

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 to authenticate your account:

Sign In  
Please insert your username and password to proceed

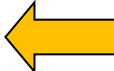
Username (Required)

Password (Required)

**SIGN IN**

[Forgot Your Password?](#)

New user? [Register](#)

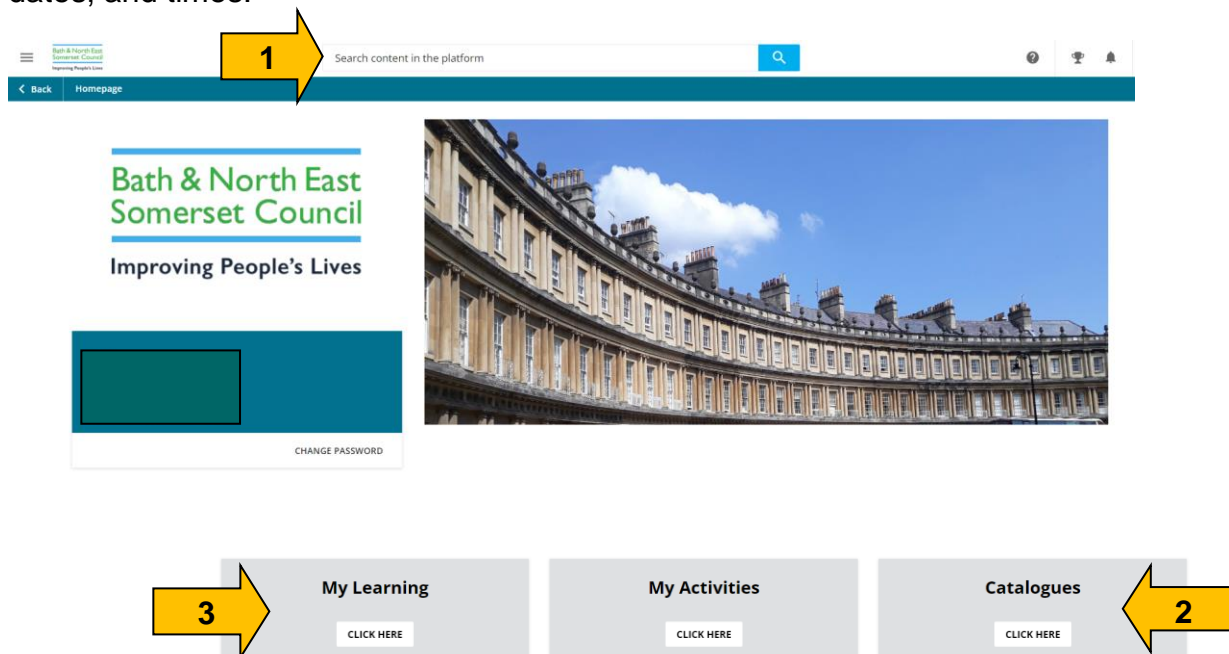


## Browse available eLearning and training sessions via Catalogues

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 a magnifying glass icon, annotated with a yellow arrow and the number '1'. Below the search bar is a navigation bar with a 'Back' button and a 'Homepage' link. The main content area features the Bath & North East Somerset Council logo and a large image of a curved building. At the bottom, there are three buttons: 'My Learning' (annotated with a yellow arrow and '3'), 'My Activities', and 'Catalogues' (annotated with a yellow arrow and '2'). Each button has a 'CLICK HERE' link below it.

## 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 the 'Safer Recruitment Training' course. The course details include the title 'Safer Recruitment Training', ID 'I-006VP1', and language 'English UK'. The 'ABOUT THIS COURSE' tab is selected, showing 1 session. The session details for 'BCSSP Safer Recruitment' are as follows:

Locations	BCSSP SAFER RECRUITMENT
Keynsham Civic Centre UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND Civic Centre, Keynsham, BS31 1FS	6/02/2024
	Local Time
	9:30 - 15:30 (GMT +00:00) Europe/London
	6 hours

The 'ENROL' button is highlighted in blue, and the 'Select session' dropdown is visible above it.

For further information about the LMS system please contact: [learning@bathnes.gov.uk](mailto:learning@bathnes.gov.uk)

For further information about specific safeguarding or adults' and children's workforce courses please contact: [childrensandadultsworkforce\\_training@bathnes.gov.uk](mailto:childrensandadultsworkforce_training@bathnes.gov.uk)