The New Learning Hub Admin Guide

Logging on for Email Users

Activating your Learning Hub Account

Activating your Learning Hub account is only required once when you first log in.

Go to the login page: https://leicscc.learn.link/login
It is suggested that you bookmark this link

Select 'Activate my account'

Enter your email in the 'Username' field and click 'Continue'

You will be sent a verification code to your email within 10 minutes. Please check your spam folder of your email if you do not see this code. Please note the code is only active for 1 hour.

Enter the verification code and select 'Verify'

Leicestershire County Council

Verify your account

Please enter the verification code we sent to your email address. If you have not received your email, please check your junk/spam messages or contact your manager.

Enter verification code *

Verification Code

Verify

Cancel

Resend verification email

Create a password then select 'Create Password' to continue

Leicestershire County Council

Create a new password

To reset your password enter a new password that is different from previously used ones.

ⓧ Contain a minimum of 8 characters
ⓧ Contain a capital letter
ⓧ Contain a lowercase letter
ⓧ Include a number
ⓧ Include a symbol
ⓧ Password confirmation must match password

Password

🔑 Password 👁

Confirm Password

🔑 Confirm Password 👁

Create Password

You will now enter the Learning Hub portal.

Logging on after the first activation

Go to the login page: https://leicscc.learn.link/login

Enter your email under 'Username', enter the 'Password' that you set-up and click 'Sign in'