

## Ready

Why should you visit My Learning

My Learning is a web based application that provides learning & resources for WBC staff and our external partners. It allows you to book directly onto classroom events as well as providing access to a comprehensive suite of e-learning modules.

### With My Learning you can

- Access your learning anytime, anywhere
- Search and book training events
- Complete e-learning modules
- Track your development
- Link to more learning resources

### Some learning guidelines

- Check that your manager is happy for you to book on a classroom event or complete an e-learning module in work time.
- For some classroom events there is a nominal fee. Make sure you check the 'What we charge' section and obtain the necessary authorisation.
- Read any event information carefully as there may be something you need to plan, prepare or complete beforehand
- If completing e-learning put your phone on divert and try to move to a quiet area. Let other's know you are busy learning
- After a learning event, discuss with your manager how you plan to transfer your learning back into the workplace

## Steady

What you need to know to get started

### How to find My Learning

On any computer with internet access:  
Visit <http://wokingham.learningpool.com>  
**(No www. necessary!)**

### Logging in

You can view lots of information on My Learning without logging in, but when you want detailed event information, book onto a classroom event or complete e-learning then you'll be asked to login.



### Logging in for the first time

- ◆ If you have never visited My Learning beforehand, click on the carousel image 'Help with Logging in' for a step by step guide to creating an account.
- ◆ If you have logged in before, but have forgotten your password, then select the option 'Forgotten your Password' from the login box.

## Go

Let's get started

### Finding a course or event

- ◆ Enter the details in the Course Search Box



For example, type in adult safeguarding and click on Search, which will produce a list of all courses with those words in either the title or course summary. Then you just select the course you want by hovering over the course name. This will highlight a link, 'click to enter this course.'

- ◆ Within Course Categories on the homepage click on an A-Z list of courses
- ◆ Hover over the calendar for a quick view of all forthcoming classroom events
- ◆ Select 'Find Courses' on the top banner for a list of course categories and courses
- ◆ Click on a carousel image to go directly to the highlighted course event.



### Forgotten your password? (3 ways to get help.....)

1. Click on the 'Help with logging in' image on the Login page
2. Use the 'forgotten your username or password' link in the login box
3. Ring Learning Pool for assistance on:  
0845 0744 114

### Your password reminder

Write a short sentence here to remind you what password you have chosen for My Learning. Remember not to write your actual password though, and keep this information in a safe place!

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## Happy to help

### FAQ's

For answers to the most frequently asked questions, visit the FAQ section on the homepage.

### Help with events, bookings or any information on My Learning?

Email the HR Support Team at [HRenquiries@wokingham.gov.uk](mailto:HRenquiries@wokingham.gov.uk) or call on 0118 974 6116, 8.30am to 5.00pm Monday to Friday.

### Help with technical or access problems?

Email the Learning Pool Support Desk at [support@learningpool.com](mailto:support@learningpool.com) or call on 0845 0744 114, Monday to Friday 8am to 8pm, Saturday and Sunday 9am to 5.30pm, Bank holidays 9am to 5.30pm.

### Good to know

Adobe Flash is needed for some events. So you may need to update or install the latest version.

Some events open in a new window. If you receive an error message relating to pop up boxes, please select the option to always allow pop ups.

*Working together with*



## Partners—Quick Start Guide to...

## My Learning

[wokingham.learningpool.com](http://wokingham.learningpool.com)

