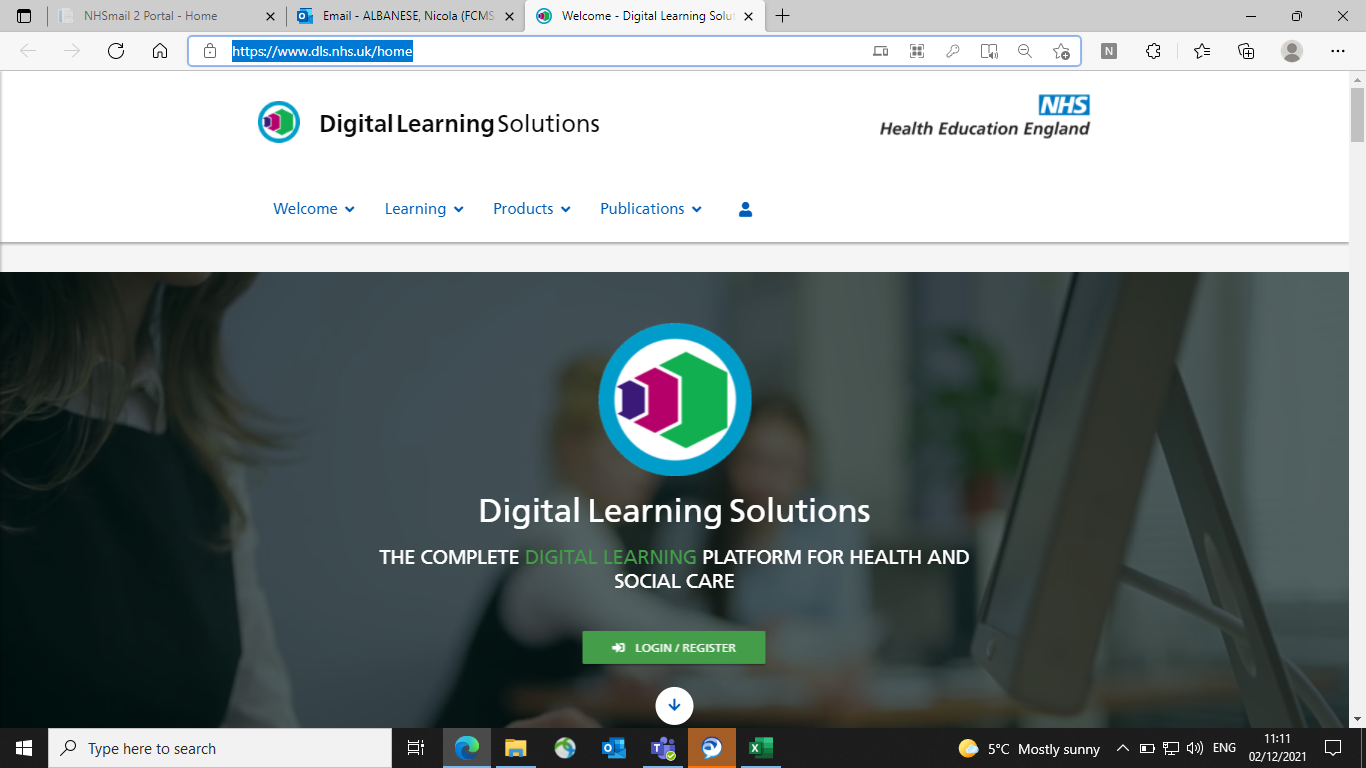
**How to register on the portal**

Please click on this link

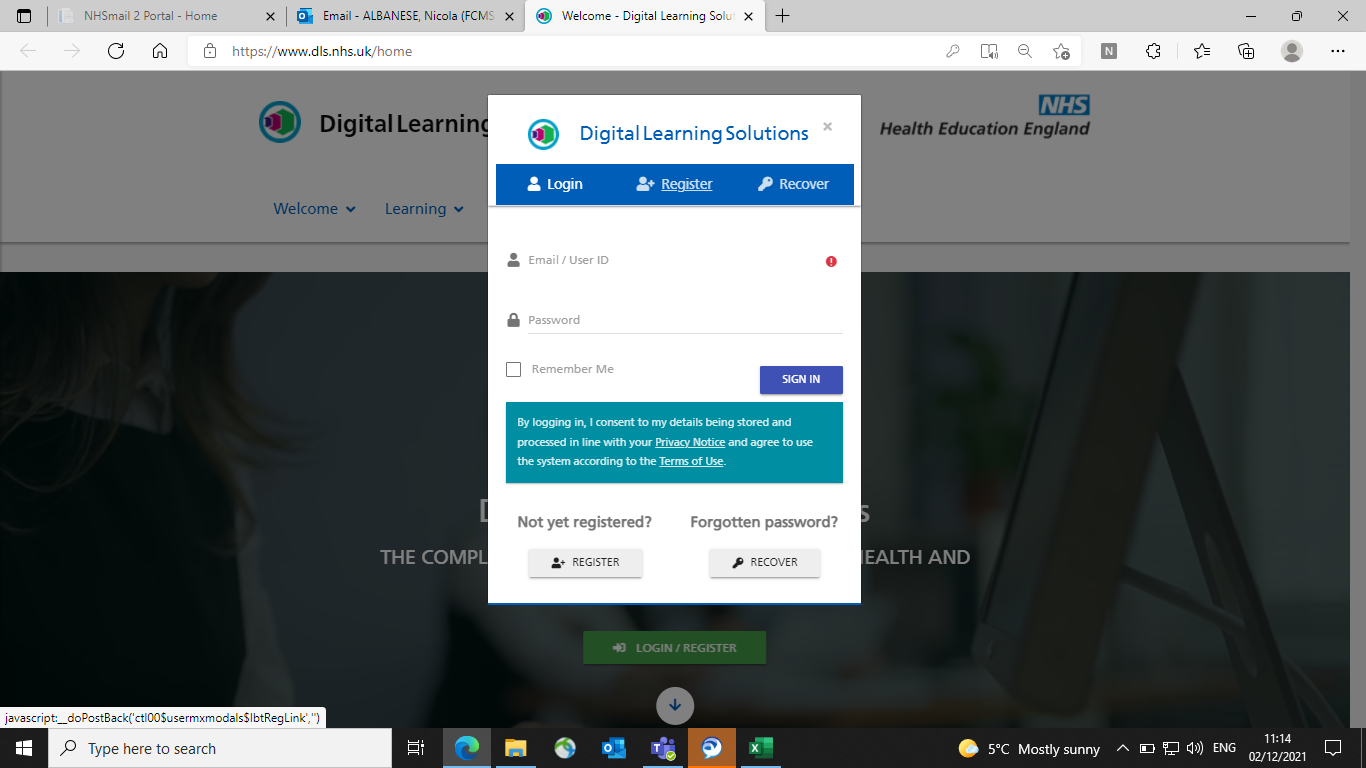
[Welcome - Digital Learning Solutions (dls.nhs.uk)](https://www.dls.nhs.uk/home)

|  |
| --- |
| [Welcome - Digital Learning Solutions](https://www.dls.nhs.uk/home)  Digital Learning Solutions (DLS) home page, Information about products and services, learning content, the DLS team, customer stories, news and contact information  www.dls.nhs.uk |

