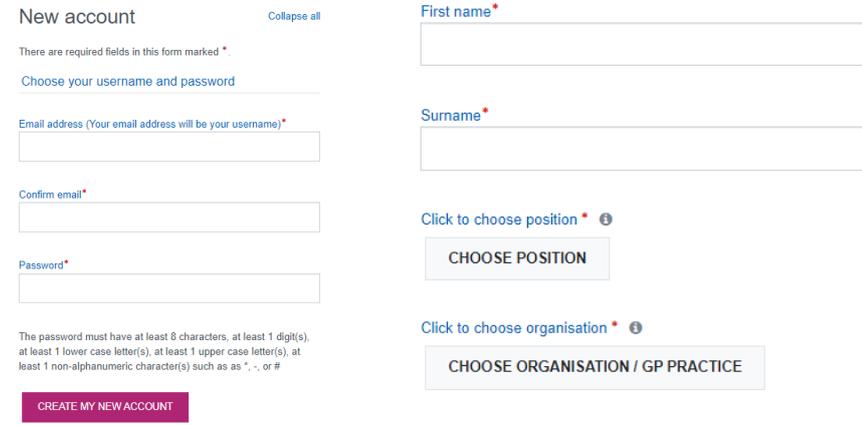


Creating a NWL Learning Hub Account

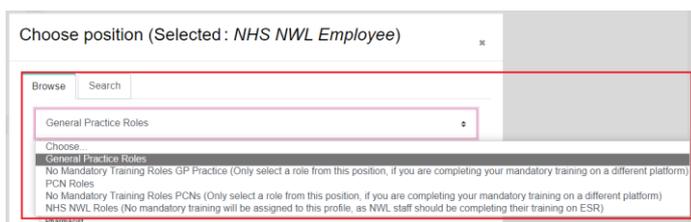
<p>1.</p>	<p>In order to access the North West London Learning Hub, you will need to create an account. Go to the website www.nwllearning.nhs.uk or click on the learning hub icon on your desktop.</p> <p>If this icon is not on your desktop please ask the service desk to install it by emailing - nhsnw.service@nhs.net</p>	 <p>Learning Hub</p>
<p>2.</p>	<p>To create an account, click on Create New Account</p> 	
<p>3.</p>	<p>The New Account form will launch.</p> <p>Please fill in all the boxes with a red * (star). When you have entered your Username and Password, other fields will appear for completion. Please see below for guidance.</p> 	

4. Click on **Choose Position**.

[Click to choose position](#)

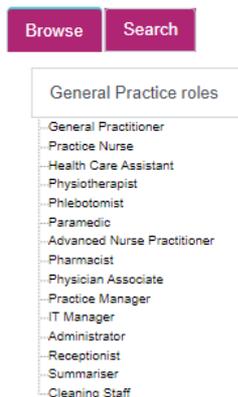
CHOOSE POSITION

You can **Search** for your role using the search option or select your role. The drop down function will give you further role options. Once you have selected your role, click **OK**.

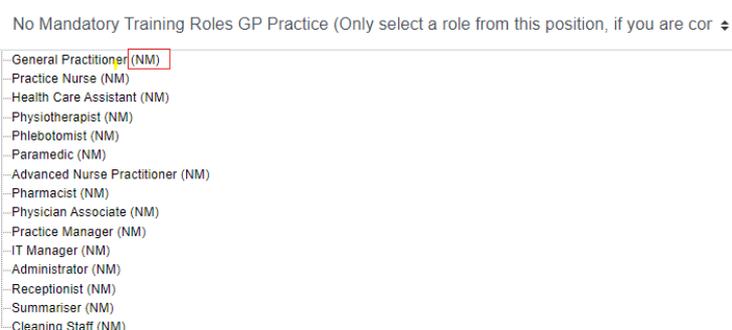


Below is a list of roles from the drop-down function
We have 5 different options to select from:

- i. **General Practice** - General Practice roles that **WILL** be doing their Mandatory training on the NWL Platform



- ii. **No Mandatory Training Roles GP Practice (Only select a role from this position, if you are completing your mandatory training on a different platform)** - General Practice roles that will **NOT** be doing their mandatory training on the NWL Learning Platform



iii. **PCN Roles** - PCN roles that **WILL** be doing their Mandatory training on the NWL Platform.

