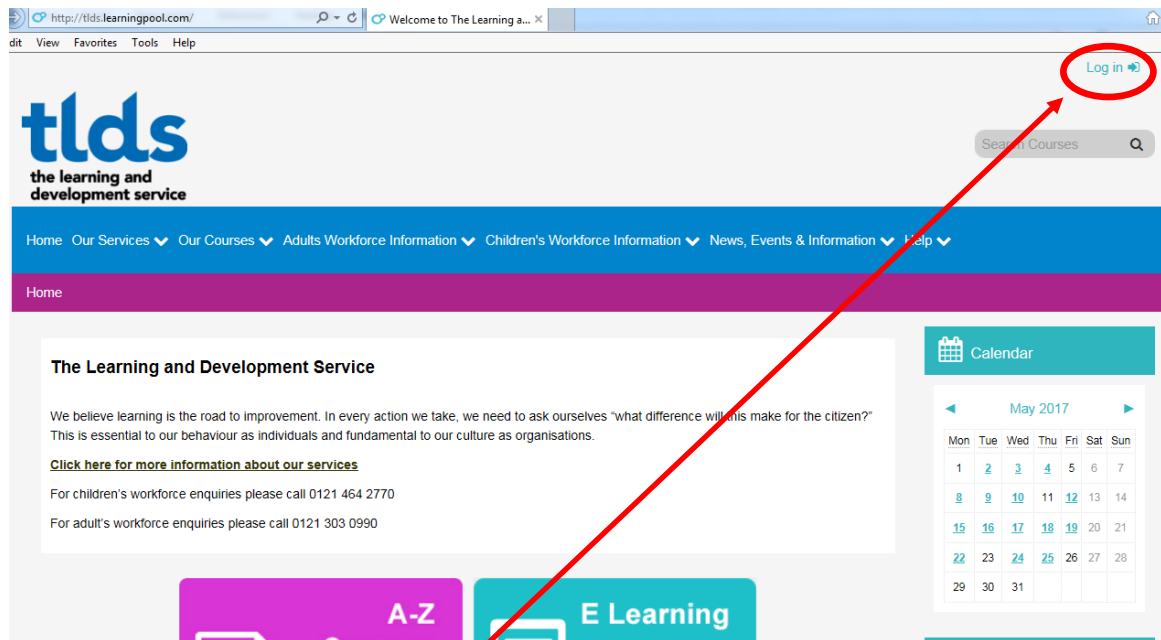


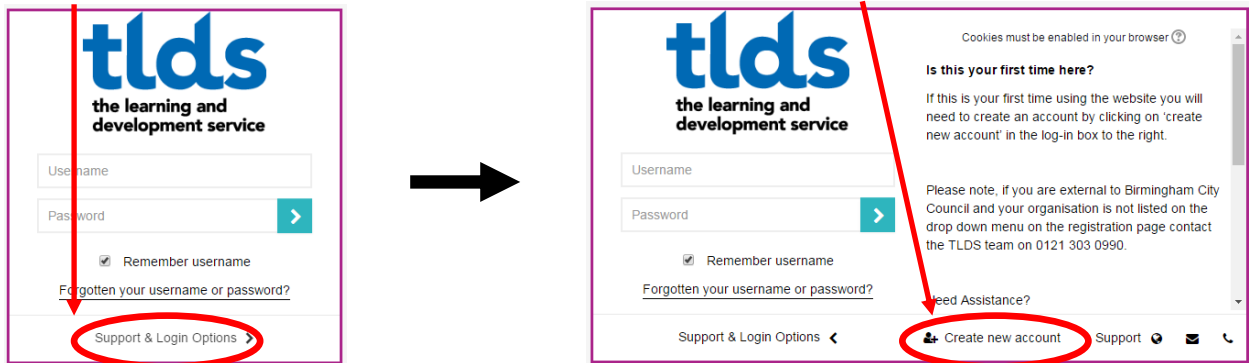
How to create an account on tlds Learning Pool (external staff)

1. Go to the website – <http://tlds.learningpool.com>



2. Click the blue button 'Log in'

3. Once you have clicked on 'Log in' then you will need to click onto **Support and Login Options** and then **Create new account**:



4. Fill out all the boxes accordingly (see images below)

- The username is **always in lowercase**
- Select a memorable password (**no need to include numbers or uppercase**)
- For external delegates we encourage you to use your first name (**DOT**) surname as a username for ease and remembrance – **james.dean**

▼ Choose your username and password

Username*

Password*

▼ More details

Email address*

Email (again)*

First name*

Surname*

City/town

Country

▼ Other fields

Managers Name*

Managers Email*

Managers Contact Number*

Your Telephone/Mobile Number*

Billing Address Line 1*

Billing Address Line 2*

Billing Address Line 3*

City/Town*

Post Code*

Company/Organisation*

Gender

Age

Do you have a disability?*

5. **NB** If you do not find your organisation in the **choose organisation** for any reason, please call 0121 303 0990 (**for adults services**) or 0121 464 2770 (**for children's services**) and a member of the tlds team will assist you.

Choose organisation

Browse Search

TLDS

Choose...

Childrens m City Council Adults

TLDS m City Council Other Directorates

Archive

Adults Carers

Learning Pool

NHS

Pilot

Police

Adults Private Sector

Adults Voluntary and Charitable Sector

Adults Service user/ Direct Payment Recipient

Adults Student

Test

Trainer

Cancel OK

6. If all fields have been completed correctly (with the red asterisk by it), you will be redirected to a successful notification page. An email will be sent to the email address you provided as part of your registration and you will be able to confirm your log in and continue onto the site.
7. You'll be directed back to the tlds homepage where you will be able to start to navigate your way around to search for courses by utilising the '**Course Search**' box located in the top. Alternative, you can search for Adults, Children's or e-learning courses under '**Our courses**'.

