



Learner Training Guidance Document

A step-by-step guide to completing your training successfully

WELCOME

- As a learner on this platform, you can access your training and track your own progress easily
- This guide will help you understand how the platform works, what tools are available to you, and will answer common questions you may have.
- The BVRLA e-learning platform gives members access to high-quality training that is easy to use, flexible, and affordable. You can complete your learning at a time and place that suits you, whether you are working in an office or remotely.
- All learning materials are available to you for the duration of your annual subscription, so you can revisit content whenever you need to.
- The BVRLA e-learning platform works on PC, Mac, tablet, and smartphone, allowing you to learn on the device that is most convenient for you



GETTING STARTED

Start of
logging-in
process

Complete
logging-in
process

Find and
open your
e-learning
courses

Access your
certificates
for
completed
courses

Your BVRLA
Dashboard

Step
1

Step
2

Step
3

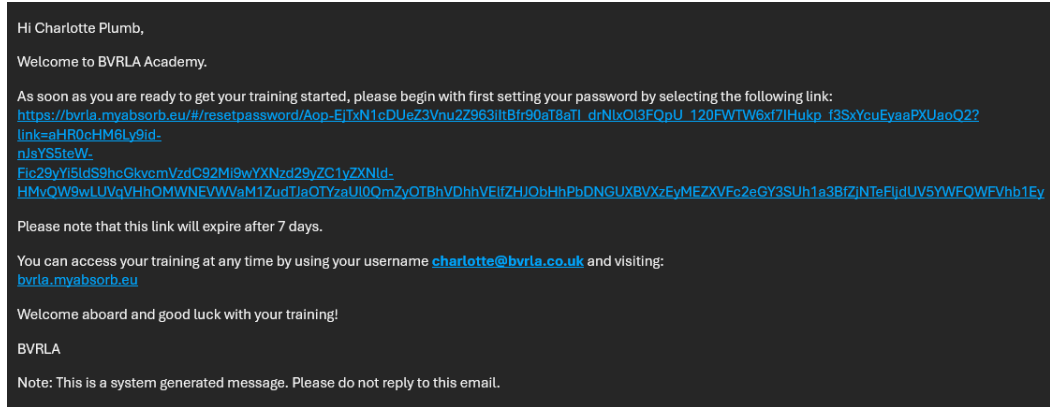
Step
4

Step
5

Logging in for the first time

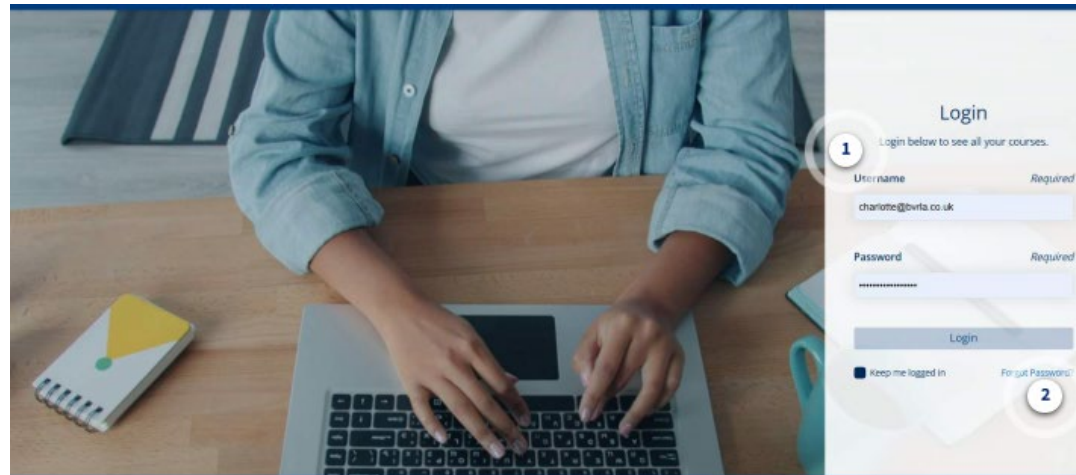
Once your access has been granted, you will receive an email with a link to the login page. The link expires after 7 days.

