


Guide to registering for a Learning Zone Account


It is important that you do not use an old saved favourite link to the Learning Zone

1. Go to Hampshire County Council's Learning Zone webpage.

<https://www.hants.gov.uk/educationandlearning/learning-zone>

2. Click on the **green button** at the bottom of the page to **apply** for a Learning Zone account, this will take you to the 'Success Factors' landing page below.



SAP SuccessFactors  Currently Viewing Site: HCC

Login

User ID

[Forgot User ID?](#)

Password

[Forgot your password?](#)

New User

[Are you a new user? Click here to register.](#)



Sign in to find out what's available on your learning page.

If this is the first time you have used the Learning website, you will need to register an account using the link at the bottom of this page.

3. Under 'New User' select '**click here to register**' - this will take you the registration form (below) which asks for some simple information.

By submitting your account information, you agree that Hampshire County Council can use the information you provide to create your learning account and identify and authenticate you each time you log in to your learning account.

Please complete the "Create New Account" form and click "Submit". After you create an account, you can view your Learning Plan, add items to your cart, and check out.

The User's password has to be compliant with the following rules:

- The length of the password must be between 8 and 40 characters.
- The password must contain a minimum number of character types from the list below: 0
 - Uppercase letter [A-Z]
 - Lowercase letter [a-z]
 - Number [0-9]

* Required Fields

Account Information

* User ID : EXT19067

* Password :

* Re-Enter Password :

* Security Question :

* Security Answer :

* Re-Enter Security Answer :

* Registration Code :

Contact Information

* First Name :

* Last Name :

* Email Address :

* Confirm Email Address :

Telephone Number :

Additional Information

* Organisation ID :

* Customer Number :

To access and use the system, read and accept the document listed below. Click on the link to open the document.

[Privacy Notice](#)

I acknowledge that I have read the above document.

You will see that a **User ID** has automatically been generated (this is at the top of the form and starts 'EXT' followed by numbers). **Tip:** Make a note of this user ID for next time you log in.

- The system will need to know your name and email address. You will need to set up a password and security question. The Learning Zone will also ask you to complete 3 boxes that validate that you are allowed to have access to the new Learning Zone. For your setting these 3 pieces of information are:

REGISTRATION CODE: XXXXXX mail merge fields were completed on each email

ORGANISATIONAL ID: XXXX

CUSTOMER NUMBER: XXXXX

You should be able to copy and paste from the above into the registration fields. Don't forget to tick the check box to confirm you agree with the privacy statement.

- Press Submit and you will see a message confirming that you have registered successfully. Your User ID is then active and you can click continue to enter the Learning Zone.

6. Once the system has recognised that you work in Early Years (this takes about an hour) then you will see the range of courses that are relevant to you.

How to get in touch

Your support in getting this new system in place is appreciated. For any questions regarding the new Learning Zone, please contact our bookings team.

Email: htlc.courses@hants.gov.uk

Tel: 01962 718600