How to create your new Derbyshire Learning Online account

(Non-Derbyshire County Council Employees)

> If you work for Derbyshire County Council, you will already have an account. Please speak to your Departmental Learning & Development Team if you need help.
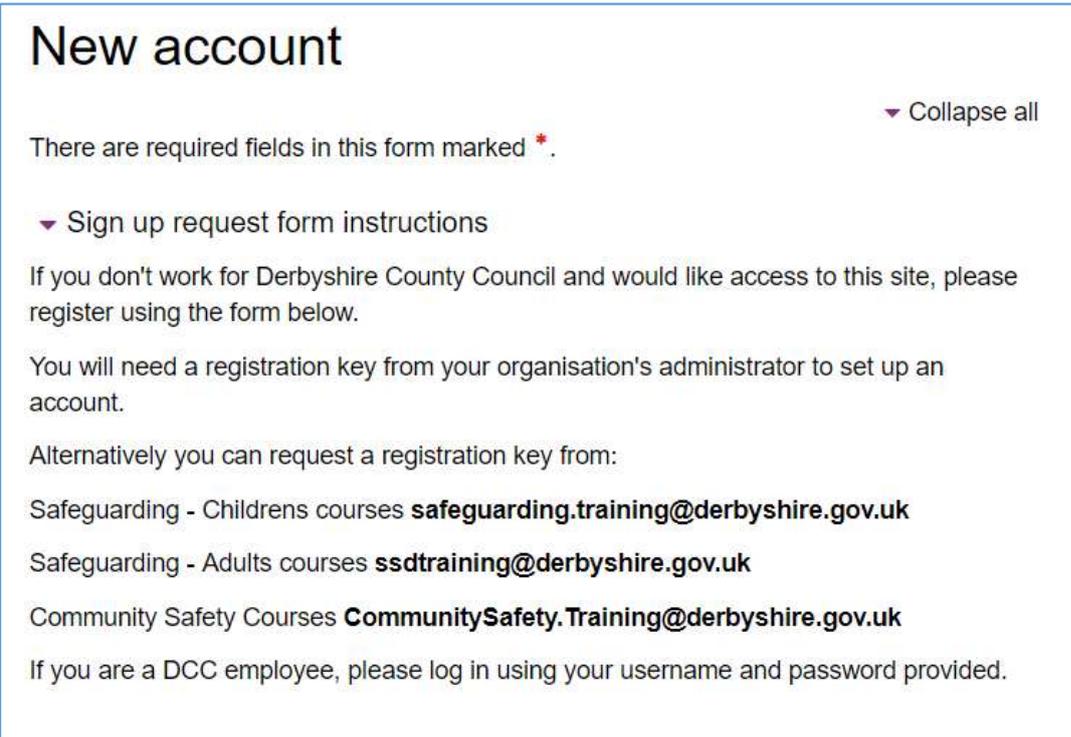>
> This guidance is applicable to people who work or volunteer for external organisations in Derbyshire and who do not have existing accounts.

Go to https://derbyshire.learningpool.com/ and then click on 'Create new account'

You will then see the screen below:

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You will need a registration key to sign up for an account. These can be obtained from the relevant traning team listed above.

If you have already been given a registration key, but forgotten your log in details, please use the *Lost Password* option. Please do not obtain another one.

Once you have signed up, you will need to choose a unique 'Username' and 'Password'.

The password must have at least 8 characters which includes 1 numeric digit, 1 upper case letter and 1 lower case letter.

In the '*More details*' section, the fields denoted with a red asterisk must be completed. Ideally the email address would be your work one, but if you are a volunteer or a student you can use your personal one. Please note that system doesn't allow email addresses to be duplicated.

Please ensure your email is correct as this will be used to confirm your account.

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In the 'City/town' field, please delete 'London' and insert the name of your organisation or school.

Please do not change the 'Country' field.

City/town
London

Country
United Kingdom

Registration Key*

Please remember, registration keys must be obtained from the relevant training team; outlined on page 1.

Please check through your details before you click 'Request account'

Request account

Cancel

What happens next?

You will receive an email from Derbyshire Learning online, which contains a web-link. **You must click the link in this email to verify your email address.**

(If you do not receive an email, please check your spam/junk folder. If you still can't find the confirmation email, you may have entered your email address incorrectly.)

The system administrators will need to authorise your account. This approval may take a few days. When your account has been approved, you will receive an email confirmation.

You can then log in and search for courses. If you have any problems, email the training team you requested the registration key from.