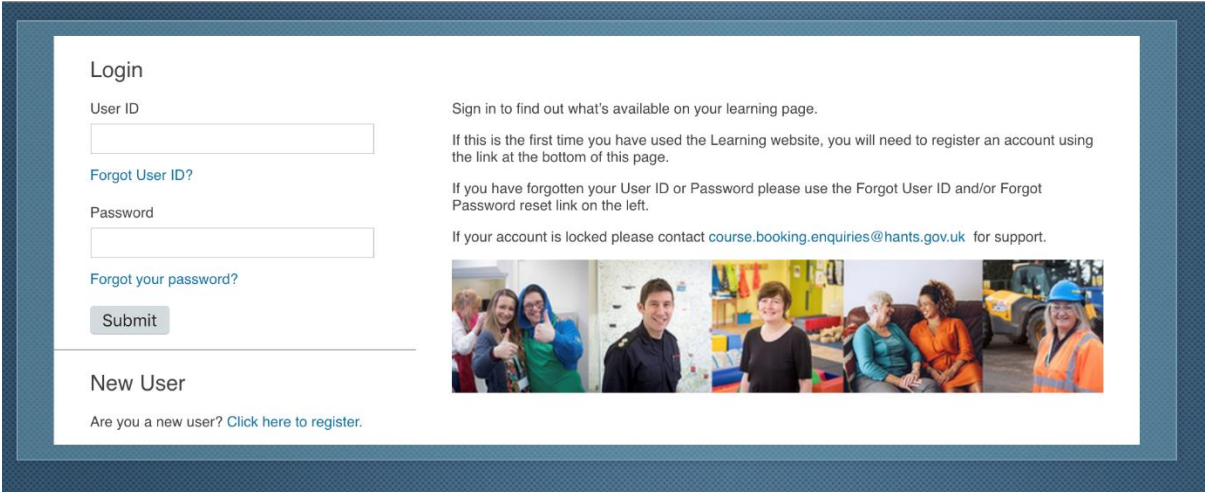


External Learner registration process – OTHER USERS

1. If you're interested in accessing learning from the Learning Zone but are not an employee of Oxfordshire County Council, you will need to register as an external learner.
2. Codes to use for the following fields **for Other staff**:-
 - Registration code: OXOTHER
 - Customer number: OXOTHER
 - Organisation id: OXOTHER
3. Navigate to the external landing page.
4. The page can be accessed through the following link:


<https://hampshirec.plateau.com/learning/user/portal.do?siteID=OCC%5fExternals&landingPage=login>



The screenshot shows a login page with the following elements:

- Login** section with fields for **User ID** and **Password**, and a **Submit** button.
- Links for **Forgot User ID?** and **Forgot your password?**.
- Text: "Sign in to find out what's available on your learning page."
- Text: "If this is the first time you have used the Learning website, you will need to register an account using the link at the bottom of this page."
- Text: "If you have forgotten your User ID or Password please use the Forgot User ID and/or Forgot Password reset link on the left."
- Text: "If your account is locked please contact course.booking.enquiries@hants.gov.uk for support."
- New User** section with the text: "Are you a new user? [Click here to register.](#)"
- A photograph of a diverse group of people, including a woman in a blue lab coat, a man in a dark jacket, a woman in a black top, a woman in an orange top, and a woman in an orange high-visibility vest and blue hard hat.

5. You might want to bookmark this address for future use.
6. Under 'New User' click **here** to be taken to the 'create new account form'.

SAP SuccessFactors  Currently Viewing Site: LMS_DEMO |

Personal **Catalog**

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.

[Read More](#)

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:

* **Required Fields**

Account Information

* **User ID** :

* **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** :

7. A User ID will have automatically been generated. Make a note of it.
8. Fill in all the required information, including registration code, customer number, organisation id and password (as per point 2 above). Tick the check box if you agree with the statement then click **submit**.

