

How to Log in and Use Kallidus

Contents

How to Log in and Use Kallidus.....	1
Introduction	2
Logging into Kallidus	2
End of Document	4

Introduction

Hello, we have created this animated video with features to make it accessible for all.

If you have a hearing impairment, subtitles are available to switch on from the bottom right-hand side of the video.

If you have a vision impairment, all key information is covered in the voice-over.

The script for this video is also available as an accessible document to download.

Welcome, my name is Molly and I will be guiding you through how to log into Kallidus for the first time.

Logging into Kallidus

1. The first thing you will need to do is find the email with your log in information.
The email will be from LMSgateway@guidedogs.org.uk and the subject line will be 'PREP: New Kallidus Account created'. If you can't find it in your inbox, try checking your junk/trash or spam folders.
2. Once you have opened the email, you can find your username, password and links which will take you to the Kallidus site. Make a note of your details so that you have them for future reference.
3. Once you have noted your details, follow the link given in the email, this will take you to the log in page in your internet browser.
4. Before you log in, bookmark this page so you can access it easily in the future. I will take you through how to create a bookmark of the Kallidus log in page now, and I will give the instructions using google chrome on a laptop. If you're using a different browser or device, then your options might be different. please ask for further support if you need to.

5. By selecting the 3 dots in the top right of the page you will find the 'Bookmarks' option, this will open a sub-menu where you should select 'Bookmark this tab'. Alternatively, you can select the star icon and then 'Add bookmark'.
6. Your bookmark will then be added and you will have the option to change the name of the bookmark, here I have changed it to 'Kallidus Log in Page'.
7. Select 'More' to double check the bookmark has saved the correct link.
8. Looking at the URL field, if the link does not read <https://guidedogs.kallidus-suite.com/external> this means the bookmark has not saved correctly. You will need to highlight and delete everything within the URL field, then type in the correct link. Once you have done this, select save and the bookmark will be created.
9. You will be able to access your bookmark by selecting the 3 dots and selecting 'Bookmarks' - you'll then see your bookmark within the sub-menu options.
10. From the same area you can select 'Show bookmarks bar' if you want to access your bookmark more easily from your browser. This will add the bookmark to the top of your browser page, and you will see it at all times while on your browser. Once you have done this you can start the log in process.
11. Input your details into the designated fields, including the pre-set password from the email, and select log in.
12. The website will then prompt you to change your password, so that your account is secure. Make sure your password contains at least; 1 upper case letter, 1 lower case letter, a number, a special character and is 8 or more characters long. You should ensure it is memorable and specific to you.
13. You will need to enter the pre-set password into the top data field, and your new secure password into the 2 data fields below. You can choose to 'show all passwords' to double check you have

entered everything correctly. Once you have done this, select change to confirm the changes.

14. You will then be directed to set up a security question - so that if you forget your password in the future, you can reset it. An example security question is what's the make of your first car? Whatever question you choose - make sure its memorable, specific to you and that the answer will always be the same.
15. Select save once you have completed the data fields, you will then be taken to the home page.

Please note: If you do forget your password in the future, you can follow the 'Forgotten your password' link in the log in page, which will guide you through resetting your password.

16. Once you have logged in, you will land on the Kallidus home page. Select 'My courses' from the navigation banner at the top of the page and find the course 'A Volunteers guide to Kallidus'. This will get you up to speed with how to navigate the platform.
17. Thanks for watching! For further information, visit www.guidedogs.org.uk/vip/resources/prep. For general enquiries or Kallidus support please contact PREPsupport@guidedogs.org.uk

End of Document