**How to use the Bookmark**

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<th>Step</th>
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| 1    | Login into the e-Learning system using your unique User Name and Password. From the left hand menu panel, select:  
   - My Account menu  
   - Click the My Learning function |  
**My Account**  
   > My Learning  
   > My Discussions  
   > My Results  
   > My Details  
   > My Training Needs |
| 2    | Click on Start to commence the course |  
**My Learning > All Learning** |
| 3    | If you need to exit the course half way through a module, select Bookmark from the top right hand menu of the course. |  
As well as the previous examples, there are a number of other behaviours that also constitute bullying, some you may not have thought of.  
Click the Next button to continue... |
Select **Create Bookmark** to record the page you would like to return to later.

Then select **Return to Course** to exit the course.

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When you are ready to continue completing the course select **Start** button to launch the course and select the **Bookmark** option in the top right hand menu.

Select **Go to Bookmark** to be automatically directed to the page you bookmarked.