Accessing IPASS Online Learning Platform

You should be able to access the online learning platform, access and download material, and view recorded lectures using any web browser such as Chrome, Microsoft Edge, Safari, Firefox, etc.

You are encouraged to log-in to the Online Learning Platform on a frequent basis, at least once per week, to access course material as it becomes available.

As a new user to the IPASS Online Learning Platform, please follow the steps below.

Pictures are for illustrative purposes only and wording or dates in pictures may not necessarily reflect the course you are studying.
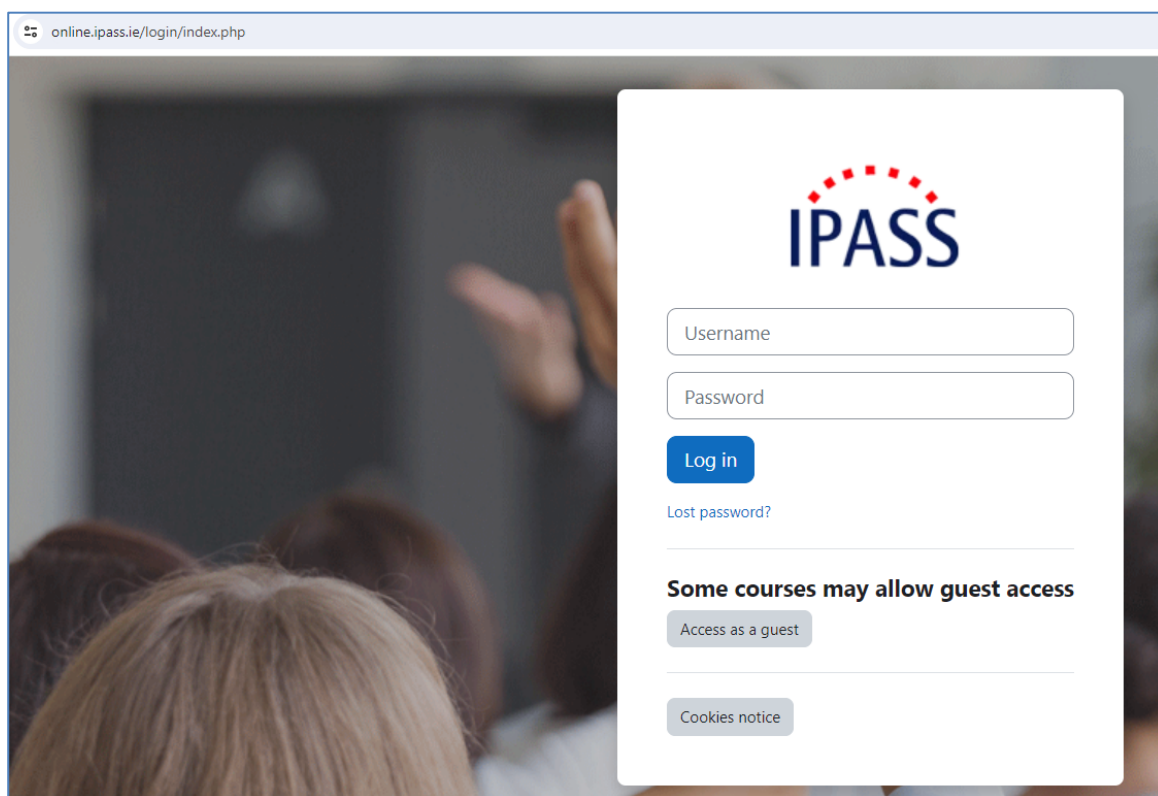
<u>Step 1</u>: Log on to: **https://online.ipass.ie/**

<u>Step 2</u>: You will be invited to login here. Enter your Username and Password.

Username: First name and surname as a continuous entry (e.g. marydoyle) all lowercase no spaces, no dots or commas allowed

Password: As notified in your email.

Click on **Log in**

Step 3:   You will be forced to change your password. Choose a password that you will remember and save changes.

Click continue on the next screen.

