

# Creating An External Learning Zone Account

## How to get in touch when you need assistance

For any questions regarding the new Learning Zone, please contact our bookings team

Email: [cs.learninganddevelopment@hants.gov.uk](mailto:cs.learninganddevelopment@hants.gov.uk)



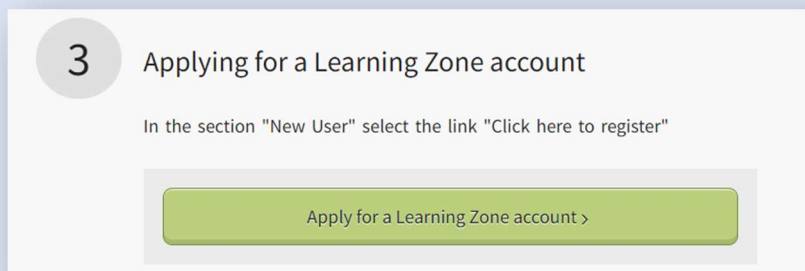
### Step 1

Go to Hampshire County Council's Learning Zone webpage:

<https://www.hants.gov.uk/educationandlearning/learning-zone> This link is used for registration and accessing the Learning zone, please keep the link handy for future use.

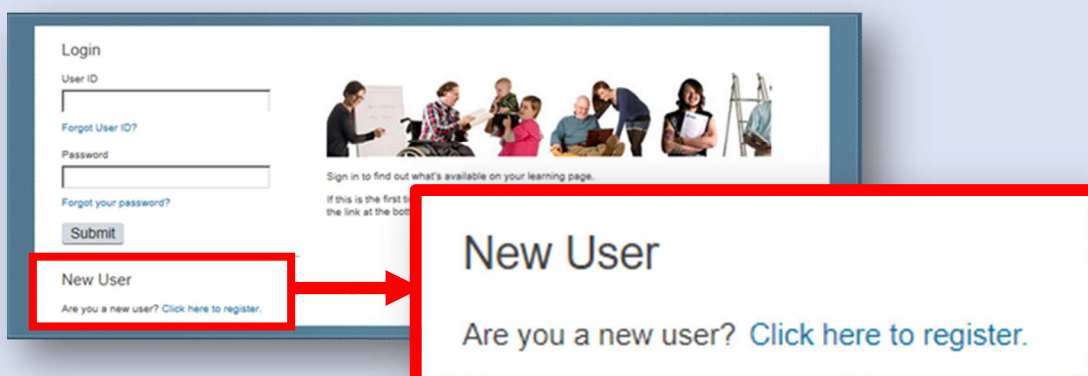
### Step 2

Click on the green button '**Apply for a Learning Zone account**' as shown in the screenshot below:



### Step 3

Under '**New User**' select '**Click here to register**'





## Important Note

- The User ID will automatically be generated, and all staff **MUST** have their own account to ensure the Learning History and invoice is against the correct person.
- Please allow **24hrs** for the account to activate before booking any course.
- Make a note of the User ID as you will need it next time you log in.  
**Type EXT in capital letters as this is case sensitive.**
- The system asks you to set up a password and security questions. Please keep a note of these as you will not be able to reset them yourself, this can only be actioned by the Learning Support Team.
- The school/organisation codes that you have been provided with will need to be correctly entered into the correct fields, letters in capitals. **Your organisation/school is not the organisation code**, please use the code provided. Please **DO NOT use copy and paste** and ensure there is no space at the start and end of the codes you have entered.
- Please ensure you use your school/organisation email address

## Step 4

You will be asked to input the below:

### Account Information

- Set up a password
- Set up security questions
- Site Registration Code: *Code given in email*

### Contact Information

- Give your name
- Give your email address
- Give your contact telephone number

### Additional Information

- Organisation ID: *Code given in email not your school/organisation name*
- Customer Number: *Code given in email*
- Organisation Name
- Job Title

## Step 5

Press '**Submit**' and you will see a message confirming that you have registered successfully.