Online CPD Academy

How to access your training

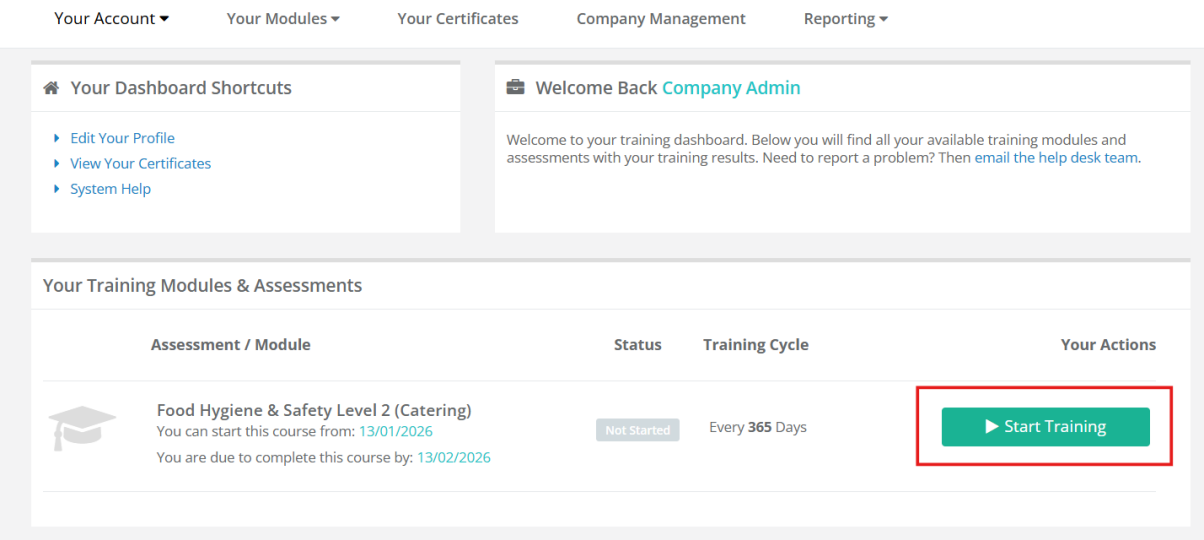
Visit here and login: https://www.my1hs.com/

If you didn't receive your login details, click "Forgotten your password or username?" and enter the email address your purchased your training with.

You can purchase more courses by visiting https://onlinecpdacademy.co.uk/.

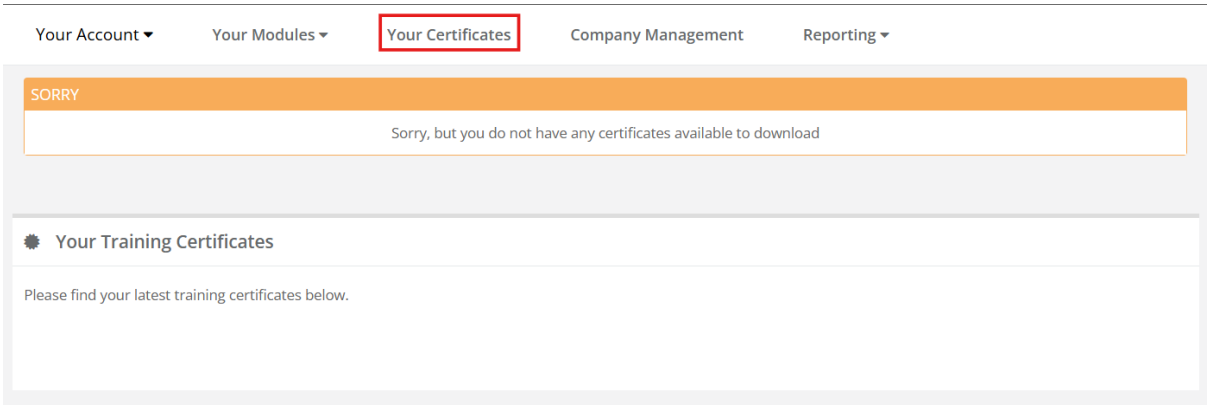
Instructions for a Single User

If you purchased the training for yourself, you can go ahead and start the training by clicking the below button highlighted red.



