

## LearnER – New User

### About Usernames and Passwords

Each learner uses a unique **Username** and **Password** to access Modules and Resources on **LearnER**. Therefore, if you have never had a **Username** or **Password**, you can ask **LearnER** to create you a new learner account.

### Creating a New Learner Account



Access **LearnER** on

<http://elearning.eastriding.gov.uk/moodle>

from any internet accessible device. Click the

**Log In, Register and Forgotten Passwords**

on the top right of

the window to access to **Log In** screen.

On the **Log in** screen, click the

**Create new account**

button to access the **New Account** screen.

On the **New Account** screen, you need to complete all the fields to let **LearnER** know who you are and then click the

**Create my new account**

button.

When choosing a **Username** try to select something that is easy to remember, you may wish to use:

- Your email address; or
- Your Payroll / Employee number from your payslip.

**LearnER** will send you an email asking you to confirm your new account by clicking the link displayed in the body of the text.

The link will open LearnER in your internet browser and confirm that your account is enabled.

You will now be able to **Log In** using your **Username** and new **Password**.

If you experience any problems, make an IT Service Desk request using the **IT Service Desk** button on the *Log in* screen or by calling (01482) 394444.

## **You do not have a eastriding.gov.uk or NHS email address**

Some learners do not have their own eastriding.gov.uk or NHS email address. You need to make an IT Service Desk request using the **IT Service Desk** button on the *Log in* screen or by calling (01482) 394444 if this applies to you.