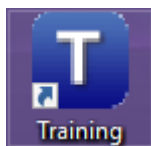


Procedure

Other associated guides

User guide – DLO navigation

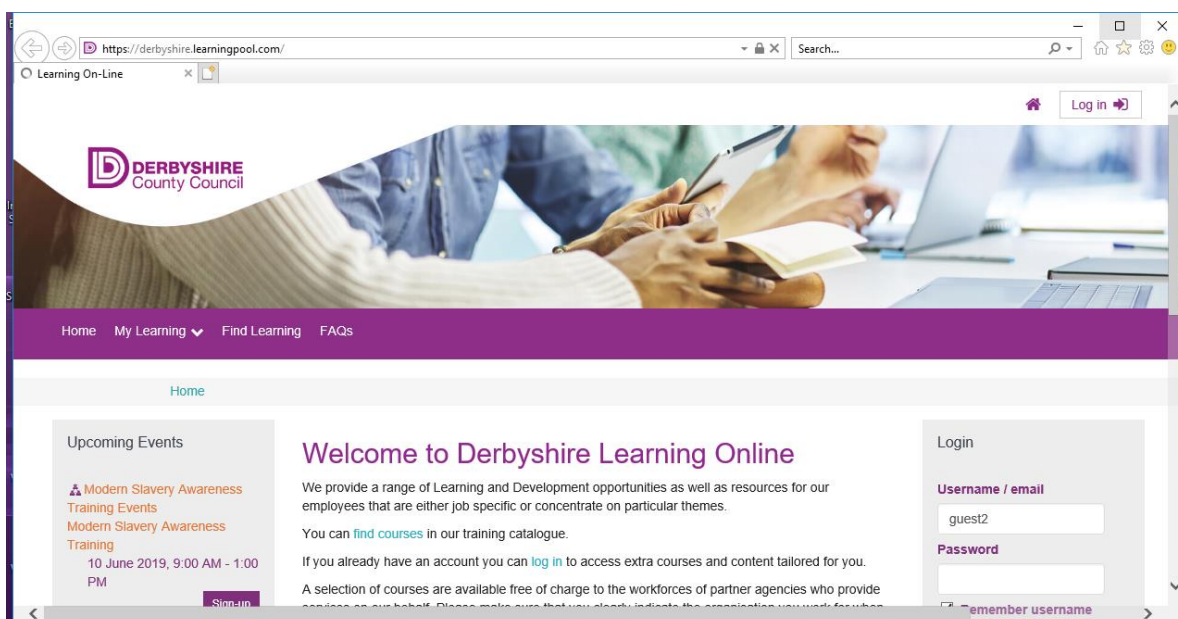
User guide – How to add additional learning



1. Start by Double-click Training icon or derbyshire.learningpool.com.



2. Learning On-Line - Internet Explorer

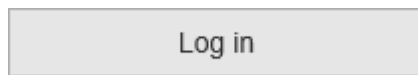


- Click Username/email. All Derbyshire County Council employees have been set up with an account, using your SAP payroll number as the Username. You can also log-in using your email address. If you have a @derbyshire.gov.uk email address and forgotten your password or are accessing Derbyshire Learning Online for the first time, please select **'Lost password?'** (Please note if you do not have a @derbyshire.gov.uk email address, please contact the IT service desk for your password to be reset.)
An email will be sent to your @derbyshire.gov.uk email address.
Please follow the link and type in your new password.

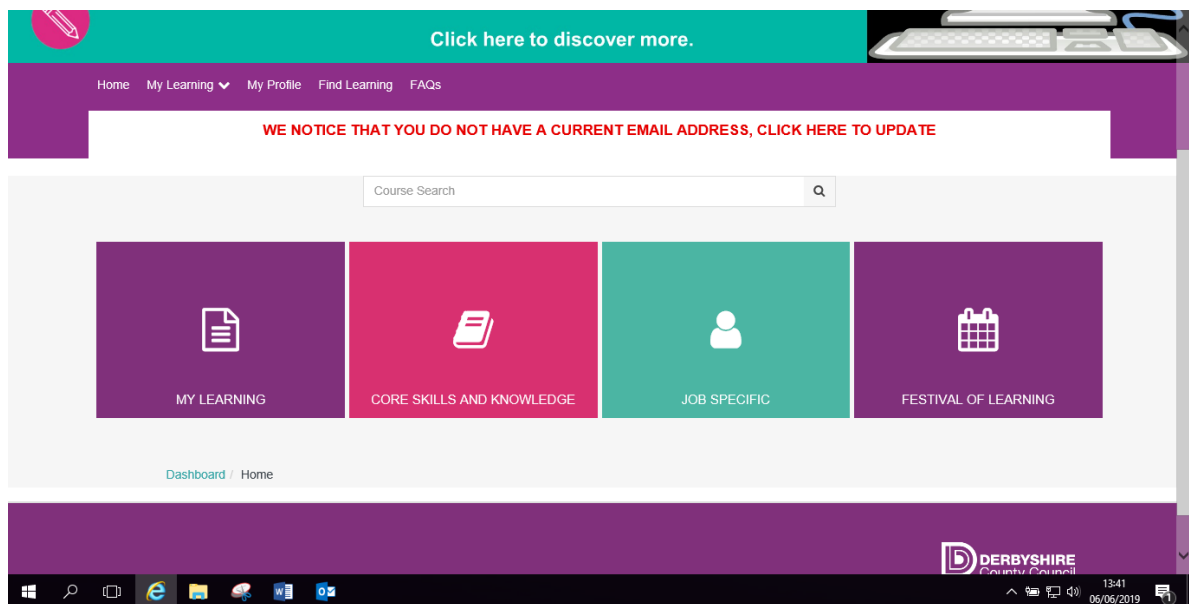
- Complete the following fields:

Field	Description
Username (SAP payroll number) or email	Example: guest2
Password (If you have forgotten your password or accessing for the first time select Lost Password. An email will be sent with a link)	Example: *****

- Click Log in button



Learningpool LMS: Home



6. To search for a course, type in the course search box.

Field	Description
Course Search. Course search is based on key words or part words.	Example: Microsoft Excel

Search results: 3

Microsoft Excel 2013 Advanced

%

This intensive, hands-on one-day training course is intended for users with a good understanding of Microsoft Office Excel 2013 who want to expand on their capabilities in a short space of time.

Category: [Microsoft Office Courses](#)

Microsoft Excel 2013 Intermediate

%

Microsoft Excel 2013 Intermediate

You will use advanced formulae and work with various functions to analyse data in spreadsheets. You will also summarise data with outlines and subtotals, manage and link multiple worksheet and work with charts.

Each course will be displayed with the course title and a short overview.

7. Click on the title of the course and then view for more details.



Course: test 15 05 2019

Your progress
📊

Aims & Objectives

Enter the aims and objectives here

- Objective 1
- Objective 2
- Objective 3

Forthcoming Events

▲ Test 15 05 2019 ○

Date	Time	Venue	Seats available	Status	Options
21 June 2019	9:00 AM - 10:00 AM		7	Event cancelled	Sign-up unavailable
22 June 2019	9:00 AM - 10:00 AM		6	Booking open	Sign-up
19 July 2019	9:00 AM - 10:00 AM	Buxton Area Education Office - Conference Room <small>(Venue details)</small>	8	Booking open	Sign-up
28 July 2019	9:00 AM - 10:00 AM		10	Booking open	Sign-up

[View all events](#)

8. Under 'Forthcoming Events' available dates will be displayed. Click Sign-up link [Sign-up](#) on the date you would like to attend. Please select a suitable venue and discuss this with your manager prior to booking.

Test 15 05 2019

There are required fields in this form marked *.

Self authorisation* By checking this box, I confirm that I have read and agreed to the [Terms and conditions](#) (opens a new window).

Additional learning needs

Learning type*

Receive confirmation by*

9. As required, complete/review the following fields:

Field	Description
Self authorisation	Select the box to confirm you have permission from your manager to attend the course and that you agree to the terms and conditions.
Additional learning needs	Example: Large text documents
Learning type	Select from drop down list
Select job assignment on signup	If you have more than one job assignment, select the appropriate job for the training. Approval may be requested from the manager.

10. Once you select the button you will be booked onto the event.

Please ensure that you have permission from your manager to book onto the course.

Self Approval Terms and Conditions

By checking the box you confirm that permission to sign up to this seminar event has been granted by your manager.

Falsely claiming that approval has been granted can result in non-admittance and disciplinary action.

Close

11. There may be some courses that require manager approval. For these courses request to sign up as normal. An email request will be sent to your manager, once they have approved the request you will be enrolled onto the course. You will receive booking confirmation emails as normal.

How to cancel a booking

- Click My Learning then My Bookings link My Bookings

Click here to discover more and book your place.

Home My Learning My Profile Find Learning FAQs

Dashboard / My Future Bookings

Future Bookings
Past Bookings

My Future Bookings: 2 records shown

Course Name	Event Name	Session Start	Event Start Time	Event Finish Time	Status
test 09042019	Test 09042019	10 August 2019, 9:00 AM	09:00	10:00	Booked
test 15 05 2019	Test 15 05 2019	19 July 2019, 9:00 AM	09:00	10:00	Requested

[Show/Hide Columns](#)

Export as CSV Export

- Select the Course Name you want to cancel the booking on

Forthcoming Events

[▲ Test 15 05 2019](#)

Date	Time	Venue	Seats available	Status	Options
19 July 2019	9:00 AM - 10:00 AM	Buxton Area Education Office - Conference Room (Venue details)	8	Requested	More info Cancel booking
21 June 2019	9:00 AM - 10:00 AM		7	Event cancelled	Sign-up unavailable
22 June 2019	9:00 AM - 10:00 AM		6	Booking open	Sign-up
28 July 2019	9:00 AM - 10:00 AM		10	Booking open	Sign-up

[View all events](#)

- Under Forthcoming Events find the event you would like to cancel the booking.

- Select cancel booking

There are required fields in this form marked *.

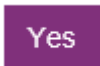
▼ Cancel booking

Are you sure you want to cancel your booking to this event?

Reason for cancellation*

Yes

No

- Enter the reason for the cancelation. (free text box)
- Select Yes 
- You will then see a confirmation that you're booking has been cancelled and that a cancelation email will be sent to you and your manager.
- You are able to rebook on another date by following the sign up process.

Service Desk Help

If you are on a DCC network computer, there is a link to Service Desk Help.

Please complete the form and support will be provided.