Please note that you can use mobile or tablet for the training, but the assessment must be completed on a laptop or PC.

At the end, you can access your certificate here:



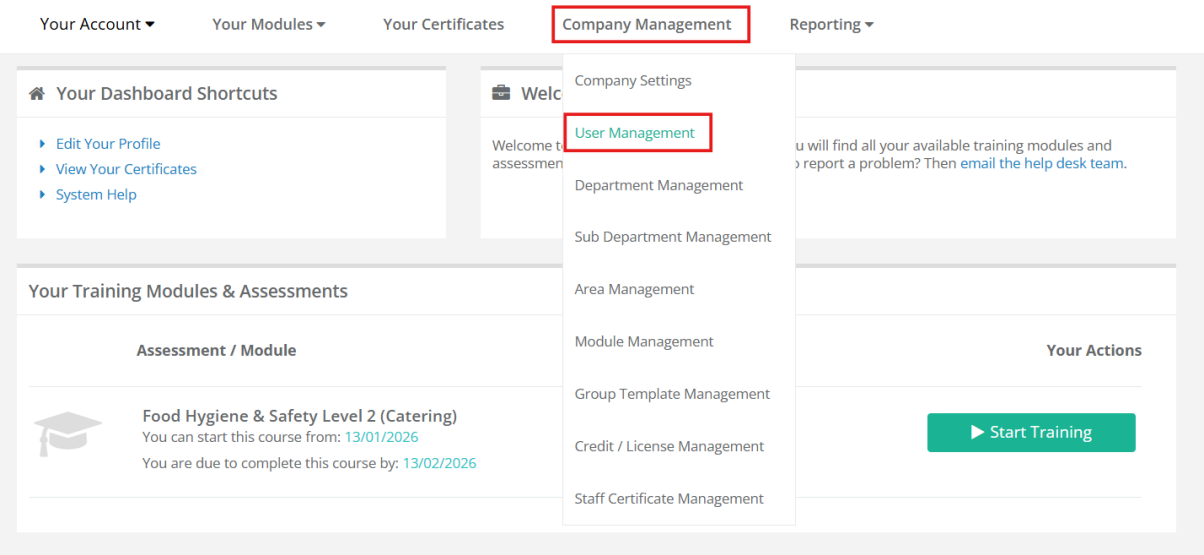
Online CPD Academy

Instructions for multiple users

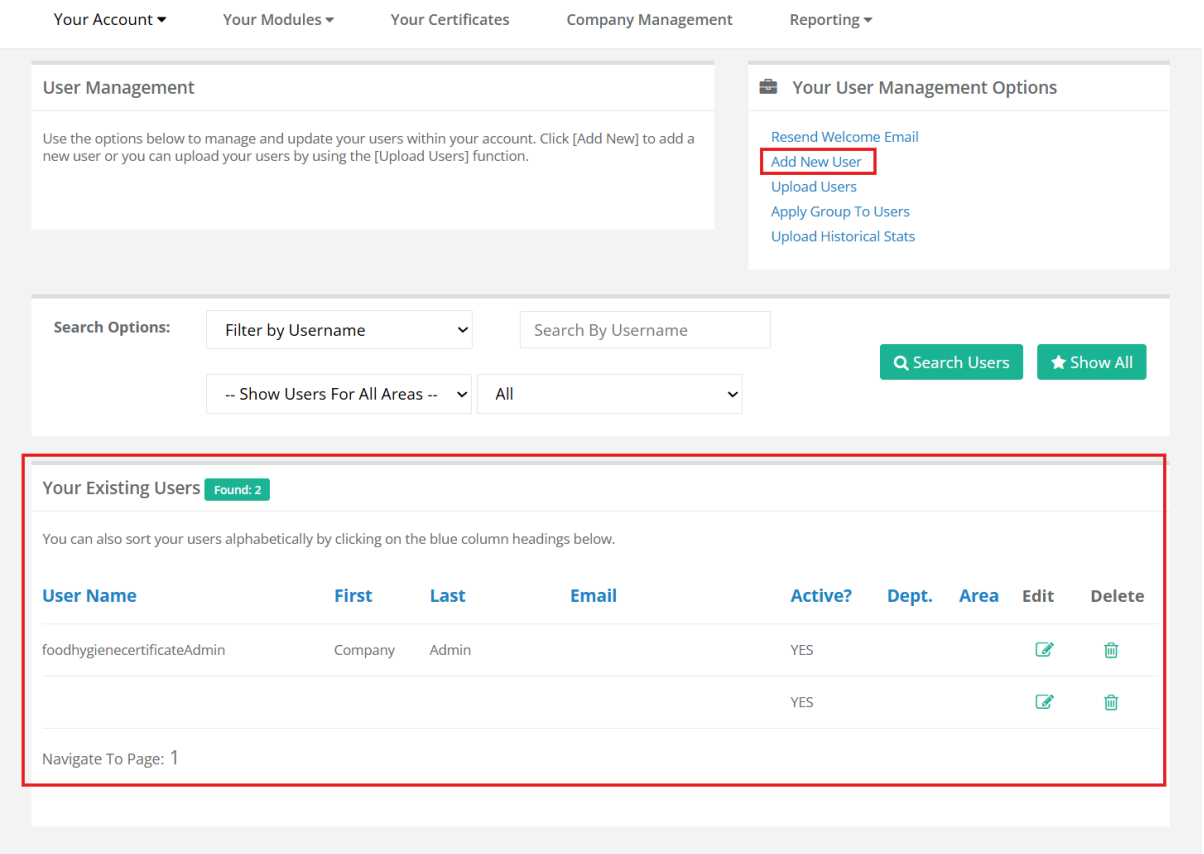
Each user must login with their own unique email address. Once logged