

To access learning through the [Learning Zone](#) Non-Council Staff will need to create an account, this can be done through registering as a new starter.

When logging in for the first time, you will be asked to provide some information about your role and employer and will need to provide an email address that is unique to you so that you can receive confirmation emails about your bookings and access your training record. Once you have submitted your registration you will receive an email telling you how your account will be authenticated:

Sign In
Please insert your username and password to proceed

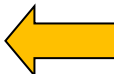
Username (Required)

Password (Required)

SIGN IN

[Forgot Your Password?](#)

New user? [Register](#)

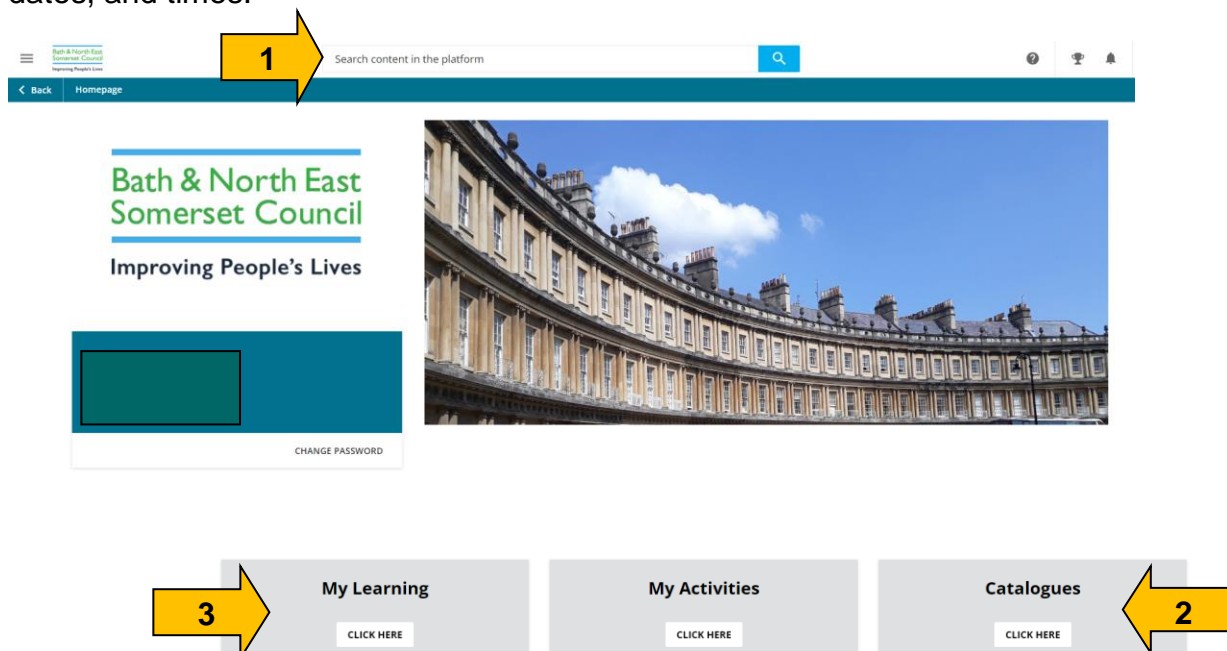


Browse available eLearning and training sessions via Catalogues

When browsing the Learning Zone you can either use the Search bar along the top to search for an eLearning module or training course **(1)** or you can browse available content by going into Catalogues **(2)** which group together eLearning and courses into subjects like, Adult Services or Children's Service. (Within the catalogue, courses in blue boxes are instructor led and grey boxes are e-learning modules).

Upcoming training sessions

To check course times and locations for any sessions you've booked onto, once you've logged in, from the site's **Homepage** select **My Learning (3)** and open the training session to view details, dates, and times.



The screenshot shows the Learning Zone homepage. At the top, there is a search bar with the text "Search content in the platform" and a magnifying glass icon. A yellow arrow labeled "1" points to the search bar. Below the search bar, there is a navigation bar with "Back" and "Homepage" links. The main content area features the Bath & North East Somerset Council logo and a large image of a curved building. Below the image, there is a "CHANGE PASSWORD" button. At the bottom, there are three buttons: "My Learning", "My Activities", and "Catalogues". A yellow arrow labeled "3" points to the "My Learning" button, and a yellow arrow labeled "2" points to the "Catalogues" button.

Enrolling onto courses

For instructor led courses, once you have found and opened the relevant course, you can view a list of available **'Sessions'** and more information within **'About this course'** (4). You can then **Select session** (5) that you want to book onto and select **Enrol** (6) to book a place:

The screenshot displays the LMS interface for a course titled "Safer Recruitment Training". The course details include "BCSSP Safer Recruitment", ID: I-006YP1, and Language: English UK. Below the course details, there are two tabs: "SESSIONS" and "ABOUT THIS COURSE". The "ABOUT THIS COURSE" tab is selected, and a yellow arrow labeled "4" points to it. Under the "ABOUT THIS COURSE" tab, there is a "FILTERS" section showing "1 Session". Below the filters, there is a list of sessions for "BCSSP Safer Recruitment" with "1 EVENTS". The session details include the location "Keynsham Civic Centre", the date "6/02/2024", the time "9:30 - 15:30", and the duration "6 hours". A yellow arrow labeled "5" points to the "Select session" dropdown menu. Below the session details, there is a blue "ENROL" button, and a yellow arrow labeled "6" points to it.

For further information about the LMS system please contact: learning@bathnes.gov.uk

For further information about specific safeguarding or adults' and children's workforce courses please contact: childrensandadultsworkforce_training@bathnes.gov.uk