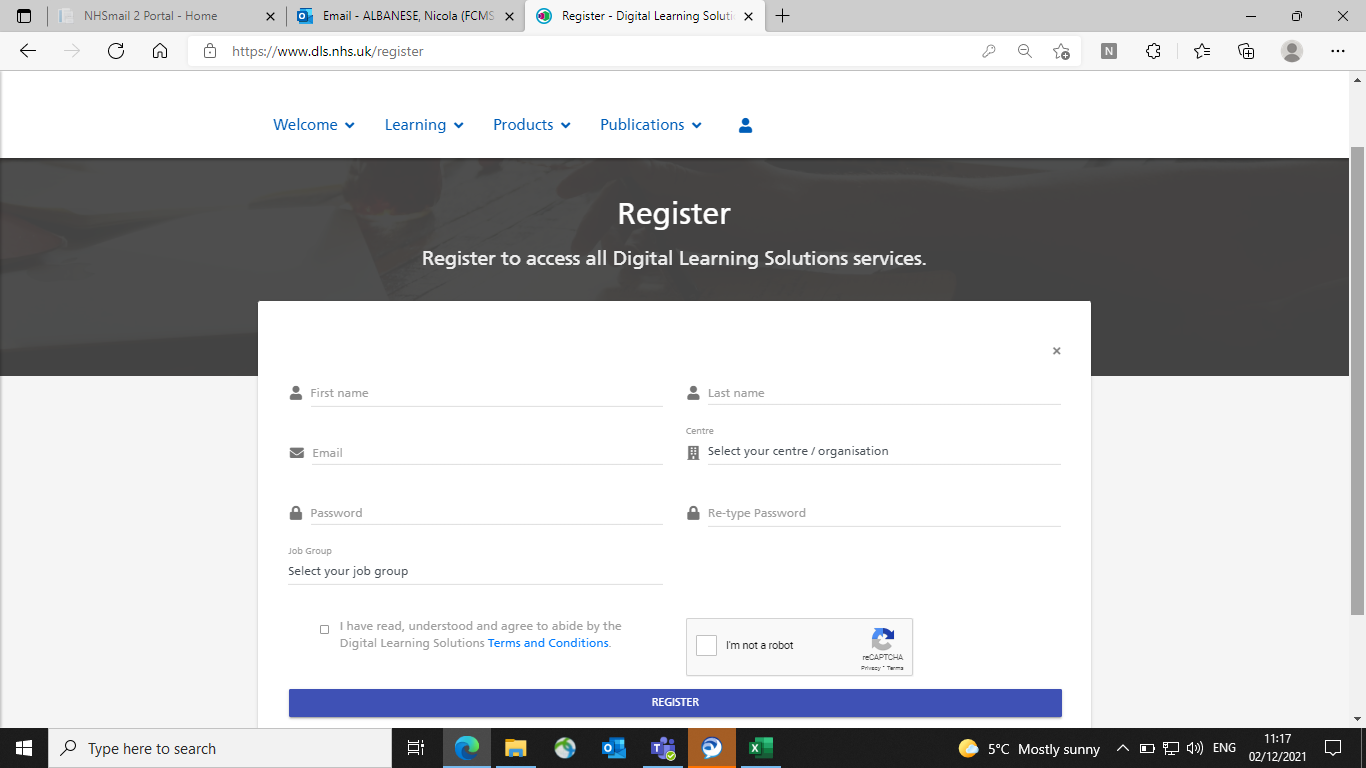


Please click Login/Register- green button as shown above

Click **register** as shown below

​

The following screen is shown

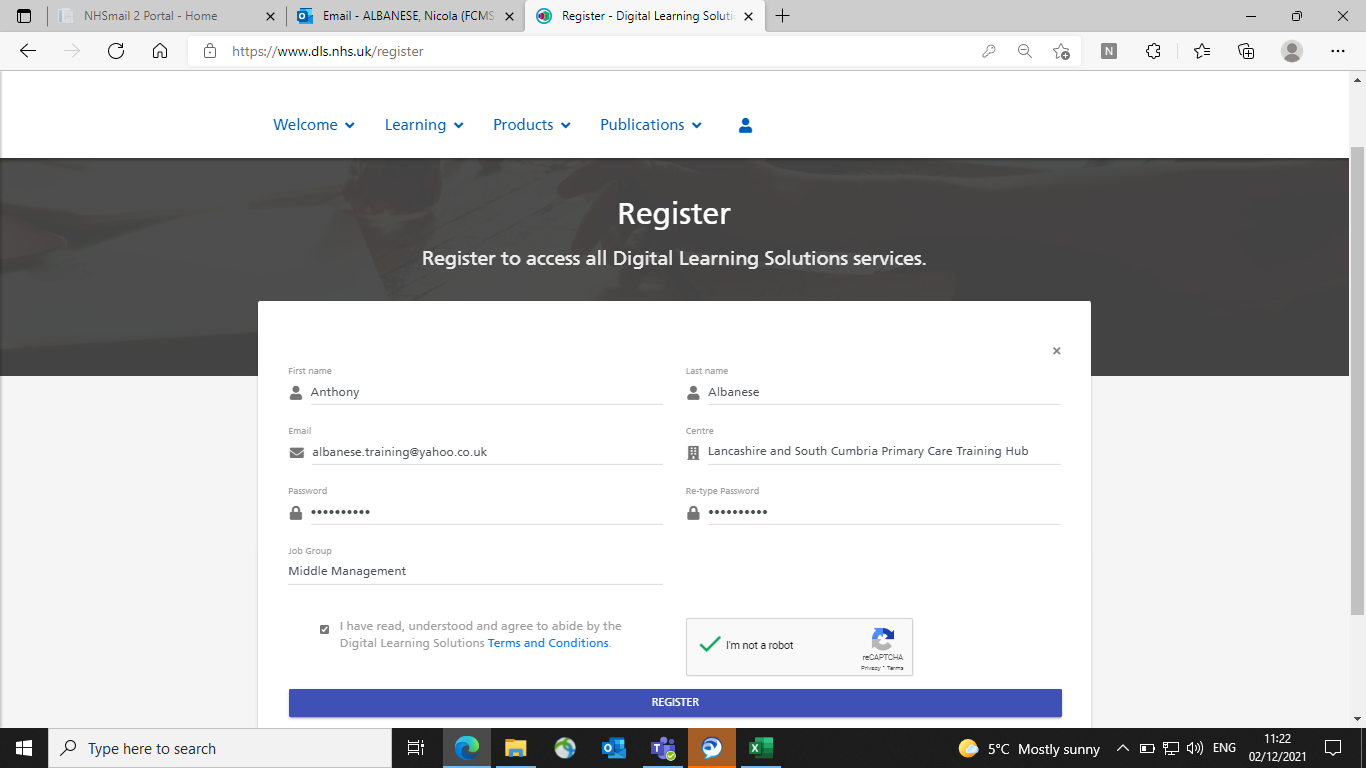


Please insert

* First name
* Last name
* Email
