

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.

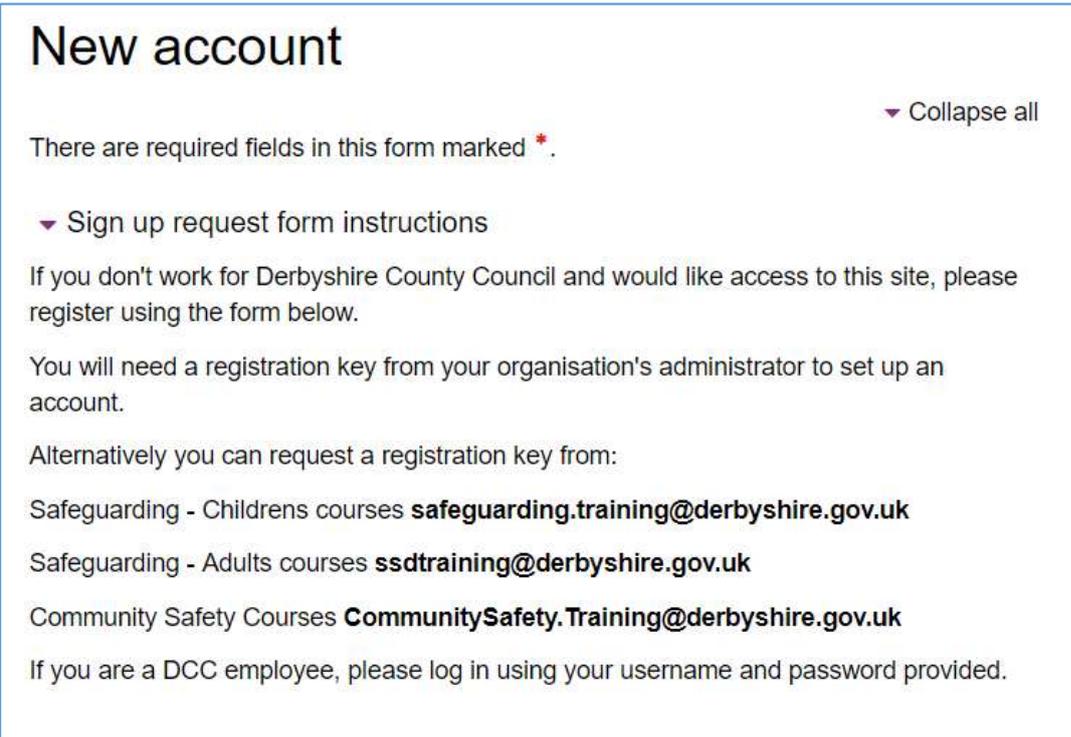
This guidance is applicable to people who work or volunteer for external organisations in Derbyshire and who do not have existing accounts.

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



The image shows a login form with the following elements: a 'Login' heading, a 'Username / email' label above a text input field, a 'Password' label above another text input field, a 'Remember username' checkbox, a 'Log in' button, and two links at the bottom: 'Create new account' and 'Lost password?'. A black arrow points from the top right towards the 'Create new account' link.

You will then see the screen below:



The image shows the 'New account' registration page. It features a title 'New account' and a 'Collapse all' link. A note states: 'There are required fields in this form marked *.' Below this is a section titled 'Sign up request form instructions' which contains the following text: 'If you don't work for Derbyshire County Council and would like access to this site, please register using the form below. You will need a registration key from your organisation's administrator to set up an account. Alternatively you can request a registration key from: Safeguarding - Childrens courses safeguarding.training@derbyshire.gov.uk Safeguarding - Adults courses ssdtraining@derbyshire.gov.uk Community Safety Courses CommunitySafety.Training@derbyshire.gov.uk If you are a DCC employee, please log in using your username and password provided.'

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

▼ Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password Unmask

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.

▼ More details

Email address*

First name*

Surname*

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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.

The screenshot shows a registration form with three main sections. The first section contains a text input field labeled 'City/town' with the text 'London' entered. The second section contains a dropdown menu labeled 'Country' with 'United Kingdom' selected and a downward arrow icon. The third section contains a text input field labeled 'Registration Key' with a red asterisk indicating it is a required field.

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'

The screenshot shows two buttons stacked vertically. The top button is purple with the text 'Request account' in white. The bottom button is also purple with the text 'Cancel' in white.

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.