in, they start their course using the above instructions for a single user. As the admin, you will be able to view all the users' certificates by visiting the screen "Your certificates" above.

Adding lots of staff at once? Follow our step-by-step bulk upload guide.

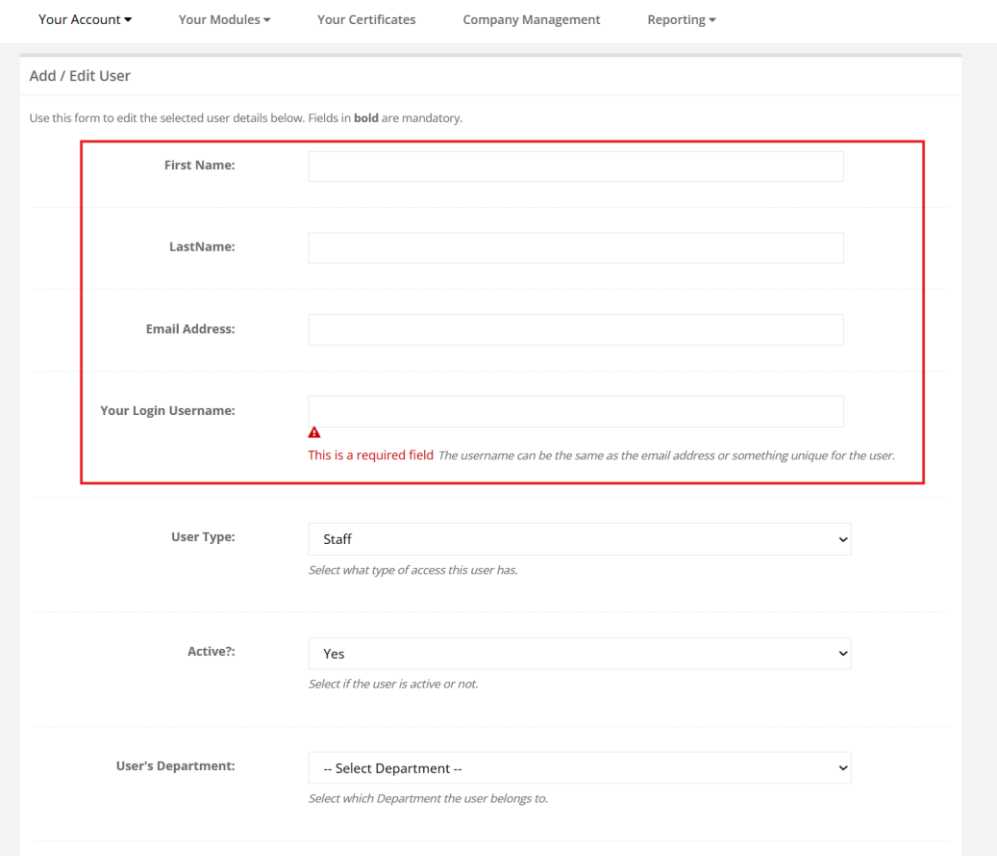
To add a new user go to "Company Management" and select "User Management".



