


In this Quick Reference Guide

Learn how to log in and out of Learn+, select your manager and use the Learning Catalogue to find learning.

1. Launch and Log in

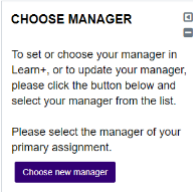
1. Click on the **'Web Links'** tab of the NDHT Applications (ZenWorks) window 
2. Double Click on **Learn+** icon
3. Click **NHS Mail users login here** → NHS Mail login page displays
Type in your NHS email address and password
4. **Note!** If you have already logged into your NHS Mail account (not Outlook), you don't need to enter your details
5. Click **Sign in** → Home page displays

If you are unsure of your NHS mail details click the link next to **Need to unlock your NHS Mail account?** and follow the instructions on the password reset page.

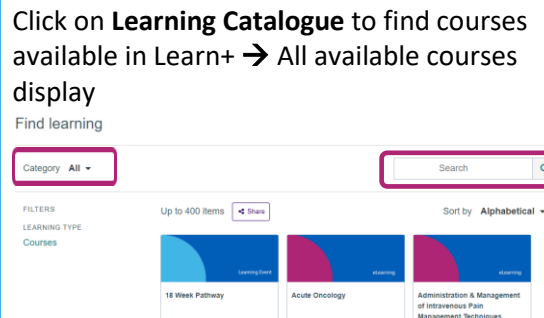
2. Log Out

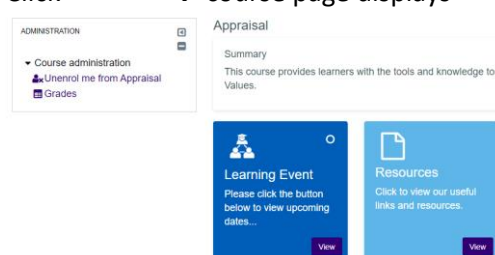
1. Click your name on the top right of the page
2. Click **Log out** → You have now successfully logged out

3. Choose/change your Manager

1. Scroll down on the Home page to the **CHOOSE MANAGER** box at the bottom right of the page 
2. Click **Choose new manager**
3. Click in the **'User's Full'** name textbox
4. Type in your manager's name
5. Click **Search** → list of managers displays
6. Click **Select as manager** next to your manager
7. Click **Yes** to confirm that you would like to choose the selected manager → success message displays

4. Search the Learning Catalogue

1. Click on **Learning Catalogue** to find courses available in Learn+ → All available courses display 
- 2a. To find a course by name :
 - Click in the Search box

- 2b. To browse courses:
 - Type in the course name – **complete** words only e.g. 'catheterisation' not 'cath'
 - Press Enter → matching courses display
 3. Click on the desired course tile
 4. Click **Go to course** to enrol and view course description and objectives → Enrolment options page displays with short course description
 5. Click **Enrol me** → course page displays 
- Note!** If you just wanted to see what the course details are, make sure you click **Unenrol me from** link from the left!