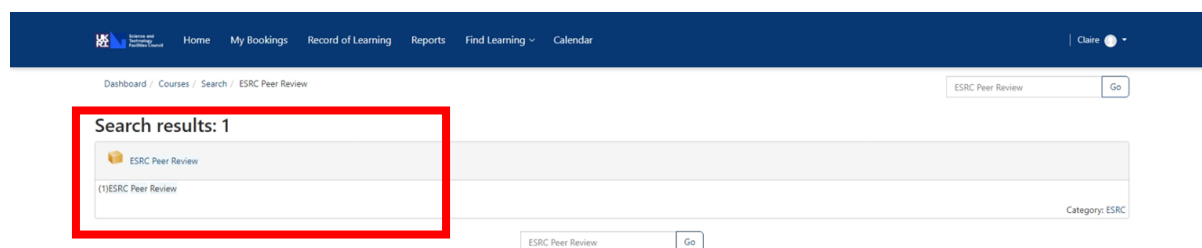
### Accessing mandatory courses

Once logged into the system, you will be taken to the STFC Totara home page.

Please search the "ESRC Peer Review" in COURSE SEARCH on the top left



Follow the links for ESRC Peer Review then ESRC Peer Review Course.



Dashboard / My courses / ESRC Peer Review

**ESRC Peer Review course**  
(2)Click 'Enrol me' button enable access the course (if the button is not visible click on the link below).  
● ESRC Peer Review course  
📄 ESRC Peer Review certificate

Your progress

SEARCH FORUMS  
  
Go  
Advanced search

UPCOMING EVENTS  
There are no upcoming events  
Go to calendar...  
New event...

RECENT ACTIVITY  
Activity since **Sunday, 29 May 2022, 11:55 AM**  
Go to full activity report  
No recent activity

Press 'Enter' to access the ESRC Peer Review course

Dashboard / My courses / ESRC Peer Review / ESRC Peer Review course / ESRC Peer Review course

### ESRC Peer Review course

(3)ESRC Peer Review course

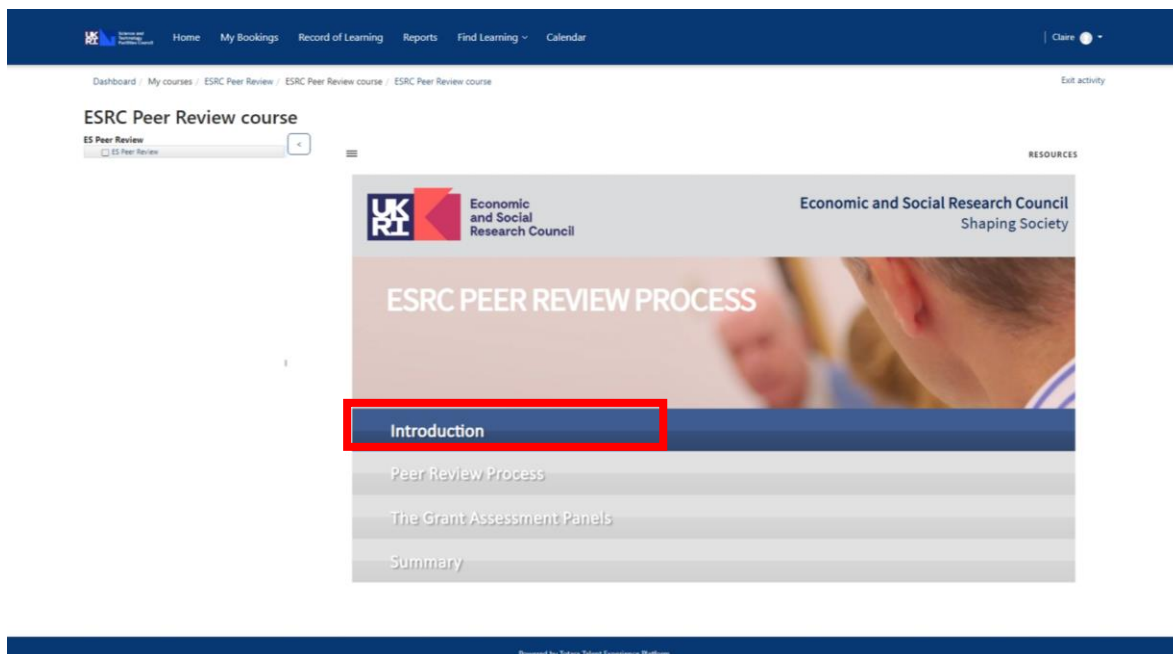
Leave Mode setting as 'Normal' and click 'Enter' to start the Course.