Browse Search

PCN Roles

- Clinical pharmacists
- Social Prescribing Link Worker Role
- Physiotherapist
- Physicians Associate
- Paramedic
- Pharmacy Technician
- Occupational therapists
- Dieticians
- Chiropodists/podiatrists
- Health & Wellbeing coach
- Care Co-ordinator
- Trainee Nursing Associate
- Nursing Associate
- Mental Health Practitioners
- Community Nurses
- Health Care Assistants
- Local GPs
- PCN manager
- PCN Clinical Secretary

iv. **No Mandatory Training Roles PCNs (Only select a role from this position, if you are completing your mandatory training on a different platform) - PCN roles that will NOT be doing their mandatory training on the NWL Learning Platform**

Browse Search

No Mandatory Training Roles PCNs (Only select a role from this position, if you are completir

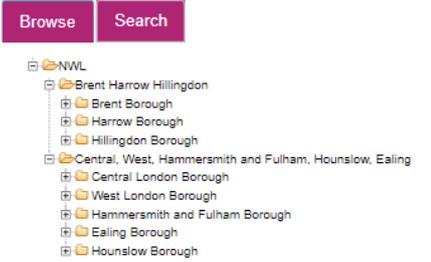
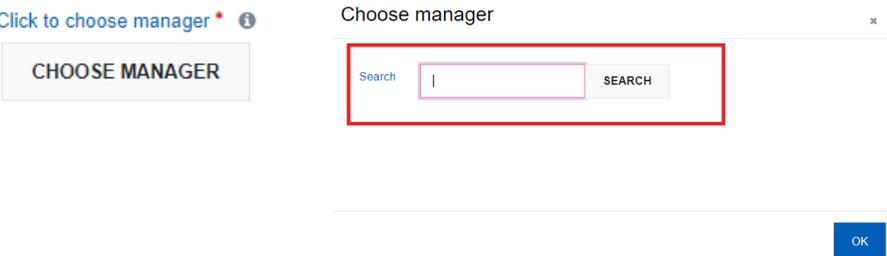
- Clinical pharmacists (NM)
- Social Prescribing Link Worker Role (NM)
- Physiotherapist (NM)
- Physicians Associate (NM)
- Apprentice Physician Associate (NM)
- Paramedic (NM)
- Pharmacy Technician (NM)
- Occupational therapists (NM)
- Dieticians (NM)
- Podiatrist (NM)
- Chiropodists/podiatrists (NM)
- Health & Wellbeing coach (NM)
- Care Co-ordinator (NM)
- Trainee Nursing Associate (NM)
- Nursing Associate (NM)
- General Practice Assistant (NM)
- Digital and Transformation Lead (NM)
- Mental Health Practitioners (NM)
- Community Nurses (NM)
- Health Care Assistants (NM)
- Local GPs (NM)
- PCN Manager (NM)
- PCN Clinical Secretary (NM)

v. **NHS NWL Roles (No mandatory training will be assigned to this profile, as NWL staff should be completing their training on ESR)**

Browse Search

NHS NWL Roles (No mandatory training will be assigned to this profile, as NWL staff should

- NHS NWL Employee

<p>5.</p>	<p>Click on Choose Organisation / GP Practice.</p> <p>Click to choose organisation * ⓘ</p> <p>CHOOSE ORGANISATION / GP PRACTICE</p> <p>You can Search for your organisation / GP Practice using the search option or select your organisation by expanding the folders. The drop down function will give you further role options. Once you have selected your role, click OK.</p> 
<p>6.</p>	<p>Click on Choose Manager, this will allow you to search for your manager. Please select your manager's name.</p> <p>Click to choose manager * ⓘ</p> <p>CHOOSE MANAGER</p> <p>Choose manager</p>  <p>The manager has to have a registered account on the learning hub for you to be able to select them. This will allow your manager to view your training record.</p>
<p>7.</p>	<p>Once all the fields are completed click Create My New Account</p> <p>CREATE MY NEW ACCOUNT</p> <p>Once you have registered, an email will be sent to your NHS.NET mail address to confirm your account.</p>

Please do not hesitate to contact us if you have any queries via the IT Service Desk:
 Phone: 0203 350 4050 or Email: nhsnwl.servicedesk@nhs.net