Step 4:   You will be presented with our privacy policy which you will be required to accept.

Scroll to the bottom of the screen and click next.
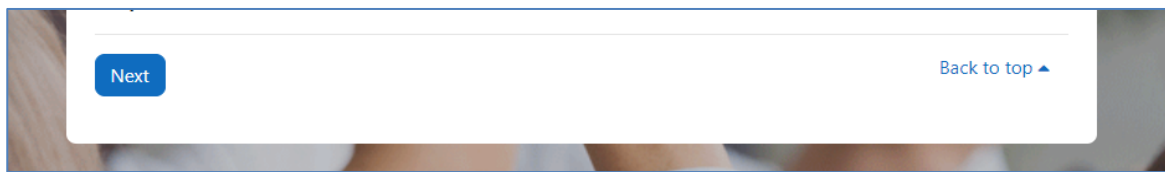
You will be required to tick (click) the box to confirm your acceptance of the privacy policy and then click next.
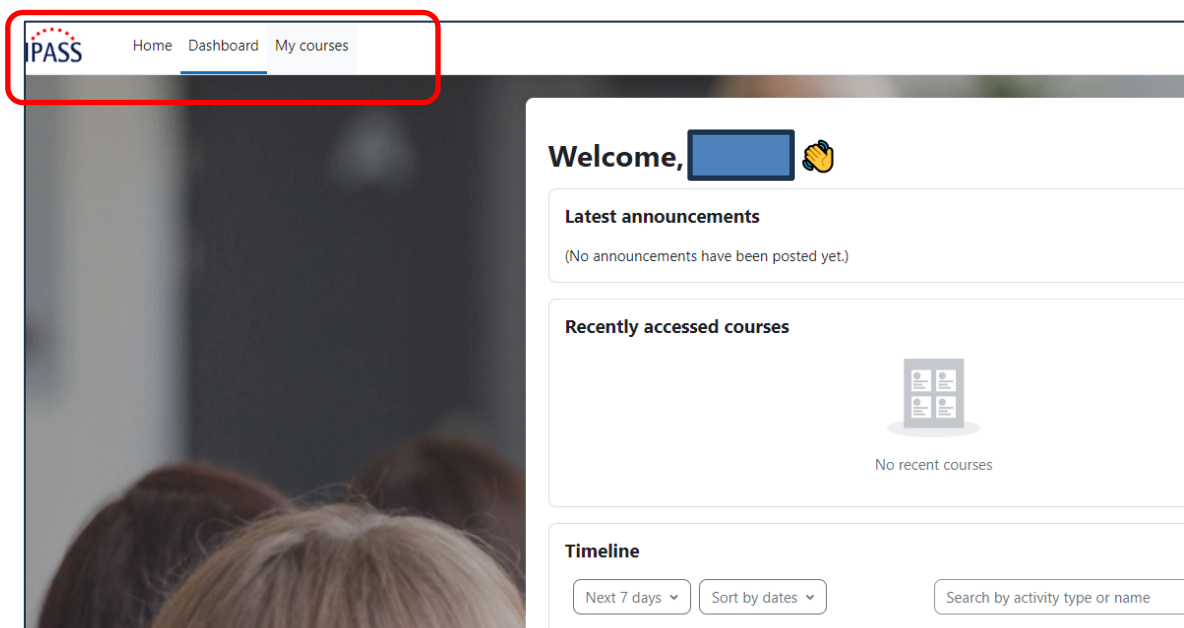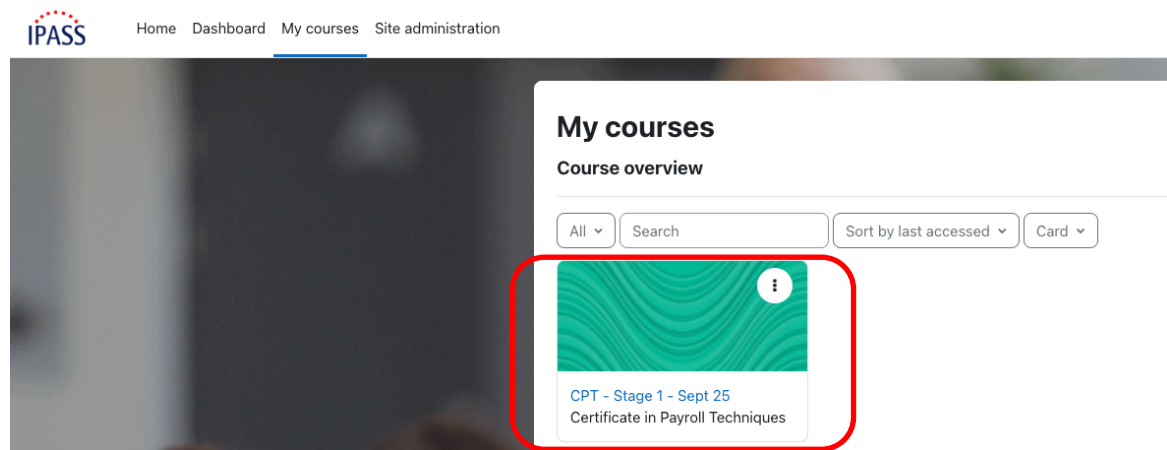