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 : EXT19054

* 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 :

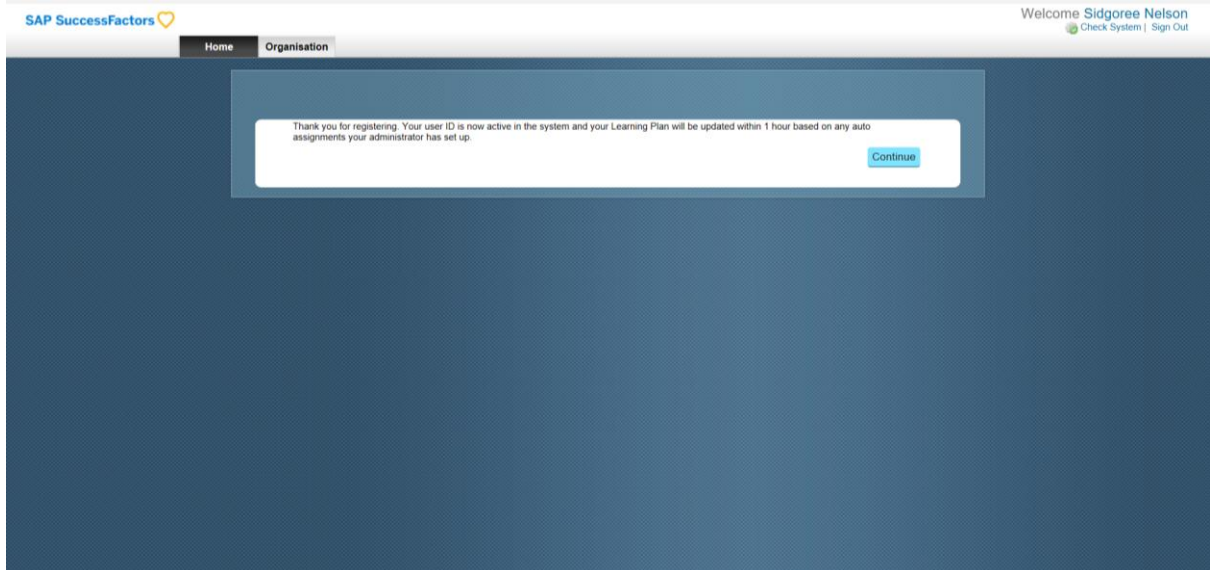
* Customer Number :

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

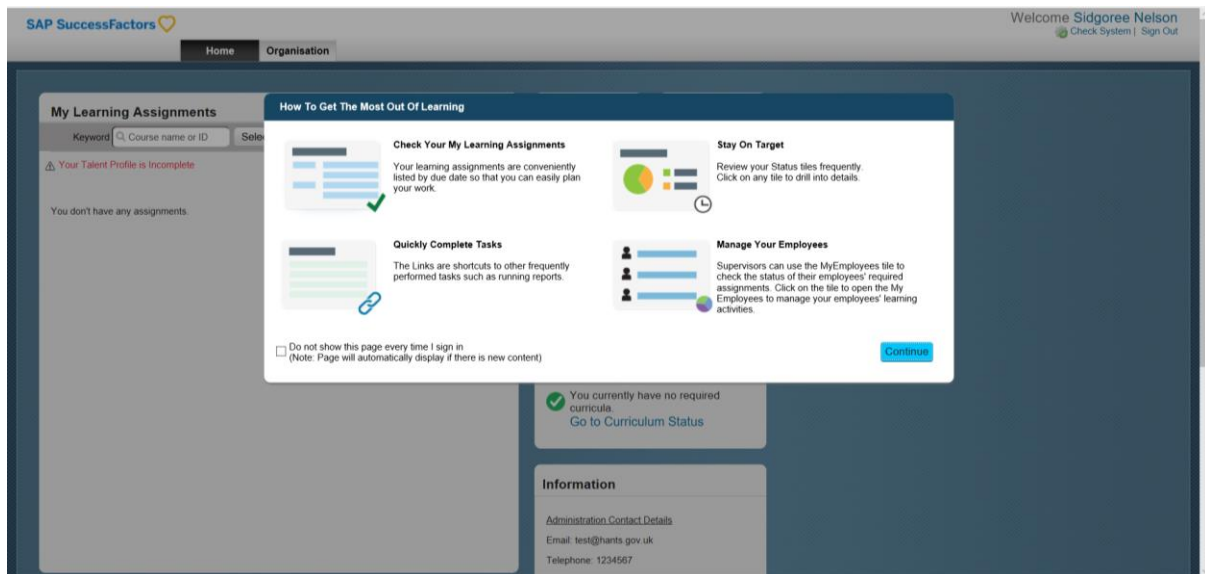
[Privacy Notice](#)

I acknowledge that I have read the above document.

