

## Accessing the new Learning and Development Gateway hosted by Learning Pool

Please follow instructions below. Line managers, once you have logged on for the first time, you can create accounts and book training for your staff.

If you had a **Learning and Development account on the old system:**

1. Go to Learning and Development Booking System (Learning Pool) [here](#)
2. Click 'External User'



3. Click on 'Forgotten your Username or Password' (you must do this)
4. Enter your email address to reset your password
5. Once logged on, you will be prompted to update your payment address, please use your setting details

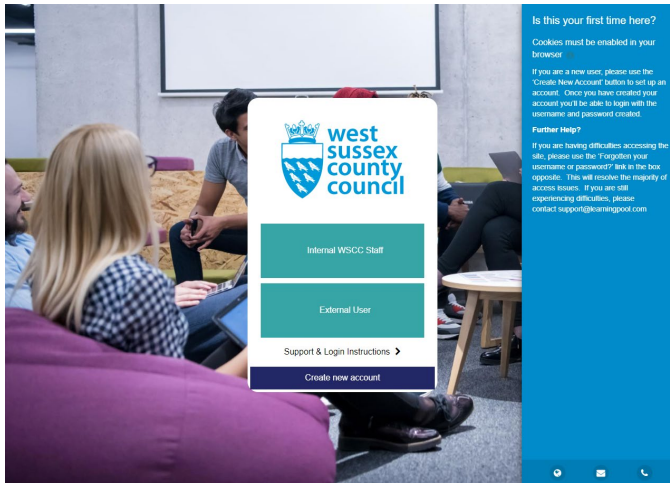
▼ Payment Address	
Address 1*	Room 56
Address 2	County Hall
Address 3	West Street
City*	Chichester
Postcode*	PO19 1RQ

6. **Important** under 'Email display' use the drop down menu to select 'Hide my email address from everyone'

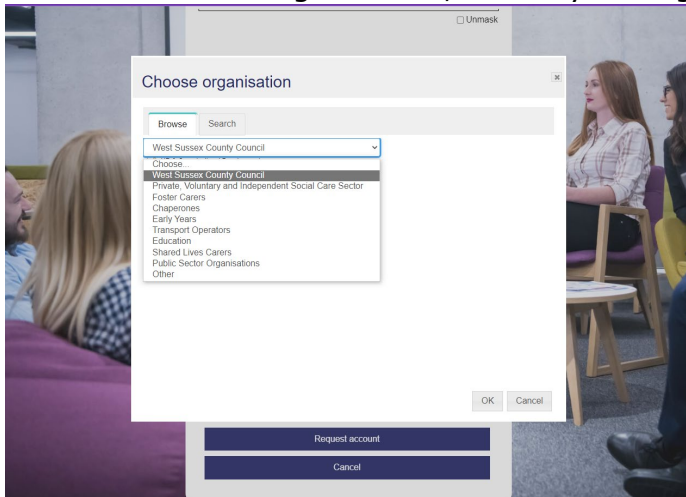
<b>Email display</b>	Hide my email address from everyone ▼
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If you are a **completely new user to the old system and this new one:**

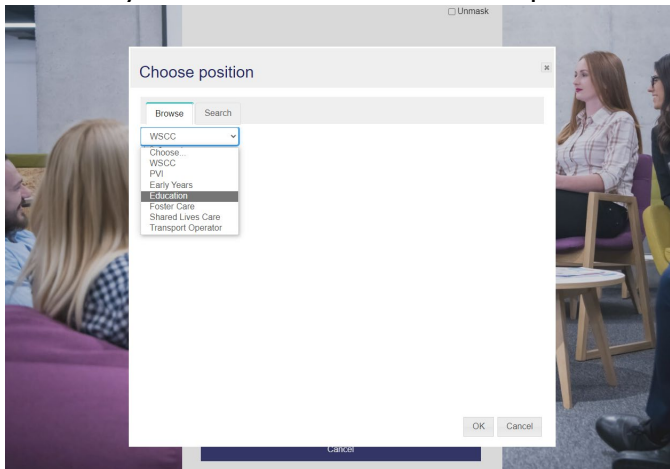
- a. Go to Learning and Development Booking System (Learning Pool) [here](#)
- b. Click on 'Create New Account'



- c. Complete your details
- d. Click on 'Choose Organisation,' select your organisation from the list



- e. Choose your **Position** from the drop down list



- f. Input your manager's name and email address (if you have one) as you will need manager approval for some events
- g. Click on 'Request Account'
- h. Once you receive the email confirmation, you can book events

**To book a course, network or event for yourself or a staff member:**

- A. Select 'Find learning'
- B. Type the course name or part of the name into the 'Search' box
- C. Select the correct course from the boxes that appear
- D. Select 'enrol' to see all events (this does not mean you are booking onto an event)
- E. Click 'Go to course' to see all dates
- F. Click the event you wish to book
- G. Click 'Enrol me' or, if you are a manager booking for a staff member, you should have the option to 'Assign Learning' to a staff member or 'Allocate spaces for team' (same thing).

**FYI:** If you cannot see the 'allocate spaces for staff' then you need to email [learninganddevelopment@westsussex.gov.uk](mailto:learninganddevelopment@westsussex.gov.uk) to ask them to add 'a new job assignment to your profile' i.e. line manager, so you can book other people on to courses.