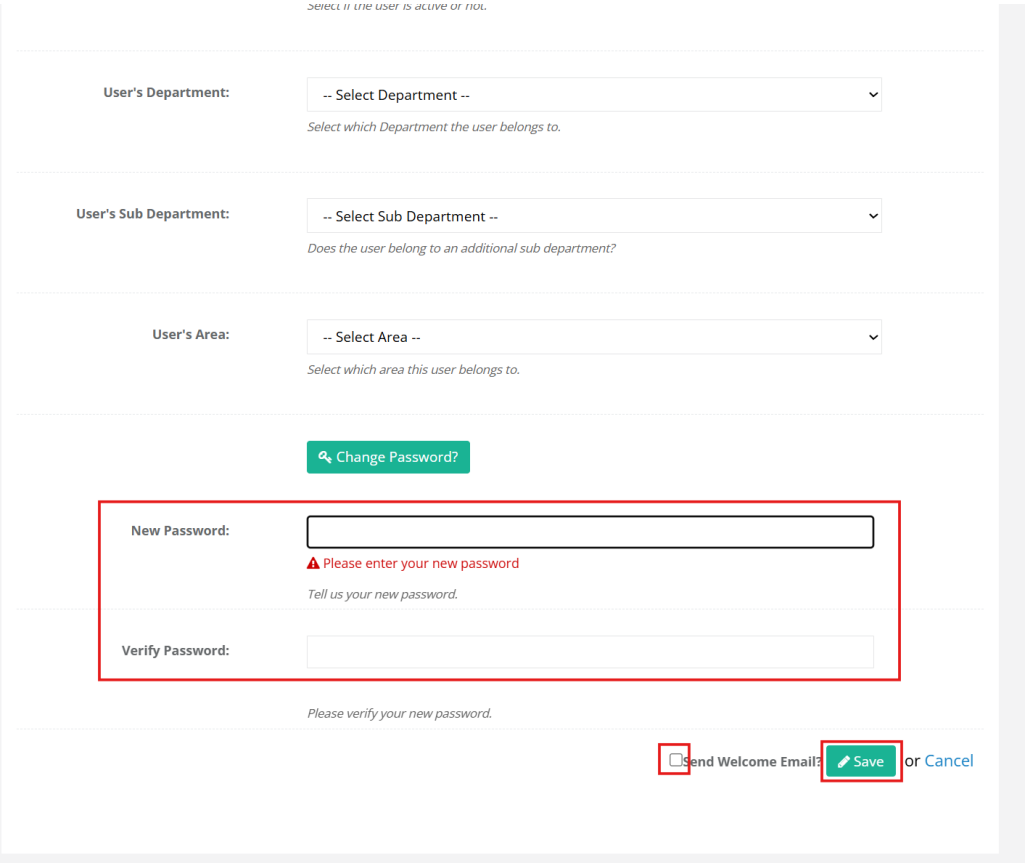
You can see all existing users here. Click "Add New User"



You only need to complete the fields in red.