The email will look similar to this.



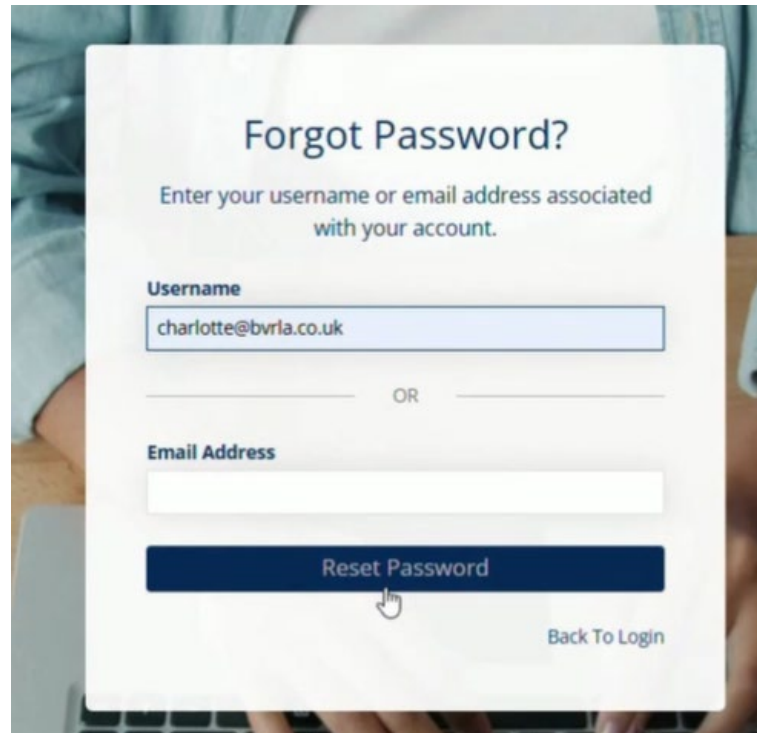
Login process:

When you click the link, you'll see the login page, click on Username and type your email address, then click Forgot Password.



Logging in

Enter your email address associated with your account into **username** and then Click blue button **reset password** as below:



A screenshot of a web form titled "Forgot Password?". The form has a light gray background and is centered on the page. It contains two input fields: "Username" and "Email Address". The "Username" field is filled with the email address "charlotte@bvrla.co.uk". Below the "Username" field is a horizontal line with the word "OR" in the center. Below the "Email Address" field is a blue button labeled "Reset Password". A mouse cursor is pointing at the button. At the bottom right of the form is a link labeled "Back To Login".

Forgot Password?

Enter your username or email address associated with your account.