If the course appears too large for your screen when it appears, use <Ctrl>- key combination or go to your browser settings (...) and reduce the Zoom setting from 100%.

Number of attempts allowed: Unlimited  
Number of attempts you have made: 1  
Grade for attempt 1: 0%  
Grading method: Highest attempt  
Grade reported: 0%

Mode:  Preview  Normal  
Enter

To start the course, click on 'Introduction' and follow the instructions within the training tool.



The screenshot shows the course interface with a navigation menu on the left. The 'Introduction' item is highlighted with a red box. The main content area displays the course title 'ESRC PEER REVIEW PROCESS' and a list of menu items: 'Introduction', 'Peer Review Process', 'The Grant Assessment Panels', and 'Summary'. The 'Introduction' item is the first and is highlighted.

If required, to enlarge the training tool you can minimise the navigation bar on the left of the screen

## ESRC Peer Review course

ES Peer Review

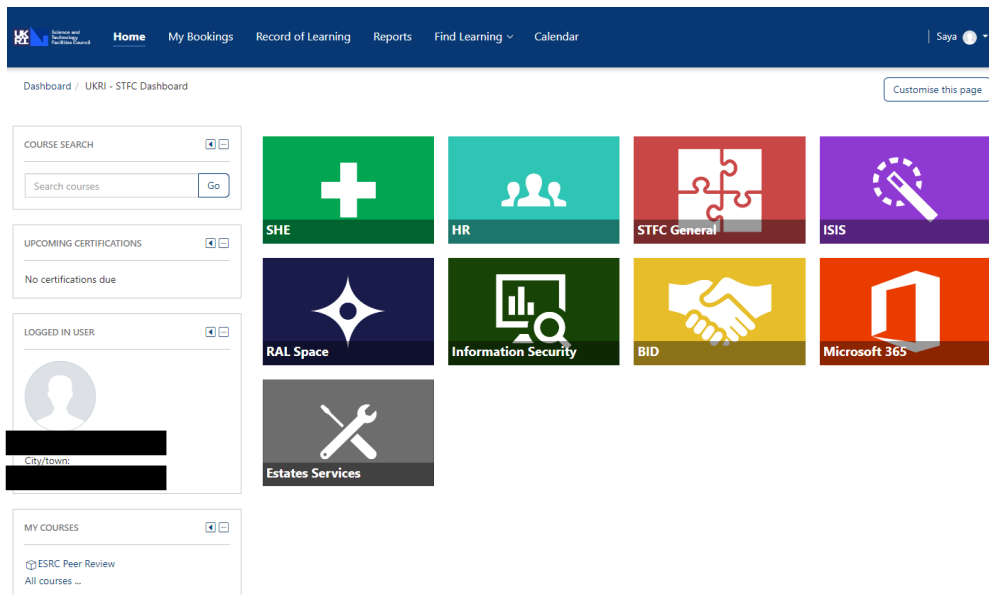
ES Peer Review



You can pause the training at any point, log out and return at another time and it will let you resume from where you left off.

Once registered, the login page is the same for internal and external users.

The course will now be available from the Totara home page at the bottom left corner.



Once you have completed all three sections of the course you will be able to print a certificate

## ESRC Peer Review course

(2)Click 'Enrol me' button enable access the course (if the button is not visible click on the link below).

[ESRC Peer Review course](#)

[ESRC Peer Review certificate](#)

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