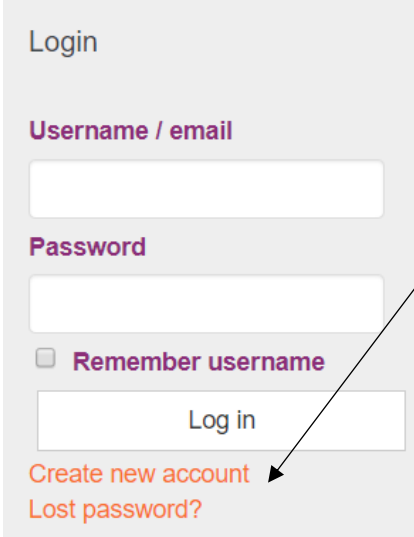# How to create your new Derbyshire Learning Online account

(Non-DCC Employees only)

> If you work for Derbyshire County Council, you will already have an account, so you will not need to create one.
>
> 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'

Login

Username / email

Password

☐ Remember username

Log in

Create new account
Lost password?

You will then see the screen below:

New account

▼ Collapse all

There are required fields in this form marked *.

▼ Sign up request form instructions

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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If you do not have a registration key, you need to email the relevant training team to ask for one, as shown on page one. You will only need to do this once, via one training team, as you will have one single account on Derbyshire Learning Online.

When you have a registration key, you can sign up for an account.

You will need to choose a unique 'Username' and 'Password'. Make sure that these are memorable to you.

Your password must have at least 8 characters, 1 numeric digit, 1 upper case letter and 1 lower case letter.

In the 'More details' section you must provide an email address.

This must be unique to the system and would ideally be your work email address. If you are a volunteer or a student, you can use your personal email address.

Please check your email is correct. You won't be able to confirm your account if it is incorrect.

Enter your 'First name' and 'Surname'.

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In the 'City/town' field, please delete 'London' and insert your location within Derbyshire (i.e. your work-base or main volunteering location)

Do not change the 'Country' field.

City/town
London

Country

United Kingdom ⌄

You must now enter your assigned 'Registration Key'.

Registration Key *

Remember, if you do not have a registration key, you must request one from the relevant training team – see page one of this guidance.

Please let us know which organisation you work or volunteer for, by clicking on the 'Directorate / Department' field. Type in the name of your organisation or business.

If you do not do this, we may need to ask you for more information before we can approve your account.

▾ Directorate / Department

Name of Organisation/Business

Check through your details before you click 'Request account'

Request account

Cancel

What happens next?

How to create your new Derbyshire Learning Online account

(Non-DCC Employees only)

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.