Username

charlotte@bvrla.co.uk

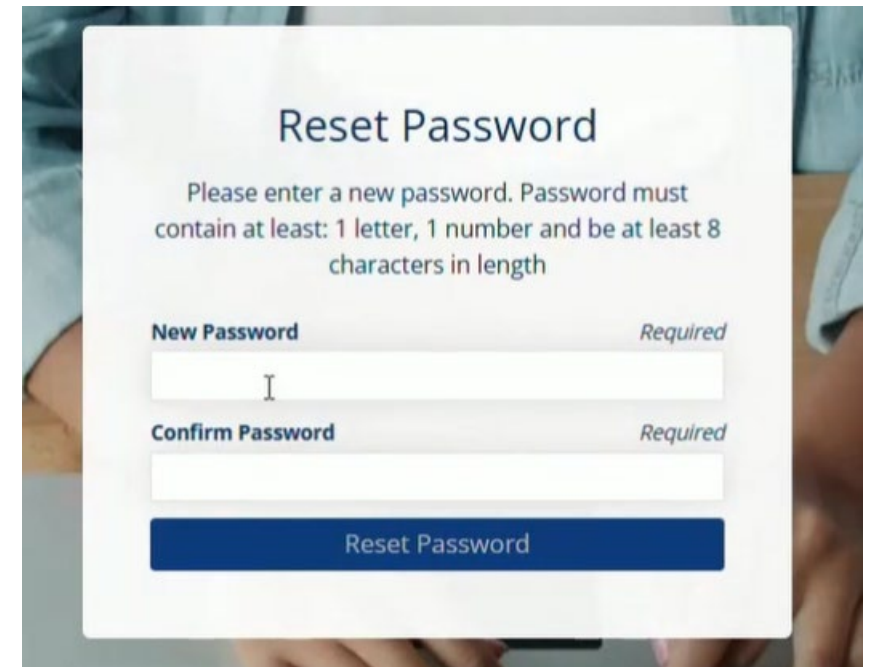
OR

Email Address

Reset Password

Back To Login

An email will include instructions to reset your password. Click the link within 24 hours of receiving the email, now **type a new password**. It must include numbers, capital letters and symbols.



A screenshot of a web form titled "Reset Password". The form has a light gray background and is centered on the page. It contains two input fields: "New Password" and "Confirm Password". The "New Password" field is filled with a password. Below the "New Password" field is a blue button labeled "Reset Password".

Reset Password

Please enter a new password. Password must contain at least: 1 letter, 1 number and be at least 8 characters in length

New Password *Required*


Confirm Password *Required*

Reset Password

