Thomson Reuters Compliance Learning

Compliance Learning Manager
A tour of Thomson Reuters Compliance Learning Manager
Accessing the platform

To access the Thomson Reuters Compliance Learning Manager navigate to: https://compliancelearning.thomsonreuters.com/
Enter the credentials you have been provided with and click “SIGN IN”.

Sign In
Please insert your username and password to proceed

Username (Required)

Password (Required)

SIGN IN

Forgot your password?

If you are having problems signing in follow the “Forgot your password?” link.
My dashboard

After signing in you will be taken to your dashboard. This page gives an overview of the training materials assigned to you.

There is a dedicated widget to manage settings in your platform e.g. change password.

A widget will display the courses you need to complete or have in progress. There is also a deadlines tab for upcoming deadlines.
My dashboard – further features

Scrolling down the dashboard provides access to further functions.

Get quick access to a dedicated Support page containing useful resources and contact information.

Scroll here if you wish to see your full list of courses based on status.

A helpful calendar allows you to plan the month ahead and even see future deadlines in question.
Support page

The support page is accessible to users and administrators. It contains helpful guides and documentation. Should you require further assistance, a full list of contact details is visible.
Taking a course

After selecting the course thumbnail you will be taken to the course launch page. You can select ‘START LEARNING NOW’ to begin your training. It should be noted that the functionality on this page can differ depending on your business requests.

This course is followed by a short survey.
Estimated time to fill out this survey is 3 minutes

Click Start Learning Now to begin your course
Taking a course

Once the course has been launched, you can use the navigation bar to progress through the training. If you need to leave the course, you should select the ‘X’ button in the top right-hand corner of the screen to save your progress.

You can close the course at anytime. Your progress will be tracked and remembered.
Returning to a course

If you need to return to a course, you will be presented with the following screen. You can select the ‘RESUME WHERE YOU LEFT OFF’ button to return to the page you last visited on your previous attempt at the course. Alternatively, you can select the ‘START LEARNING NOW’ to go back to the start of the course.
Completing a course

After completing a course, you can download your certificate. You will be prompted to rate the course and take the User Experience Survey.

Return to the “My Courses and Learning Plans” screen

Rate the course on completion

Your progress

Re-launch the course

10
Courses with multiple learning objects

All learning objects will be displayed on the course page.

Green tick: Lesson complete
Orange tick: Lesson in progress
No tick: Lesson not started

Complete multiple lessons to complete the course.
My Activities

An overview of your learning journey. Here you can find your course progress, scores, learning statistics and much more.

Overview of your activity within the system as well as your progress through your various learning materials.

Elizabeth Hatton

17/07/2019
11:19:51
Subscription date

07/11/2020
20:20:24
Last access date

440h 13m
Total time

191
Active courses

Progress

69 (36%) TO BEGIN
75 (39%) IN PROGRESS
47 (25%) COMPLETED

See all activity within the last 12 months
An overview of your learning journey. Here you can find your course progress, scores, learning statistics and much more.

- **Additional info**: Shows any additional information assigned to your profile.
- **Courses**: A list of the courses you are assigned. Further information is available here, such as status, total time, score.
- **Classrooms**: A list of any classroom sessions you are assigned.
- **Learning plans**: A list of any learning plans you are assigned. Further information is available here, such as number of courses in the plan and progress.
- **External training**: A list of any external training you are assigned.
- **Social**: An overview of any social interactions you have partaken in, such as total posts, rating and activity.
- **Webinars**: A list of any Webinars you are assigned.
- **Certification**: A list of any certificates you have achieved.
Best of luck with your learning journey.