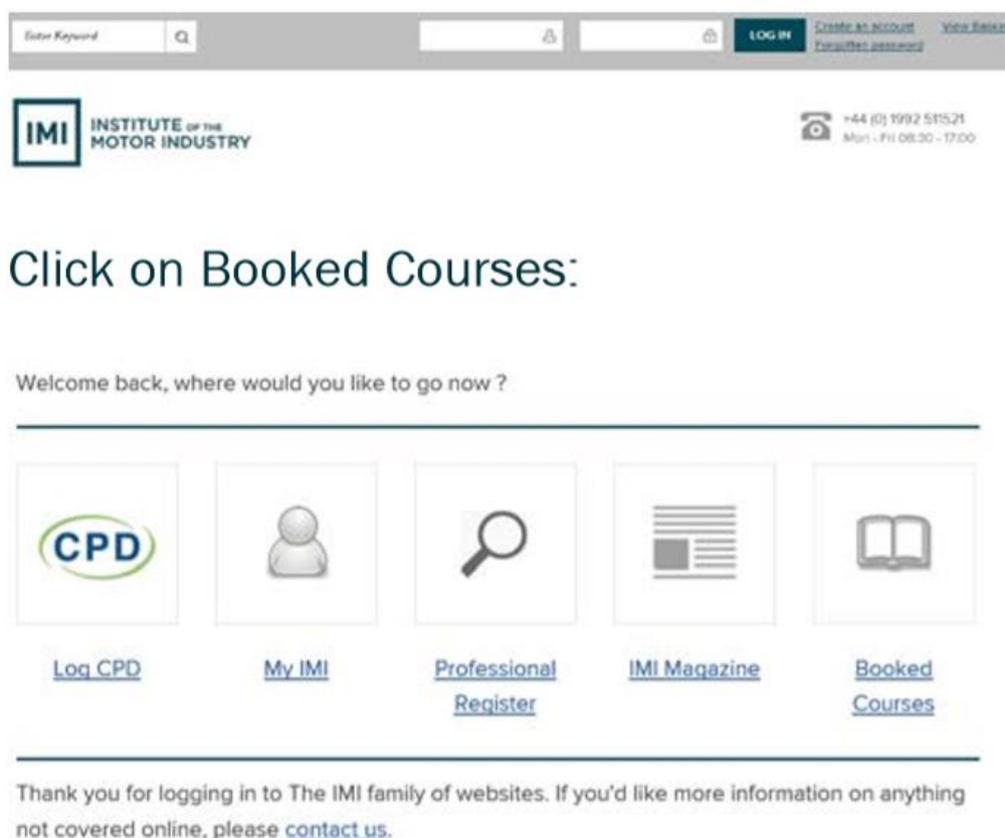# Accessing your e-logbook

All users – Logging in and access codes

Step 1

If you have already redeemed your access code then got to www.theimi.org.uk and log in as shown here, if you have a code to redeem then go to step 2. If you have not received a redemption code and you do not have a log in please contact your Development Coach/Assessor

Your courses will now show – go to step 4

Step 2

To redeem an access code go to: http://www.theimi.org.uk/redeem/ and enter the code in the box and click the redeem code button

Step 3

If you already have an account with the IMI, login using the two boxes on the right, if not then enter your username, password and email on the left:

Enter your contact details when this screen shows (only part is shown here):

Please complete / confirm your details below as courses will be booked with this information. (* indicates required)

First Name*

Last Name*

1

January

1970

Make sure your email is a real one as you will need this if you forget your password and username.

When all details are correct, the following is displayed:

SUCCESS! CODE REDEEMED

You have successfully redeemed your access code and your course is now available to view.

VIEW COURSE ▶

Step 4

A list of your courses will now show:

Course Name:	VIEW COURSE
DVSA Application Selection	
Booked:	
Fri, 05/05/2017 - 09:59	
LOG INTO THE COURSE	

MANAGE MY ACCOUNT

- ▸ My IMI Activity
- ▸ My Details
- ▸ My MA's
- ▸ My Membership
- ▸ My Booked Courses

Step 5

Click the 'Log into course' button and your will be taken directly to the course area:

You can access the course directly from My Sites (or My Courses)

All users – Overview and structure

The IMI e-logbook/e-learning system contains learning modules and self-assessments for you to complete to further your learning.

Once logged into your course you will see a screen similar to the below. The grey boxes on the right contain your e-learning modules and your self assessments

Here is a closer look:

To access the content you need to click on the title, for example, Phase 1: Group 3 Routine service and inspections

Once you click on this you will see the following:

Phase 1: Group 3 Routine service and inspections

On completion of this group you should be able to complete a good range of routine services. You will not be expected to do some of the more complex tasks found on large services such as timing belt change. You should be able to identify the difference between good and possible faulty components but, at this stage, you will not be expected to make any decisions on whether a component is serviceable or if any future action is to be taken, document your progress at the end of this section.

Group 3. Practical competencies

Upload evidence to show that you can:

1. Use ICT to create emails and word-processed documents; copy and paste across documents; save and print documents.
2. Use ICT to carry out web based searches.
3. Obtain inspection schedules, data and recall information.
4. Use equipment normally found in the workplace relating to servicing and inspections.
5. Reset service indicator.
6. Consistently complete a range of services and inspect and prepare a vehicle to the required quality standard for handover to the customer.
7. Identify common faults found during routine service and inspections.
8. Report faults using company procedures.
9. Complete documentation following workplace procedures.
10. Test the function of a wide range of fitted accessories

Complete each of these eLearning packages in sequence from top to bottom:

5 Maintenance

5.2 Servicing and inspections

5.2.1 Introduction

5.2.2 Rules and regulations

You will need to click on the blue writing next to the green icon to access the e-learning modules.

At the bottom of the page you will see a self-assessment, again you need to click on the blue writing to access this

Group 3: Self-assessment

Attempt this quiz after you have completed the learning packages.