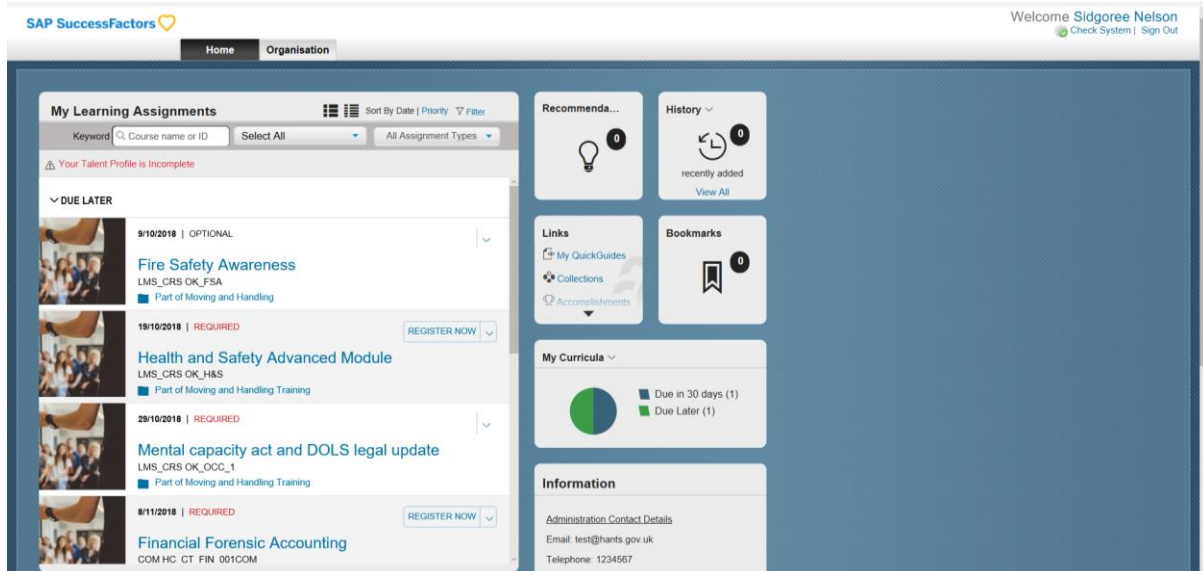
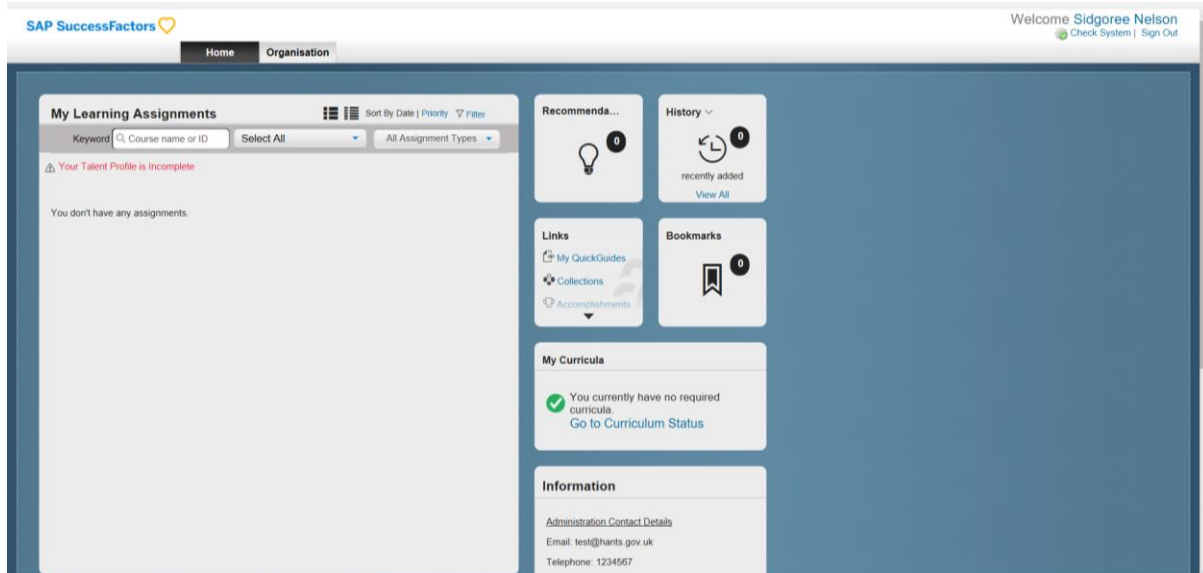
9. If you have registered successfully, a new page will load thanking you for registering, and informing you that your user ID is active. You will also be emailed to welcome you to the Learning Zone.