Logging in

Go back to the Login screen and enter your new password.

Once you are logged in, this will take you to your Learner Dashboard.



Login

Login below to see all your courses.

Username *Required*

charlotte@bvrla.co.uk

Password *Required*

.....

Login

☐ Keep me logged in [Forgot Password?](#)



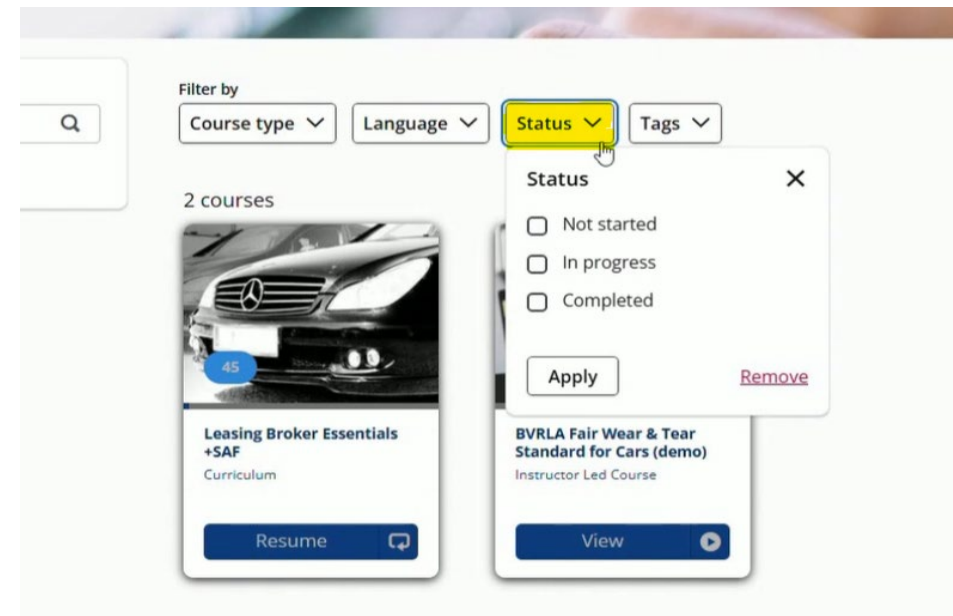
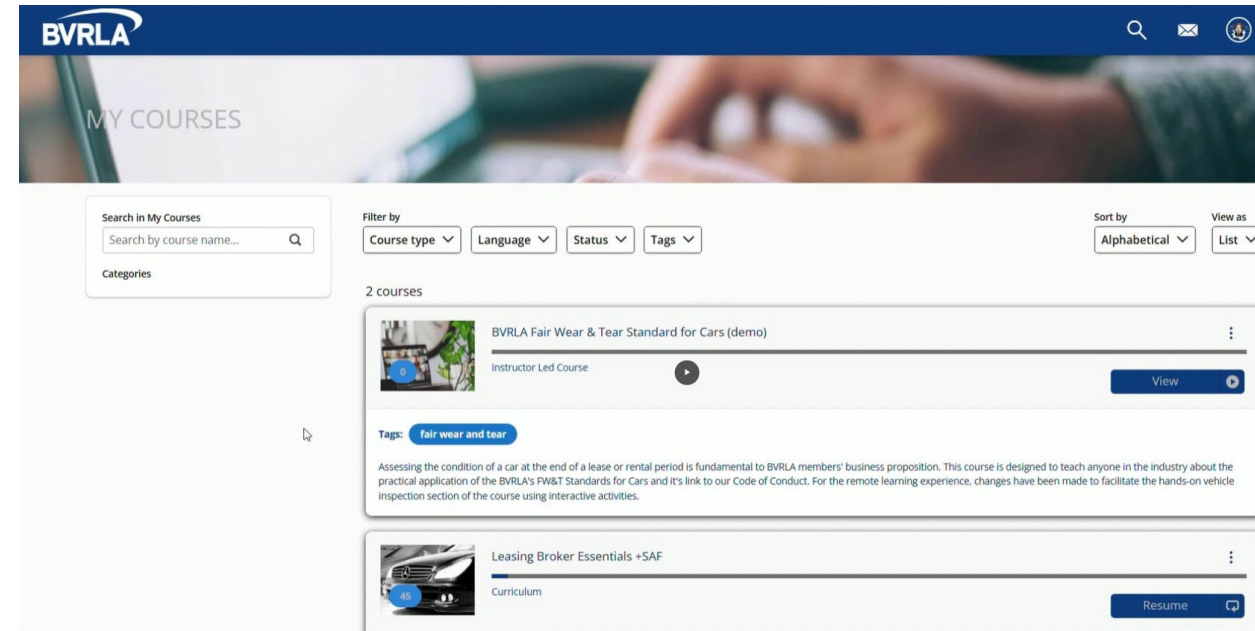
The screenshot shows the BVRLA Learner Dashboard. At the top is a dark blue header with the BVRLA logo on the left and search, email, and user icons on the right. Below the header is a large banner image with the BVRLA logo and the tagline "Driving Growth, Delivering Value". The banner depicts a woman in a headset, a man, a white van, and a charging station. Below the banner is a row of seven light blue tiles, each with an icon and text:

- Leasing Broker...** (Icon: car) Resume ▶
- My Courses** (Icon: book) See courses you are enrolled in
- Catalog** (Icon: open book) See a complete list of available ...
- Resources** (Icon: folder) Browse or download resources
- Calendar** (Icon: calendar) See your scheduled events
- Leaderboards** (Icon: bar chart) Your company leaderboards
- Admin** (Icon: gear) Access the admin interface

Your BVRLA Dashboard

Click on **My Courses** to view your e-Learning and any instructor-led courses (if they have been pre-booked).

You can explore the courses and **filter them by** Course Type / Language/Status/Tags.

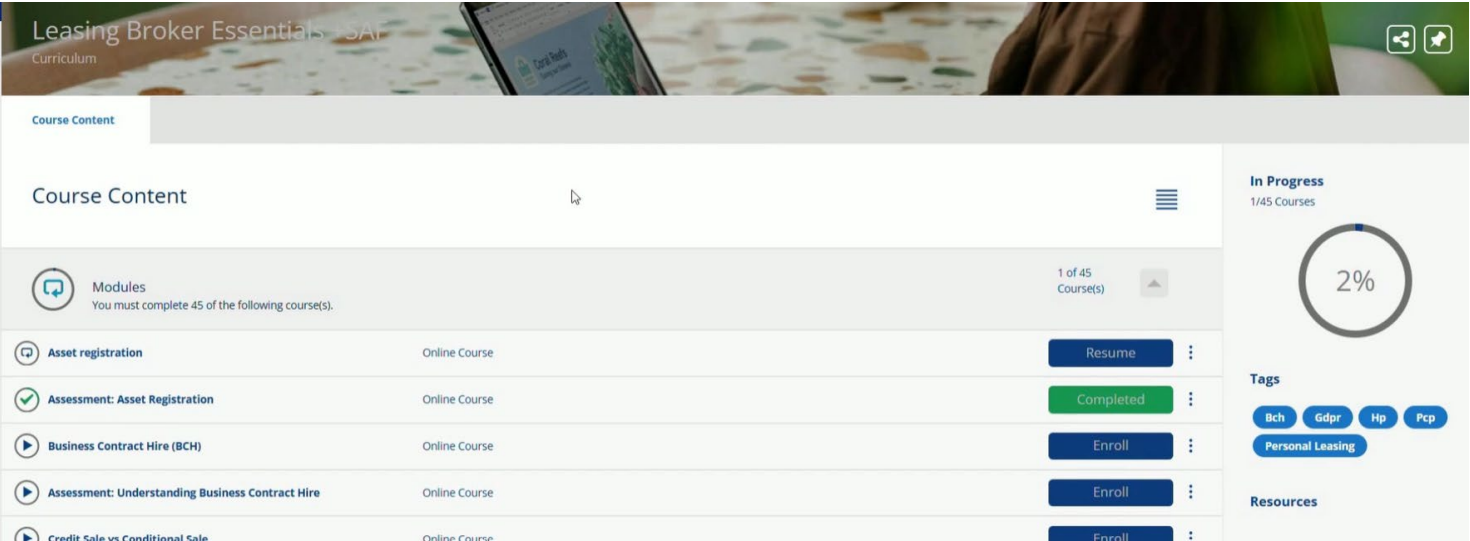
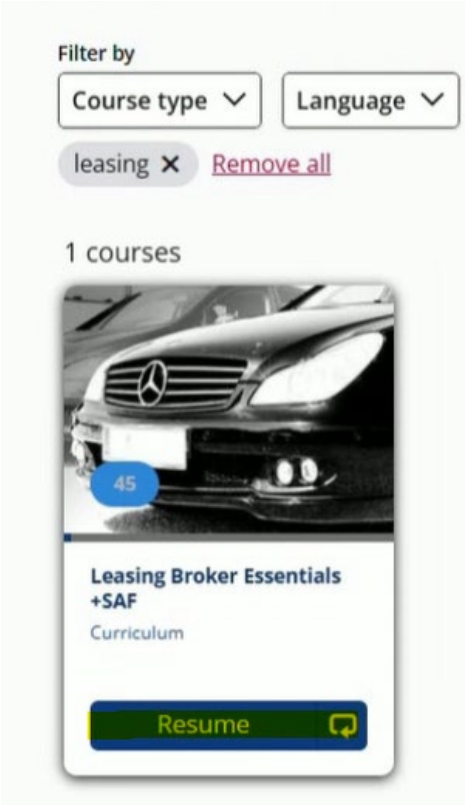


Your BVRLA Dashboard

To access the e-Learning click the blue **Resume** Button to start the Curriculum (these used to be called packages).