You will now be brought to the Welcome Screen. You can access your course by clicking on My courses. You can also access your course by clicking on home and scrolling down.

<u>Step 5:</u> You are now ready to start your online experience. Click on the link to your course to continue, for example:

<u>Step 6:</u> At this point you will see a brief outline of the course you are studying and the material that is currently available. The folders on the home page contain student information, a session plan, study guide, etc. Additional material will become available as your course progresses, such as Sample Exam Papers, summaries, etc. You can quickly navigate through your course material using the navigation pane on the left side of your screen.
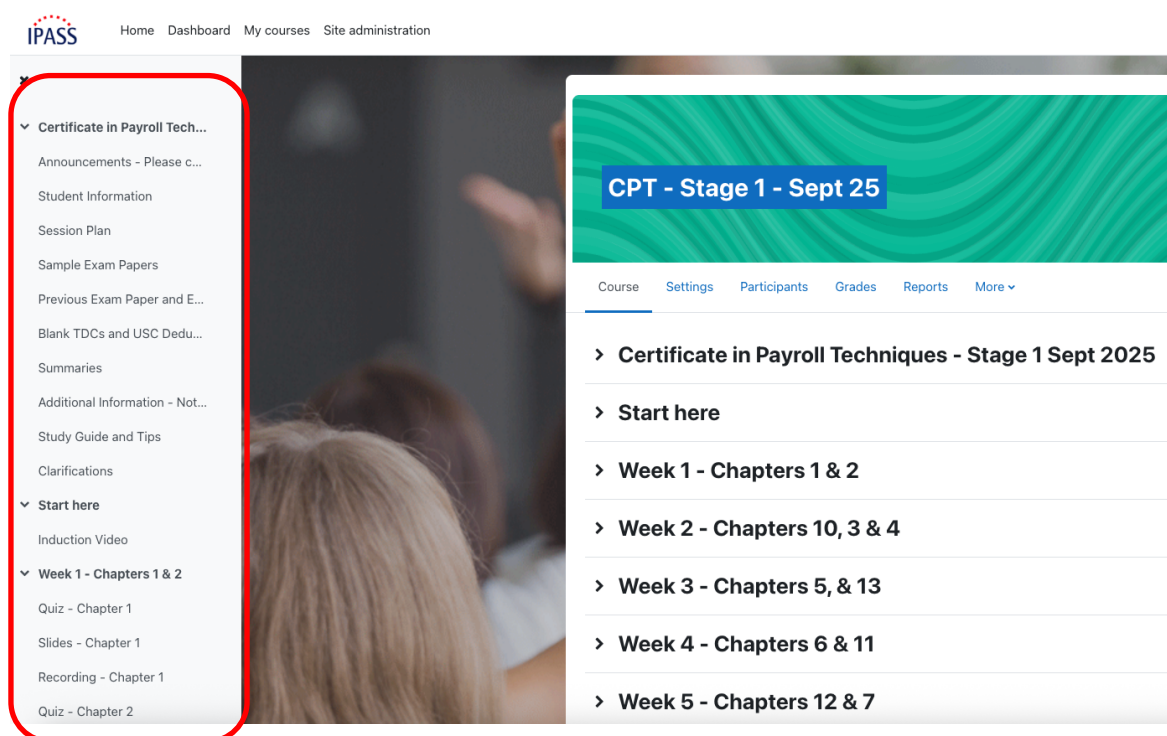
Step 7:   Each chapter will contain a short written introduction. You will have access to the slides for use in the class which you may wish to print in advance of your class. A recorded lecture will also be made available.
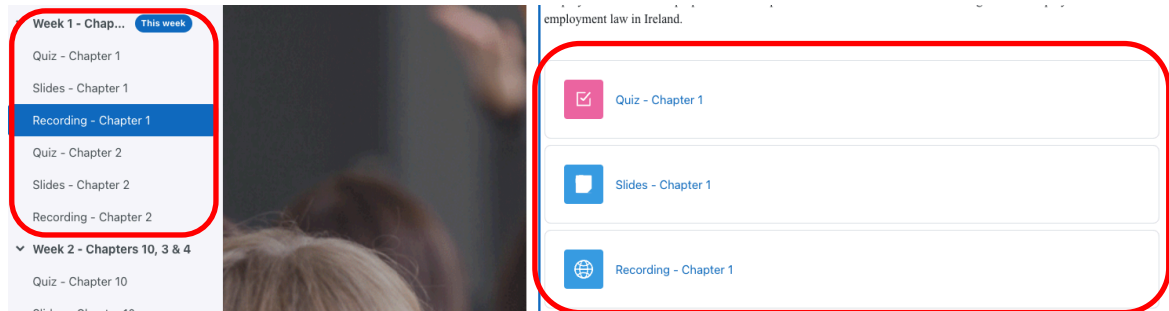
Once you click on the link to the recording, a new window will open which contains a link to the recorded lecture.
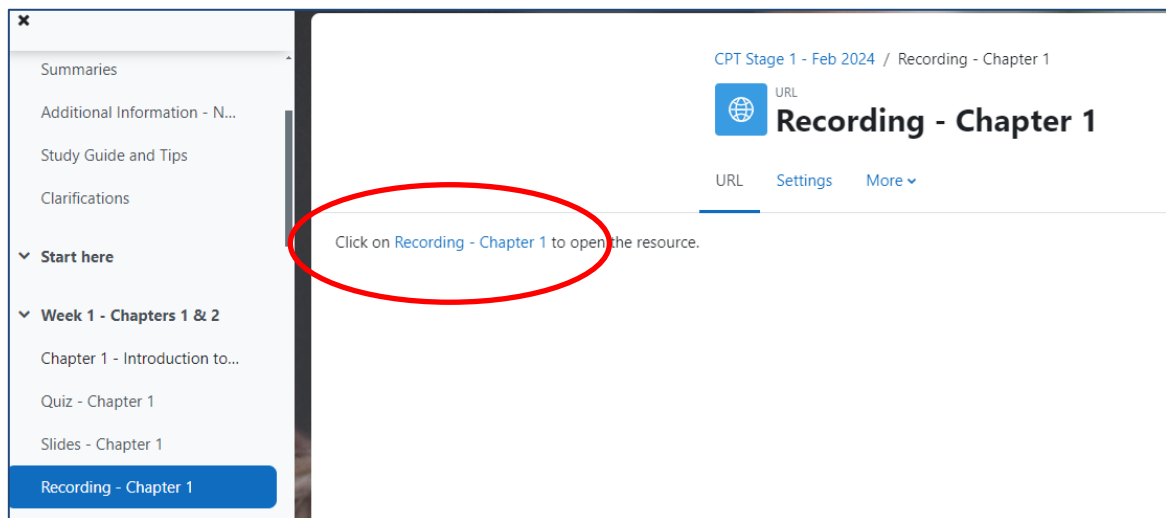

You can play or pause the video, or adjust the volume, using the controls at the bottom left-hand corner, you can adjust the picture size using the controls at the bottom right corner of the video.

