

# 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: <u>https://leicscc.learn.link/login</u> It is suggested that you bookmark this link

### Select 'Activate my account'





Sign In

Welcome to your world of learning. Sign in to learn, connect, discover, and grow.

Username \*

오 Username

Forgotten username?

Password \*

Password

Forgotten password?



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



#### Are you new?

Enter your username below for instructions on how to reset your password

	Continue	
old Username		
Username		

I have an active account

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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'



#### 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

Leicester	shire
County Co	ouncil
Create a new password	ł
To reset your password enter a new p different from previously used	assword that is d ones.
<ul> <li>Contain a minimum of 8 characters</li> <li>Contain a capital letter</li> <li>Contain a lowercase letter</li> <li>Include a number</li> <li>Include a symbol</li> <li>Password confirmation must match passw</li> </ul>	vord
Password	
Password	Ì
Confirm Password	
Confirm Password	Ś
Create Password	

# You will now enter the Learning Hub portal.

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# 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'



Leicestershire County Council
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Sign In

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