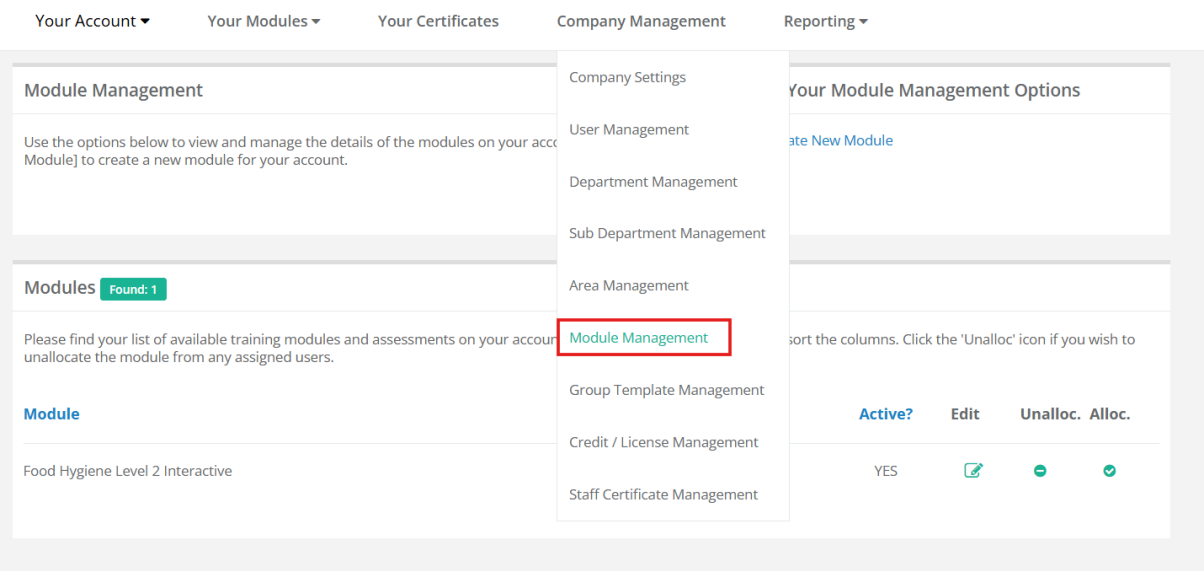
Click “send Welcome Email” and then press “Save”.