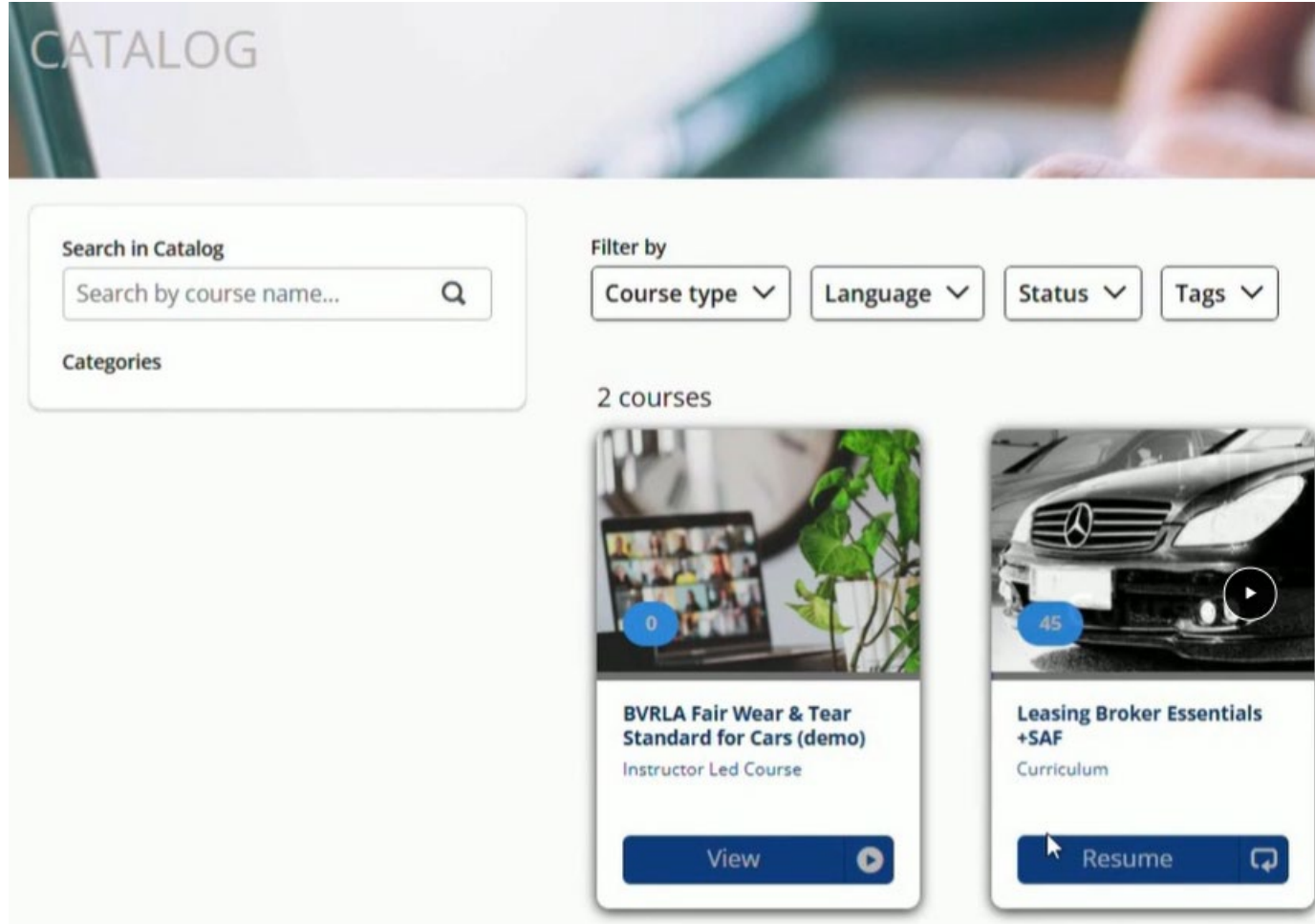
This will take you to your modules and you can track completion/progress on the right-hand side.

Click **Enrol** and **Start** to launch a module.



Your BVRLA Dashboard

The Catalog will show you all the available courses:



Your BVRLA Dashboard

The **Resources** page will show any additional reading materials.

RESOURCES

Hide Refine Search

Show Categories

Resource Name:

Search Name

Tags:

Tags

Resource Name

[Dyslexia in the Workplace](#)

The **Calendar** will show any upcoming events such as instructor-led courses.

Filter by

Course type (1) ▾

Instructor led course

View as

Calendar ▾

February 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Your BVRLA Dashboard

You are logged in as:
Charlotte Plumb

Dashboard

My Courses

Catalog

Resources

Calendar

Profile

Transcript


Enrollment Key

To view all training records, click **Transcript** in the menu list; this will show all your course records and certificates.

You can download your certificates by clicking **Download** on the right-hand side.

Certificates

Courses



Username: charlotte@bvrla.co.uk

Email Address: charlotte@bvrla.co.uk

Department: BVRLA

Credits: 0

Certificates

Certificate is expired

Course Title	Valid From	Expires	View
Assessment: Asset Registration	January 12, 2026 1:38 PM	January 12, 2027 1:38 PM	Download

Courses

Course Title	Status	Score	Enrollment Date	Completion Date	Credits
Assessment: Asset Registration	Complete	80%	January 12, 2026 1:24 PM	January 12, 2026 1:38 PM	View
Asset registration	In Progress		January 12, 2026 1:18 PM		Resume
Business Contract Hire (BCH)	In Progress		January 13, 2026 4:34 PM		Resume

