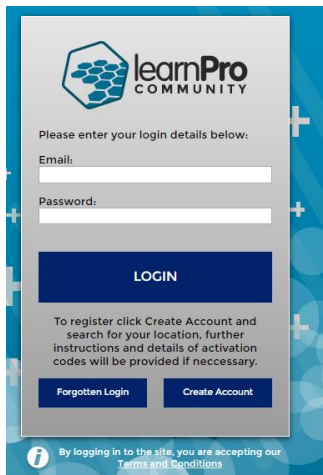


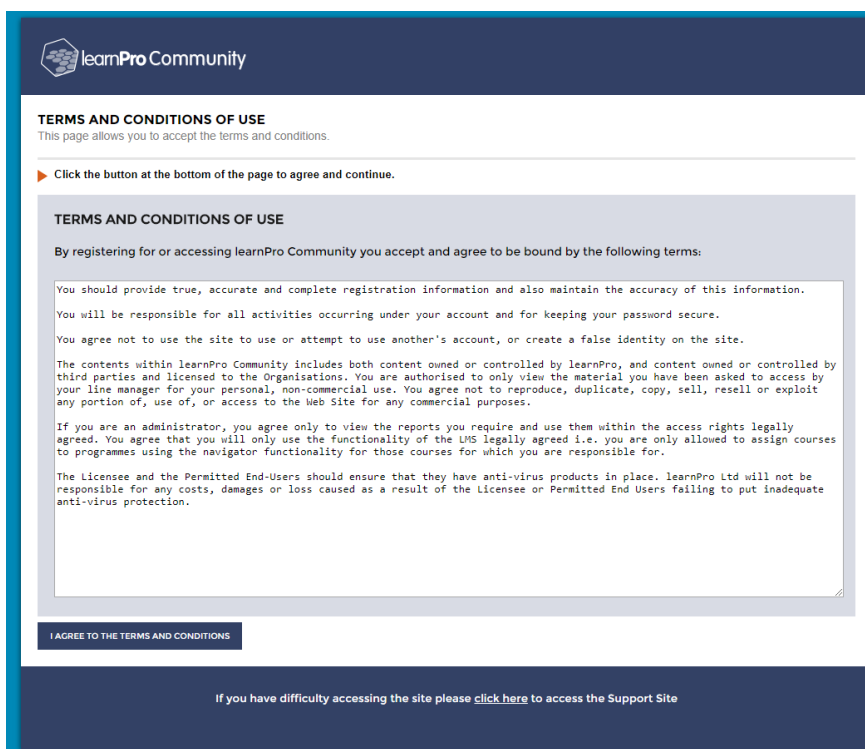
## Creating an account on Community Learnpro

To create an account on Community Learnpro go onto <https://community.learnprouk.com>



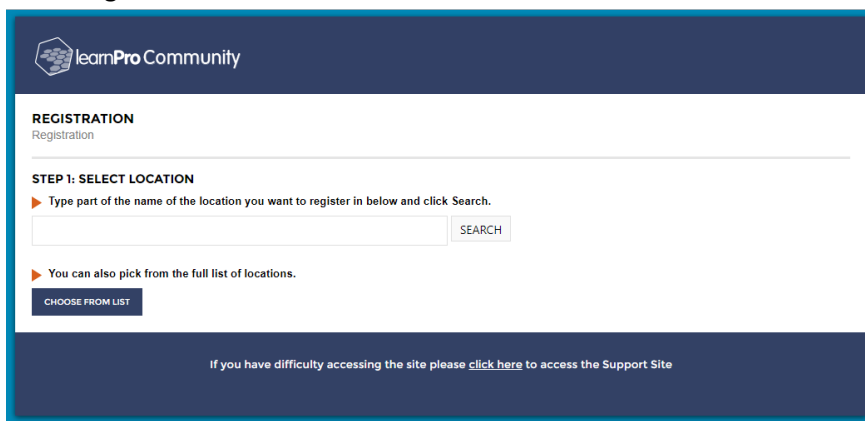
The screenshot shows the login page for learnPro COMMUNITY. It features the logo at the top left. Below it, there is a prompt: "Please enter your login details below:". This is followed by two input fields: "Email:" and "Password:". A blue "LOGIN" button is positioned below these fields. Underneath the button, there is a paragraph of text: "To register click Create Account and search for your location, further instructions and details of activation codes will be provided if necessary." Below this text are two buttons: "Forgotten Login" and "Create Account". At the bottom left, there is a small information icon and a line of text: "By logging in to the site, you are accepting our Terms and Conditions".

Click on "Create Account"



The screenshot displays the "TERMS AND CONDITIONS OF USE" page. At the top, the learnPro Community logo is visible. The page title is "TERMS AND CONDITIONS OF USE", with a sub-header: "This page allows you to accept the terms and conditions." Below this, there is a blue arrow pointing to the instruction: "Click the button at the bottom of the page to agree and continue." The main content area is a grey box containing the following text: "By registering for or accessing learnPro Community you accept and agree to be bound by the following terms: You should provide true, accurate and complete registration information and also maintain the accuracy of this information. You will be responsible for all activities occurring under your account and for keeping your password secure. You agree not to use the site to use or attempt to use another's account, or create a false identity on the site. The contents within learnPro Community includes both content owned or controlled by learnPro, and content owned or controlled by third parties and licensed to the Organisations. You are authorised to only view the material you have been asked to access by your line manager for your personal, non-commercial use. You agree not to reproduce, duplicate, copy, sell, resell or exploit any portion of, use of, or access to the Web Site for any commercial purposes. If you are an administrator, you agree only to view the reports you require and use them within the access rights legally agreed. You agree that you will only use the functionality of the LMS legally agreed i.e. you are only allowed to assign courses to programmes using the navigator functionality for those courses for which you are responsible for. The Licensee and the Permitted End-Users should ensure that they have anti-virus products in place. learnPro Ltd will not be responsible for any costs, damages or loss caused as a result of the Licensee or Permitted End Users failing to put inadequate anti-virus protection." At the bottom of the grey box is a blue button labeled "I AGREE TO THE TERMS AND CONDITIONS". Below the grey box, there is a footer line: "If you have difficulty accessing the site please [click here](#) to access the Support Site".