You can go back to your course by clicking on the left (back) arrow in the top left corner of your screen.
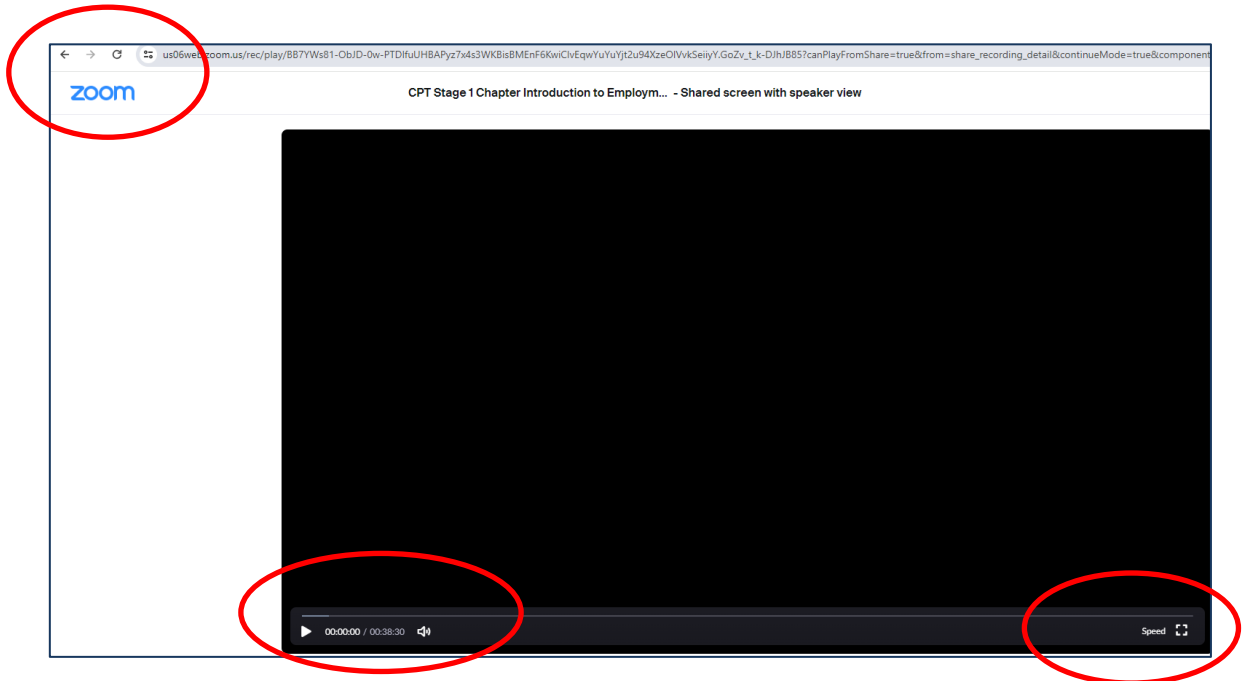
Step 8:   A Chapter Quiz will be released at the **end of each week**. Click on the appropriate link in the navigation pane, then click preview quiz.
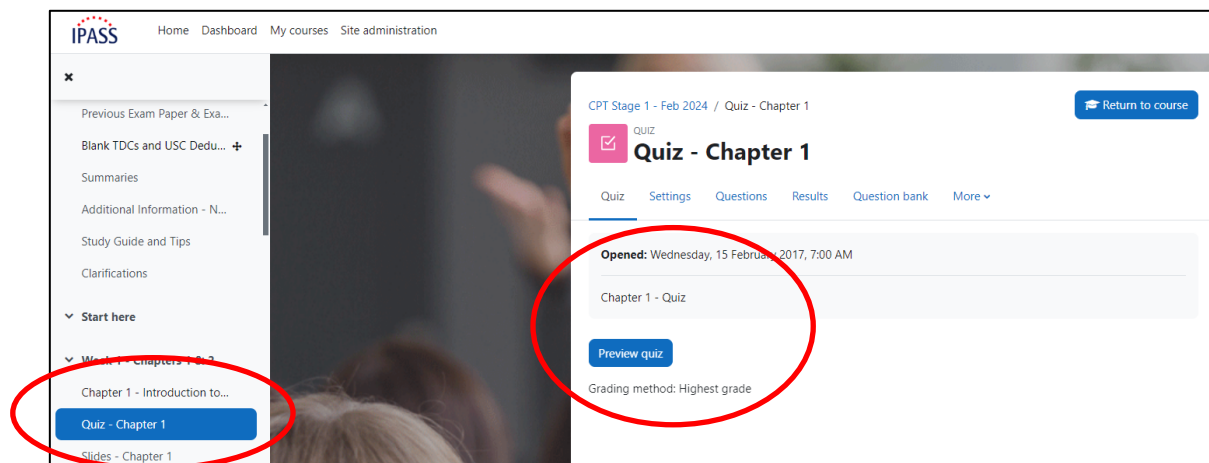
The quiz is in the form of multiple choice questions. Select the appropriate answer for each question by clicking a, b, c, etc. as appropriate.

