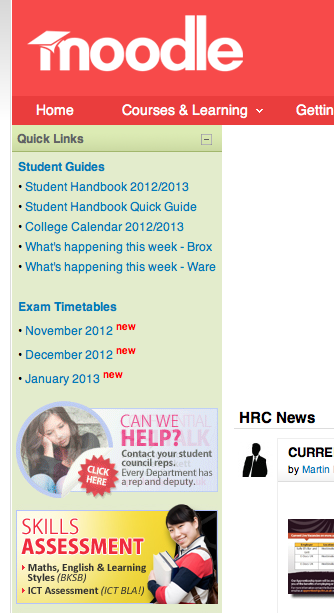
**Staff access to BKSB Live**

By default, all staff at HRC have **Learner** access to BKSB Live**.** This means you can undertake assessments yourself, either to see what they’re like, or as part of your own CPD. Follow the instructions below to access BKSB Live and set your password.

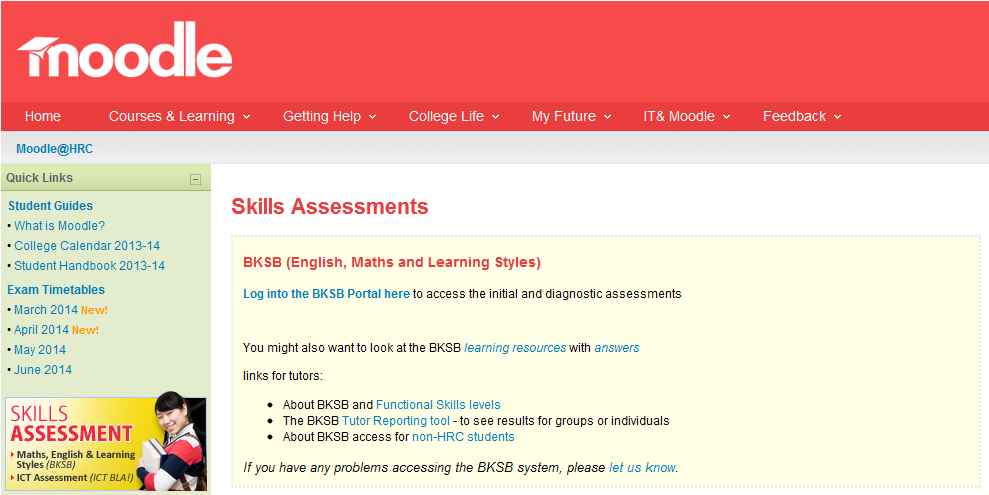
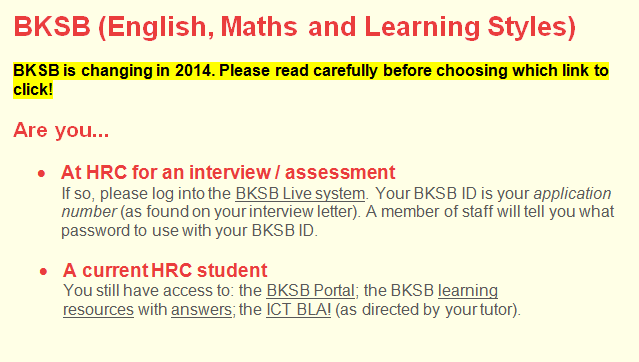
**To search for students’ Initial Assessment results in BKSB Live**, you need **Tutor** access. Once you have set your BKSB password, you need to email the Quality team at [quality@hrc.ac.uk](mailto:quality@hrc.ac.uk) to have your access raised to Tutor level.

**Access BKSB Live and set your password:**

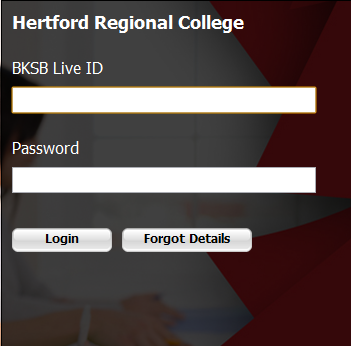
1. Open Internet Explorer (or another browser, e.g. Safari or Chrome) and go to [moodle.hrc.ac.uk](http://moodle.hrc.ac.uk)
2. Click on the ***Skills Assessment*** icon down the left hand side of the page.



1. Click on any link which says ***BKSB Live*** (e.g. under *At HRC for an interview/ assessment*).



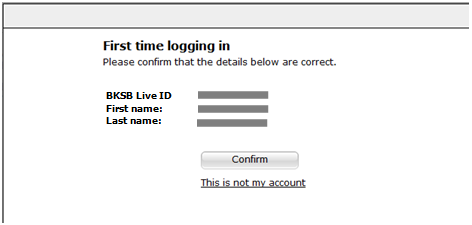
1. **In the *BKSB Live ID* box**, type your usual HRC *username*.   
   **In the Password box,** type the word ***password*.** Then click *Login*.



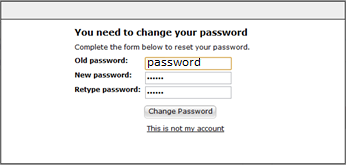
jbloggs

password

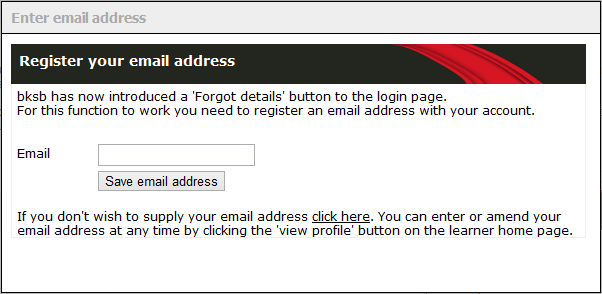
1. Next, check that your name is correct and click *Confirm*.



1. Then change your password to something only you will know. To do this, type *password* into the *Old password* box and type a new password into the *New password* and *Retype password* boxes. Click *Change Password*.



1. Type in your HRC email address and click the *Save email address* button.



jbloggs@hrc.ac.uk

Everyone in BKSB is a learner by default. If you are given Tutor access, you can switch between Learner and Tutor access by clicking your name at top right of the BKSB home page.