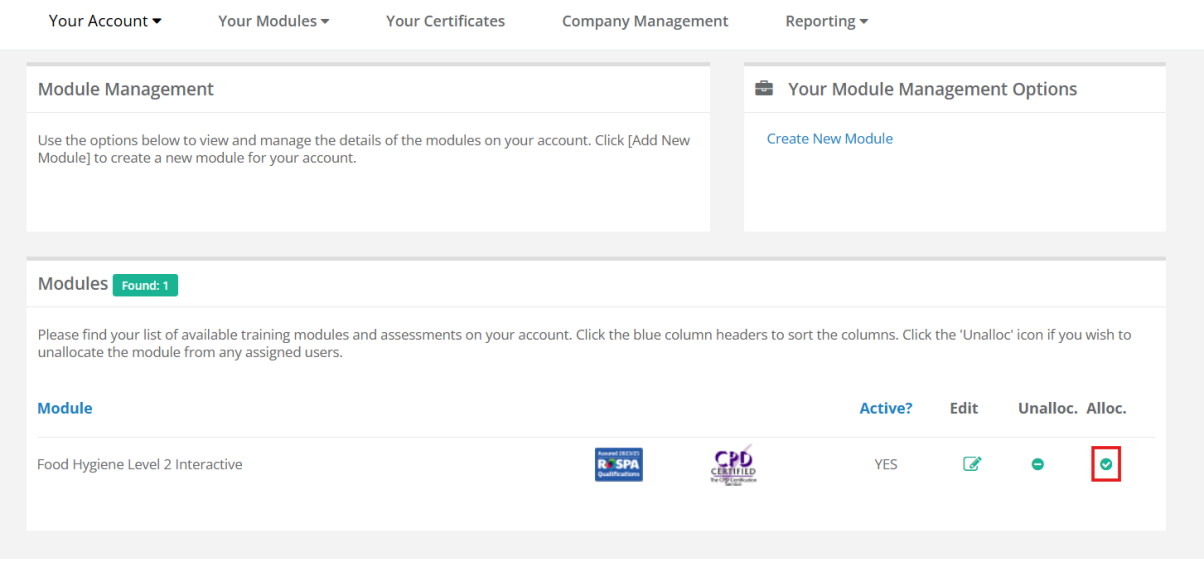


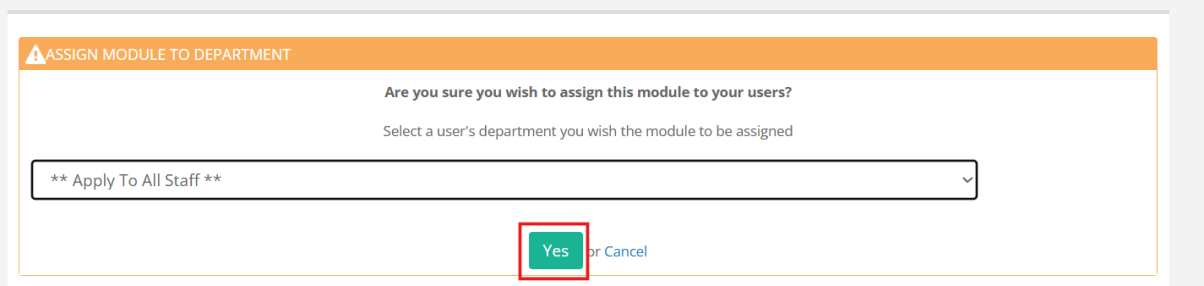
Applying Modules

Finally, you need to allocate which course modules you'd like the new users to undertake.

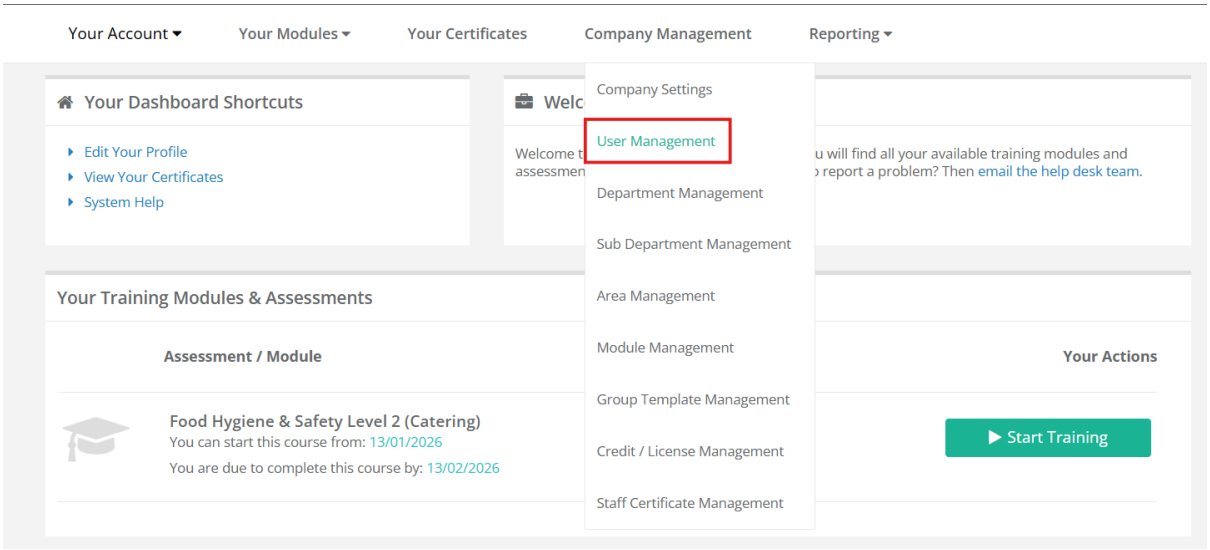
If you added multiple users and they're all undertaking the same modules you can follow these steps:



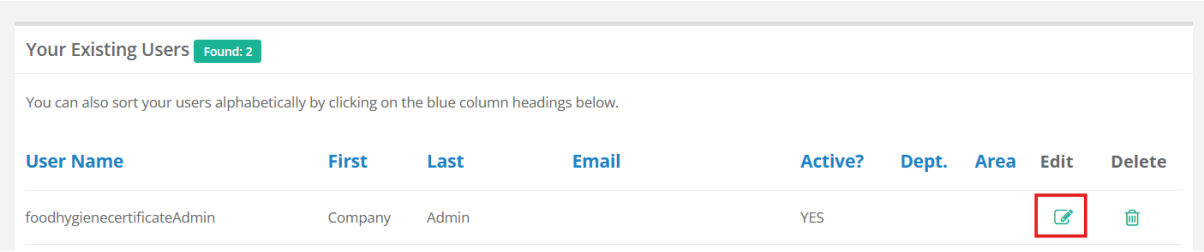




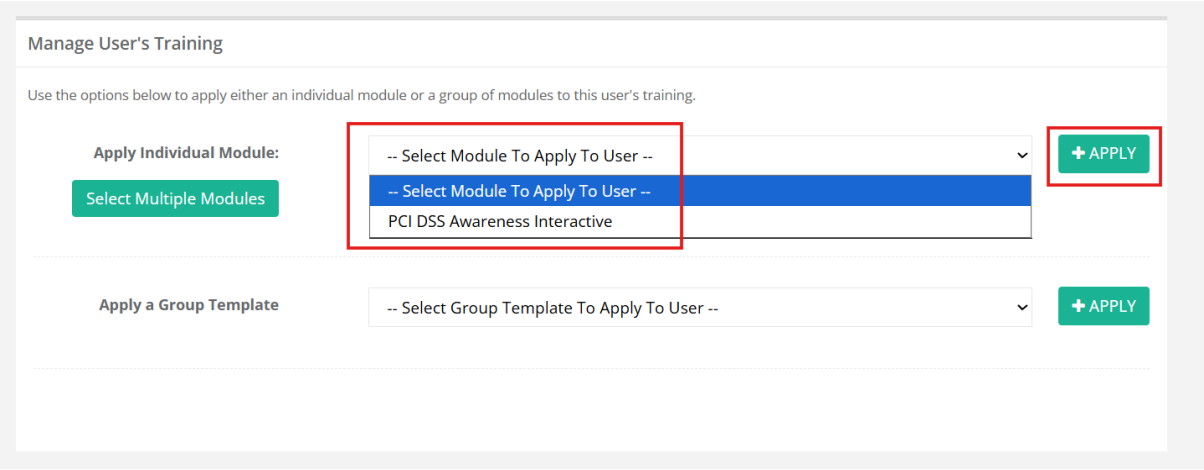
If you purchased multiple course modules for multiple staff, you might want to apply certain course modules to certain users. Here's how you do that:



Select your user



Select a module and press apply



You can then see all the modules assigned to this user and delete any if you need to

Online
CPD Academy

User's Currently Assigned Modules:

Module	Date Added	
Food Hygiene & Safety Level 2 (Catering)	13/01/2026	
PCI DSS Awareness Interactive	13/01/2026	

Rewind All