We are pleased to announce Hampshire County Council's new, updated version of the Learning Zone launched on October 1st 2018. It features an easy to search catalogue of learning and an improved, simpler user interface.

The new system gives all learners access to their booking information online.

Accessing the new Learning Zone information

To get started, **all** professionals working in HCC partner agencies or commissioned by them, will first need to create a unique learner account. This is a straightforward, once-only step and is described in the guide below.

New bookings

Our new system enables individual users to search, request and book their own learning.

Guidance and help

We recognise that any change of this type is likely to generate queries as you become familiar with the new system.

How to get in touch when you need assistance

Your support in getting this new system in place is appreciated. For any questions regarding the new Learning Zone, please contact our bookings team:

Email: cs.nominations@hants.gov.uk
Tel: 01962 715669

Guide to first time registration for a Learning Zone Account

1. Go to Hampshire County Council's Learning Zone webpage:

https://www.hants.gov.uk/educationandlearning/learning-zone

2. Click on the **green button** at the bottom of the page to **Apply** for a Learning Zone account. This will take you to the 'Success Factors' landing page below.
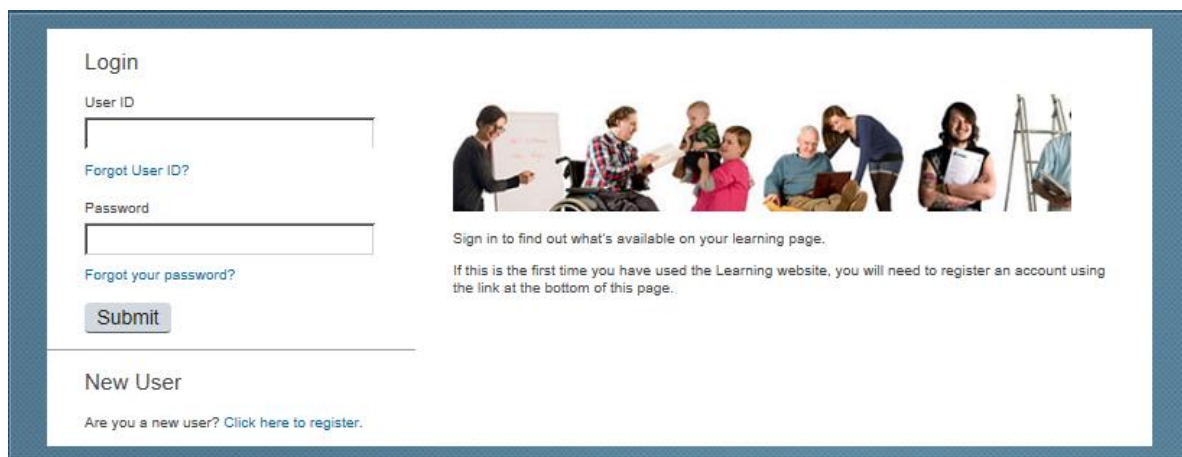
3. Under '**New User**' select **'click here to register'** - this will take you the registration form which asks for some simple information.

4. You will see that a **User ID** will automatically be generated (this is at the top of the form and starts 'EXT' followed by numbers). **Tip**: Make a note of this user ID because you will need it next time you log in.

   The system asks you to set up a password and security questions, and give your name, email address and a contact telephone number, and some other information about the Organisation you work in.
   You will need to complete 3 boxes which validate that you can have access to the new Learning Zone. These 3 pieces of information will be as listed below and provided to you when you contact us.

   > **REGISTRATION CODE:** ask us for this when registering

   > **ORGANISATION ID:** ask us for this when registering

   > **CUSTOMER NUMBER:** ask us for this when registering

   Please see the screen shot below to assist you, you should be able to copy and paste your codes into the relevant registration fields. Don't forget to tick the check box to confirm you agree with the privacy statement.

The Learning Zone has been Updated – Guidance for professionals working in HCC partner agencies or commissioned by them

Create New Account

Set up an account

We need a few details about you so we can set up an account.

By submitting your account information, you agree that Hampshire County Council can use the information you provide to create your learning account and identify and authenticate you each time you log in to your learning account.

Please complete the "Create New Account" form and click "Submit". After you create an account, you can view your Learning Plan, add items to your cart, and check out.

The User's password has to be compliant with the following rules:
* The length of the password must be between 8 and 40 characters.
* The password must contain a minimum number of character types from the list below: 0

    1. Uppercase letter [A-Z]
    2. Lowercase letter [a-z]
    3. Number [0-9]

Required Fields.

Account Information

* User ID : EXT20347
* Password :
* Re-Enter Password :
* Security Question :
* Security Answer :
* Re-Enter Security Answer :
* Registration Code :

Contact Information

* First Name :
* Last Name :
* Email Address :
* Confirm Email Address :
* Telephone Number :

Additional Information

* Organisation ID :
* Customer Number :
* Organisation Name :
* Job Title :

To access and use the system, read and accept the document listed below. Click on the link to open the document.

Privacy Statement

☐ I acknowledge that I have read the above document.

Submit   Reset

5. Press Submit and you will see a message confirming that you have registered successfully. Your User ID is then active and you can click Continue to enter the Learning Zone.

6. Once the system updates (this takes about an hour) then you will be able to log in and see the range of courses that are available to you.