Click "I agree to the Terms and Conditions".



The screenshot shows the "REGISTRATION" page. At the top, the learnPro Community logo is present. The page title is "REGISTRATION" with a sub-header: "Registration". Below this, there is a blue arrow pointing to the instruction: "STEP 1: SELECT LOCATION. Type part of the name of the location you want to register in below and click Search." This is followed by a text input field and a "SEARCH" button. Below the input field, there is another blue arrow pointing to the instruction: "You can also pick from the full list of locations." Below this instruction is a blue button labeled "CHOOSE FROM LIST". At the bottom of the page, there is a footer line: "If you have difficulty accessing the site please [click here](#) to access the Support Site".

You will now be asked to select your location and job role, first location. Some practices are known by more than one name, and some that are located in Health Centres are not individually identified, and you would use the Health Centre as your location, In case you have difficulty finding your location, all locations, and the Departments they are

found in, are shown on the Spreadsheet that accompanies this procedure. Enter all or part of your location name in the Search box, or choose from the list.

Having entered your location, click on “Confirm and Continue”

The screenshot shows the 'learnPro Community' logo at the top left. Below it, the page is titled 'REGISTRATION' with a sub-header 'Registration'. A progress bar indicates 'STEP 1: SELECT LOCATION' with four steps: 'Select Sector', 'Select Organisation', 'Select Department', and 'Select Team / Unit', all marked with green checkmarks. Below the progress bar, there is a confirmation message: 'Confirm your location then click Confirm and Continue to select your job role below.' followed by a red arrow pointing to the text 'Please review and confirm your location selection below.' Below this, there are four dropdown menus: 'SECTOR:' with 'Partnerships & NES', 'ORGANISATION:' with 'NHS Greater Glasgow and Clyde Community Portal', 'DEPARTMENT:' with 'Health Centres', and 'TEAM / UNIT:' with 'Dumbarton Health Centre'. At the bottom of the form area, there are two buttons: 'START AGAIN' and 'CONFIRM AND CONTINUE'. At the very bottom of the page, there is a link: 'If you have difficulty accessing the site please [click here](#) to access the Support Site'.

You will now enter your Job Role

The screenshot shows the 'learnPro Community' logo at the top left. Below it, the page is titled 'REGISTRATION' with a sub-header 'Registration'. A progress bar indicates 'STEP 2: SELECT ROLE'. Below the progress bar, there is a red arrow pointing to the text 'Type part of the name of the Job Role you want to register in below and click Search.' Below this, there is a search input field with a 'SEARCH' button. Below the search field, there is a red arrow pointing to the text 'You can also pick from the full list of Job Roles.' Below this, there are two buttons: 'BACK TO STEP ONE' and 'CHOOSE FROM LIST'. At the very bottom of the page, there is a link: 'If you have difficulty accessing the site please [click here](#) to access the Support Site'.

To assist you with using the Search function here the possible Job Roles are: -

GP: clinical and non-clinical
Health Care Support Worker: clinical and non-clinical
Locum GP
Other admin staff: non-clinical
Practice Manager: non-clinical
Practice Nurse: clinical and non-clinical

Again having entered your Job Role, click on “Confirm and Continue”

**learnPro Community**

**REGISTRATION**  
Registration

**STEP 2: SELECT ROLE**

Select Job Family
  Select Organisation
  Select Role

Confirm your role then click Confirm and Continue to complete your profile.

▶ Please review and confirm your job role selection below.

**JOB FAMILY:**  
NHS Greater Glasgow and Clyde Community Portal

**ORGANISATION:**  
NHS Greater Glasgow and Clyde Community Portal

**ROLE:**  
Other admin staff: non-clinical

If you have difficulty accessing the site please [click here](#) to access the Support Site

Next you will enter your personal details

**learnPro Community**

**REGISTRATION**  
You are registering on learnPro Community

**X** If you have previously registered on learnPro Community, please do not continue. Follow the support link at the bottom of the page to request help.

**PERSONAL DETAILS**

First Name:   
 Last Name:   
 Email:  ?  
 Confirm Email:  ?  
 Password:  ?  
 Confirm Password:

If you have difficulty accessing the site please [click here](#) to access the Support Site

The email you enter will become your username when logging onto Community LearnPro, and the Password you set will be your password.

**learnPro Community**

**REGISTRATION**  
You are registering on learnPro Community

**ACTIVATION CODE**  
Please enter your Activation Code.

If you do not have a code [click here](#) to return to the registration process and follow the instructions once you have selected your organisation.

For help please contact us by emailing [community@leampro.co.uk](mailto:community@leampro.co.uk)

Activation Code:

If you have difficulty accessing the site please [click here](#) to access the Support Site

You will have been supplied with an Activation Code as part of the process, enter it here. There is a further screen, but you can just click through that. You will be returned to the login screen, where you can use your username and password to login.