## Creating a NWL Learning Hub Account

2.	In order to access the North V will need to create an accoun Go to the website www.nwlle learning hub icon on your de If this icon is not on your dest to install it by emailing - nhsn To create an account, click or	West London Learning Hub, you t. earning.nhs.uk or click on the esktop. ktop please ask the service desk wl.servicedesk@nhs.net n Create New Account
	Welcome to the NW London Learn Hub Providing training and education for Prima in North West London	Image: State in the section of collaboration of cinical commissioning Groups   Usemanne / email   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commissioning Groups   Image: State in the section of cinical commission of cinic
3.	The <b>New Account</b> form will la Please fill in all the boxes with When you have entered your for completion. Please see be	aunch. h a red <sup>*</sup> (star). Username and Password, other fields will appear elow for guidance.
	New account Collapse all	First name*
	There are required fields in this form marked *. Choose your username and password	
	Email address (Your email address will be your username)*	Surname*
	Confirm email*	
	Decement <sup>*</sup>	CHOOSE POSITION
	Password	
	The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at	Click to choose organisation * 🕚
	least 1 non-alphanumeric character(s) such as as ", -, or #	CHOOSE ORGANISATION / GP PRACTICE
	CREATE MY NEW ACCOUNT	

Click c	on Choose Position.
Click t	o choose position * 🚯
C	HOOSE POSITION
You ca drop d your ro	an <b>Search</b> for your role using the search option or select your role. The own function will give you further role options. Once you have selected ole, click <b>OK</b> .
Choose p	position (Selected : NHS NWL Employee)
Browse	Search Search
General P	vractice Roles o
Choose General P No Manda	radice Roles atory Training Roles GP Practice (Only select a role from this position, if you are completing your mandatory training on a different platform)
PCN Role No Manda NHS NWL	s troug Training Roles PCNs (Only select a role from this position, if you are completing your mandatory training on a different platform) Roles (No mandatory training will be assigned to this profile, as NVVL staff should be completing their training on ESR)
<b>D</b> 1	
Below We ha	is a list of roles from the drop-down function
we na	
i.	General Practice - General Practice roles that WILL be doing their
	Mandatory training on the NWL Platform
	Browse Search
	General Practice roles
	General Practitioner
	Health Care Assistant Physiotherapist
	- Phiebotomist - Paramedio
	Advanced Nurse Practitioner Pharmaoist Pharmaoist
	- Practice Manager
	- Administrator Receptionist
	Summariser - Cleaning Staff
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 <b>NOT</b> be doing their mandatory training o
	the NVVL Learning Platform
	No Mandatory Training Roles GP Practice (Only select a role from this position, if you are cor 🜩
	General Practitioner(NM) - Practice Nurse (NM)
	-Health Care Assistant (NM) -Physiotherapist (NM)
	Phiebotomist (NM) Paramedic (NM)
	-Advanced Nurse Practitioner (NM) -Pharmacist (NM) -Physician Associate (NM)
	- Practice Manager (NM) - IT Manager (NM)
	-Administrator (NM) -Receptionist (NM)
	-Summariser (NM) -Cleaning Staff (NM)



	Browse Search
	PCN Roles
	Clinical pharmacists
	Physiotherapist Physiotherapist
	- Paramedic - Pharmacy Technician
	- Occupational merapists - Dieticians - Chiropodists/sociatrists
	Health & Wellbeing coach Care Co-ordinator
	- Trainee Nursing Associate - Nursing Associate - Mental Health Practitioners
	-Community Nurses Health Care Assistants
	- Local GPs - PCN manager - PCN (Finited Secretary
	, or connect couldary
iv.	No Mandatory Training Roles PCNs (Only select a role from this position
	are completing your mandatory training on a different platform) - $PCI$
	that will <b>NOT</b> be doing their mandatory training on the NWL Learn
	Planom
	Browse Search
	No Mandatory Training Roles PCNs (Only select a role from this position, if you are completir \$
	Clinical pharmacists (NM)
	-Physicians Associate (NM) -Physicians Associate (NM)
	– Apprentice Physician Associate (NM) – Paramedic (NM) – Pharmacy Technician (NM)
	Occupational therapists (NM)     Deticians (NM)
	- Chippolists/poliatrists (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)
	Merial Health Practitioner's (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
	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 I ¢
	In the second se



5.	Click on Choose Organisation / GP Practice.		
	Click to choose organisation *		
	CHOOSE ORGANISATION / GP PRACTICE		
	You can <b>Search</b> 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 <b>OK</b> .		
	<ul> <li>P ■ Brent Borough</li> <li>P ■ Harves Borough</li> <li>P ■ Hillingdon Borough</li> <li>P ■ Central London Borough</li> <li>P ■ Central London Borough</li> <li>P ■ West London Borough</li> <li>P ■ Hammersmith and Fulham Borough</li> <li>P ■ Ealing Borough</li> <li>P ■ Hounslow Borough</li> </ul>		
6.	Click on Choose Manager, this will allow you to search for your manager. Pleas		
	select your manager's name.		
	Click to choose manager • 1 Choose manager *		
	CHOOSE MANAGER Search I SEARCH		
	ок		
	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.		
7.	Once all the fields are completed click Create My New Account		
	CREATE MY NEW ACCOUNT		
	Once you have registered, an email will be sent to your NHS.NET mail address to confirm your account.		

Please do not hesitate to contact us if you have any queries via the IT Service Desk: Phone: 0203 350 4050 or Email: <a href="mailto:nhsnwl.servicedesk@nhs.net">nhsnwl.servicedesk@nhs.net</a>