10. Click **continue** to enter the Learning Zone.
11. When you first enter, you should see the 'How to get the most out of learning' pop-up, which gives you a useful overview of some key system functionality. Note, not all will be available to you. Click **continue** to collapse the screen and continue to the Learning Zone.



12. You are now logged into the Learning Zone and will have landed on the 'My Learning Assignments' page. It will not be populated, but within the hour should automatically populate with any learning pre-assigned by your administrator



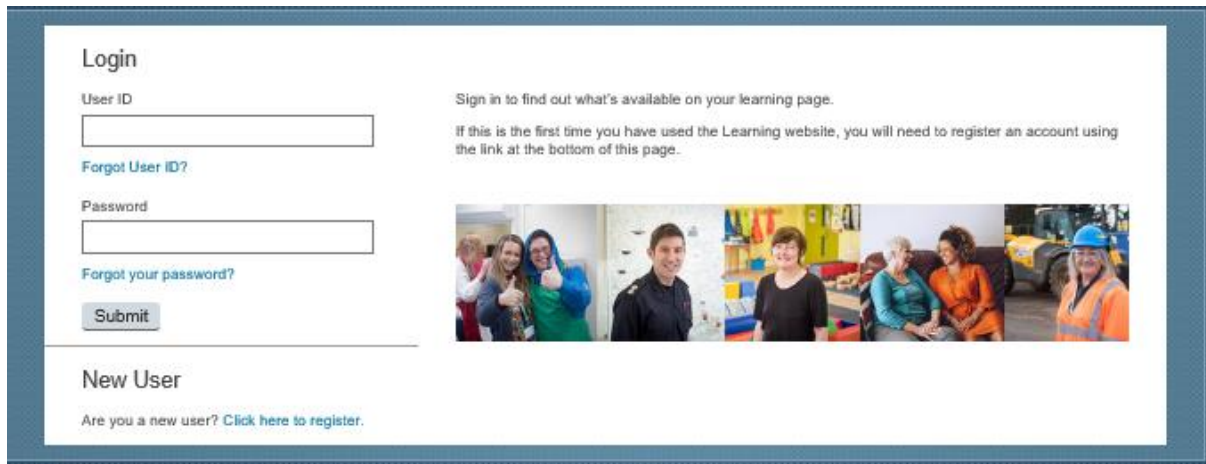
13. You may notice a warning message that 'your talent profile is incomplete'. You may click on this **link** and update any missing information.

Accessing the Learning Zone once you have registered:

1. If you have already been registered as an external learner on the Learning Zone, navigate to the external learner landing page via the following URL:

<https://hampshirec.plateau.com/learning/user/portal.do?siteID=OCC%5fExternals&landingPage=log in>

2. Enter your username and password and then click **Submit** to enter the Learning Zone.



The screenshot shows a login interface with the following elements:

- Login** section:

 - User ID:
 - Forgot User ID? (link)
 - Password:
 - Forgot your password? (link)
 - Submit button

- Text: "Sign in to find out what's available on your learning page." and "If this is the first time you have used the Learning website, you will need to register an account using the link at the bottom of this page."
- Image: A group of diverse people, including a man in a blue jacket and a woman in an orange safety vest, smiling.
- New User** section:

 - Are you a new user? [Click here to register.](#)

**For any queries, please contact the course bookings team via e-mail:-
course.booking.enquiries@hants.gov.uk.**