



Working together for a safer London

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MPS Computers and You: e-learning module 09.06.11

All staff and officers are reminded that if you haven't completed the 'MPS Computers and You' e-learning training course you must complete this now.

The online training course is designed to give you a basic understanding of MPS policy and legislation on the use of our IT systems. It also guides you on how to manage your information effectively and covers general health and safety issues.

This is a mandatory e-learning package for staff and officers that joined the MPS from 2005 and for all new staff and officers. The package should be completed before unsupervised access is given to the AWARE network and other MPS information systems. The e-learning package consists of three modules and takes approximately 45 minutes to complete.

The e-learning module covers:

- o The Data Protection Act (DPA) 1998
- o The Computer Misuse Act 1990
- o The Freedom of Information Act (FoIA) 2000
- o Protective Marking
- o Personal and sensitive data

Access to your MLE account is found via the 'e-learning' icon which is **on your AWARE desktop**. Further guidance on accessing the MLE and how to launch an E-learning package is available on [People Pages](#). This supporting material includes a 'Guide to the MLE' and supporting FAQ's, both of which can be found within the 'Toolkit' section of [People Pages](#).

If you have trouble accessing the MLE and/or the training package, please contact the NPIA Help Desk on 0800 692 1122. Users are also reminded that, if required, they can normally re-set their passwords on-line. They are also reminded that they are only required to know their Username itself if accessing the MLE from a non-AWARE workstation, details of which can also be found within [People Pages](#).

For more information regarding DPA and FoIA, please contact the [Public Access Office](#).