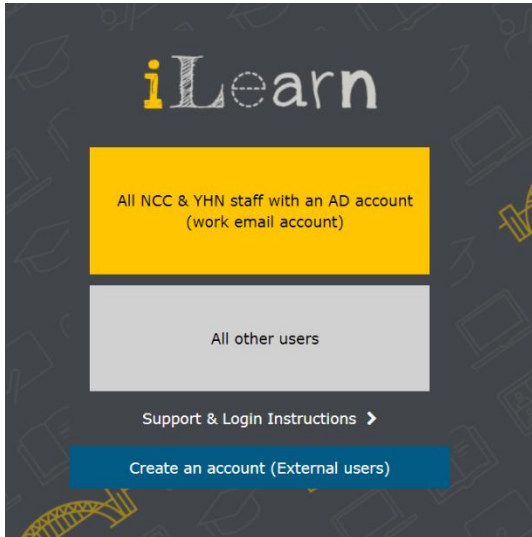


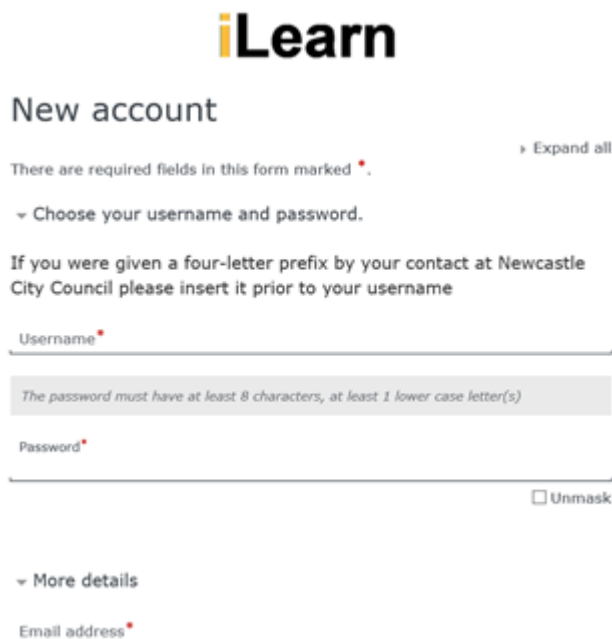
## To Set up as a learner on ilearn

1. To access iLearn, please type the following address into your browser:  
<https://newcastle.learningpool.com>
2. Click on **Create an account (External users)**.



3. All fields that have a red asterisk are mandatory. **Please note: before typing in your username type in the prefix given to you prior. (For Early Help and Early Years training please put prefix EHEY before your username)**

You will see:



**iLearn**

### New account

[Expand all](#)

There are required fields in this form marked \*.

Choose your username and password.

If you were given a four-letter prefix by your contact at Newcastle City Council please insert it prior to your username

Username\*

The password must have at least 8 characters, at least 1 lower case letter(s)

Password\*

Unmask

More details

Email address\*

First name\*

Surname\*

City/town  
Newcastle

Country  
United Kingdom

Organisation\*  [Choose organisation](#)

*If you are unable to find your organisation, please contact us at [organisational.development@newcastle.gov.uk](mailto:organisational.development@newcastle.gov.uk)*

Position\*  [Choose position](#)

*If you are unable to find your position, please contact us at [organisational.development@newcastle.gov.uk](mailto:organisational.development@newcastle.gov.uk)*

#### ▼ Additional User Profile Fields

Please tick this box if you want to access  Active Inclusion training

[Request account](#)


[Cancel](#)

5. Click on **Request account**. You will get a message stating that you have been sent an email to your personal email address.
6. The email will ask you to click on a link to verify your email address is correct. You will then receive confirmation.
7. You will then be sent an email giving you your username and password to access the system.
8. **Please wait a couple of hours before attempting to login for the first time.**
9. Once you sign in you will have access to a dashboard with a relevant button for your access to the courses you require.






Browser address bar: <https://newcastle.learningpool.com/totara/dashboard/index.php?id=10>

Navigation menu: Home | My Learning | Performance | Reports | Find Learning | Admin | FAQs

Buttons: Adapt Builder, Bank, JD Gyms Login, LMS Portal, LMS, Self Cert Form, The Portal - Wage, Manage dashboards



A warm welcome to iLearn. As an external user of the site, we hope you find everything you need. Please use the button below to find the learning and information that is appropriate for you.

 Carers	 Paul Staines	 Early Years	 Yvonne Cassidy	 kerry Topping
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Site administration

10.