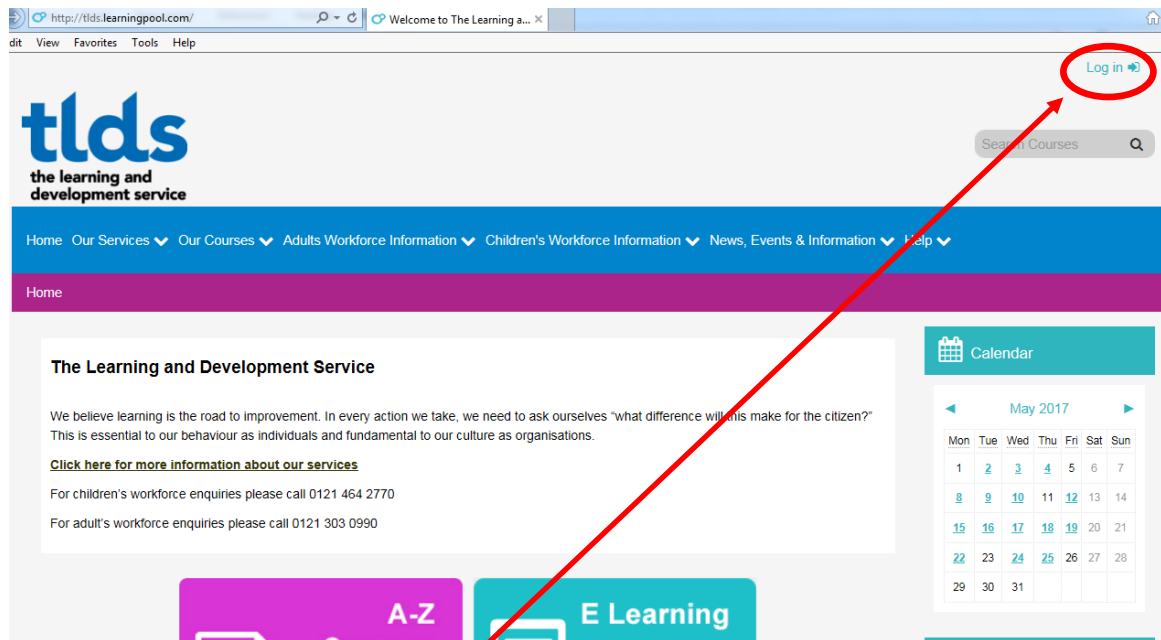


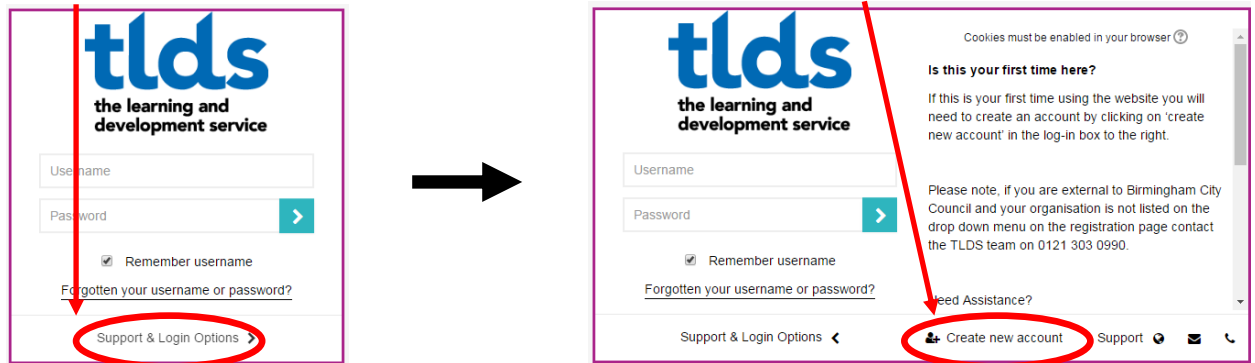
How to create an account on tlds Learning Pool (internal staff)

(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 Birmingham City Council People Directorate members of staff, you will always need to use your Birmingham City Council email as your username when you're logging in or creating a new account (e.g. **james.dean@birmingham.gov.uk**) **NOT** your network log-in ID.

▼ Choose your username and password

Username*

Password*

▼ More details

Email address*

Email (again)*

First name*

Surname*

City/town
Birmingham

Country
United Kingdom

▼ 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
Choose...

Age

Do you have a disability?*

Choose...

(5) Once you have completed all the mandatory fields, you will need to select your department. You need to click onto

Organisation ⓘ

Choose organisation

(6) From here, depending on your department, you will be under TLDS (which is adults and other directorates or Children's (which is all Children's teams):

Choose organisation

Browse Search

TLDS

Choose...

Childrens in City Council Adults

TLDS in 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

- (7) 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 your work email you provided as part of your registration and you will be able to confirm your log in and continue onto the site.
- (8) 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**'.

