



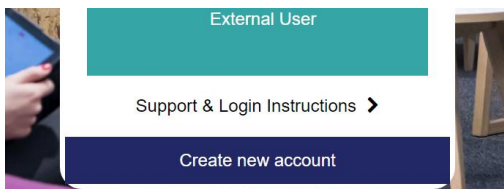
Learning and Development Gateway – Guidance for Early Years Settings

This guidance is for Early Years and Childcare providers who are having difficult logging in or booking a course via the Learning and Development Gateway. If after reading this guidance you still experience difficulties, please email early.years.training@westsussex.gov.uk.

Unable to log in

All staff that are **new** or have **not accessed their account for two years** are required to create an account [here](#).

1. Click create a new account.



2. Fill out the new account form.
3. Once an account has been created you/your staff member will receive an email to confirm the account. You **must** click on the link in this email to confirm the new account, the user will not be able to access their account until it is confirmed.

Booking training for other staff

If you will be booking training for others in your setting, you can request manager's rights.

1. Email learninganddevelopment@westsussex.gov.uk to request they add staff under your account so you can book training on their behalf. Please include the names and emails of the relevant staff accounts. You can only request manager's rights for staff who have **created** and **confirmed** their account.
2. Once this request is complete you will see a list of staff under the "my team" tab.



Home My Learning **My Team** Find Learning Calendar Reports Trainer Reports Help

Welcome to the WSCC Learning & Development Service

3. You will now be able to select the relevant staff member you wish to attend a course during the booking process.