Note: Quizzes are provided as a study aid and are not used in the course assessment process.

Step 9:   Once you have finished the quiz for that chapter you should choose the "finish attempt" option at the bottom of the page.

You will be given a status report for each question and you can opt to "return to attempt" or "submit all and finish". If you choose to "submit all and finish" you cannot change your answers for this attempt. You will be prompted to confirm this is what you want to do.


Once submitted, you will receive a summary of that attempt, indicating if your answers were correct or incorrect.

You can reattempt the quiz for each chapter as many times as you please by repeating these steps.

Manage Profile: You can manage your profile by clicking on your initials on the top right corner of the screen and then click on profile, then click on edit profile.

To log out, click on your initials in the top right corner of the screen and click log out.
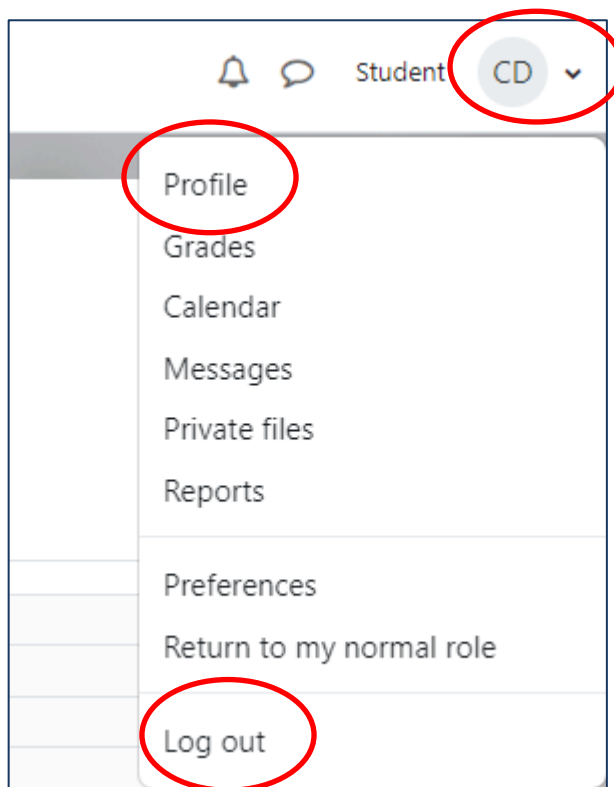
Note: *If you do not have an email address it is suggested that you avail of a free one from gmail, yahoo, hotmail, etc. as this is one of the methods we use to communicate with students.*

If you change your email address, you should update your profile and you should also notify IPASS directly by emailing ask@ipass.ie to ensure all correspondence is sent to your up to date email address.