* Select your centre- Please insert here **Lancashire and South Cumbria Learning Hub**
* **​**Create a password- this must contain uppercase letter, number and symbol
* Select job group for example Nurse or Admin etc

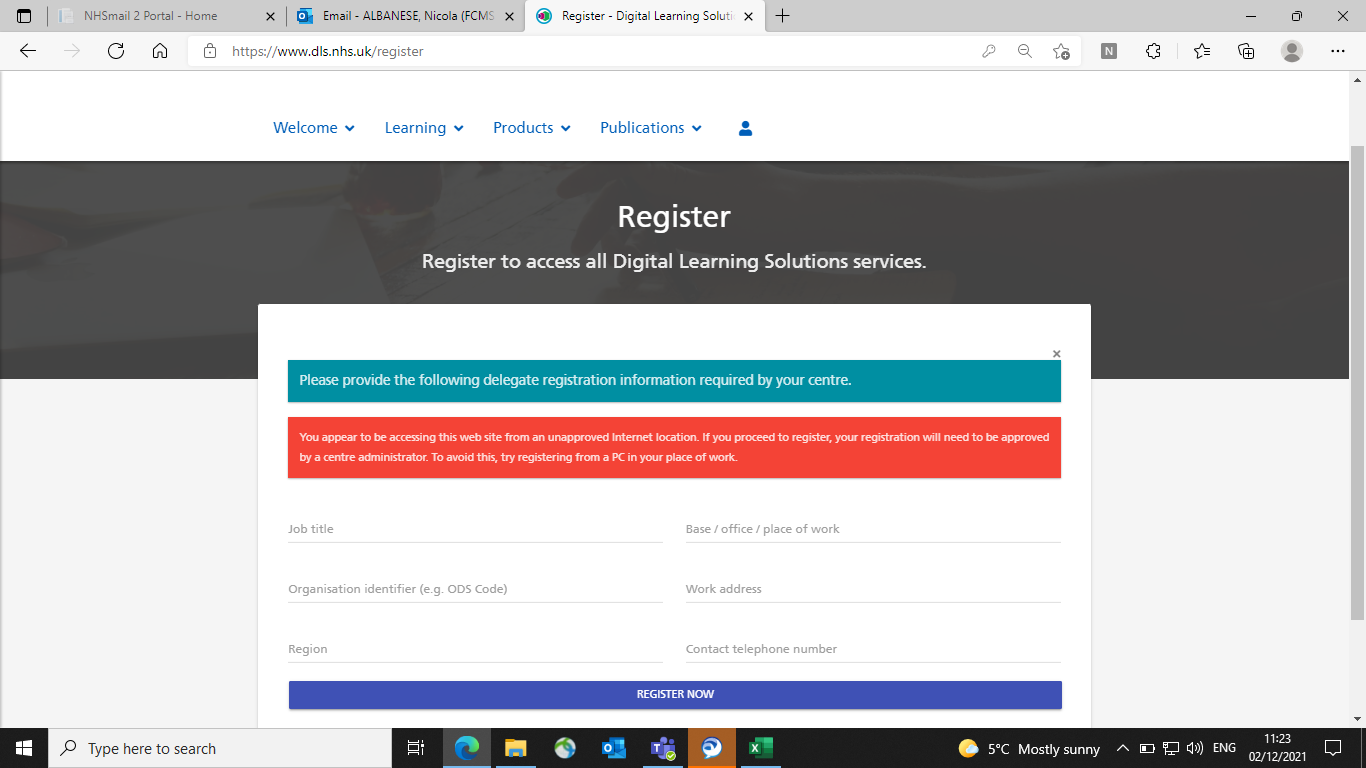
Agree to t's and c's

Confirm you are not a robot



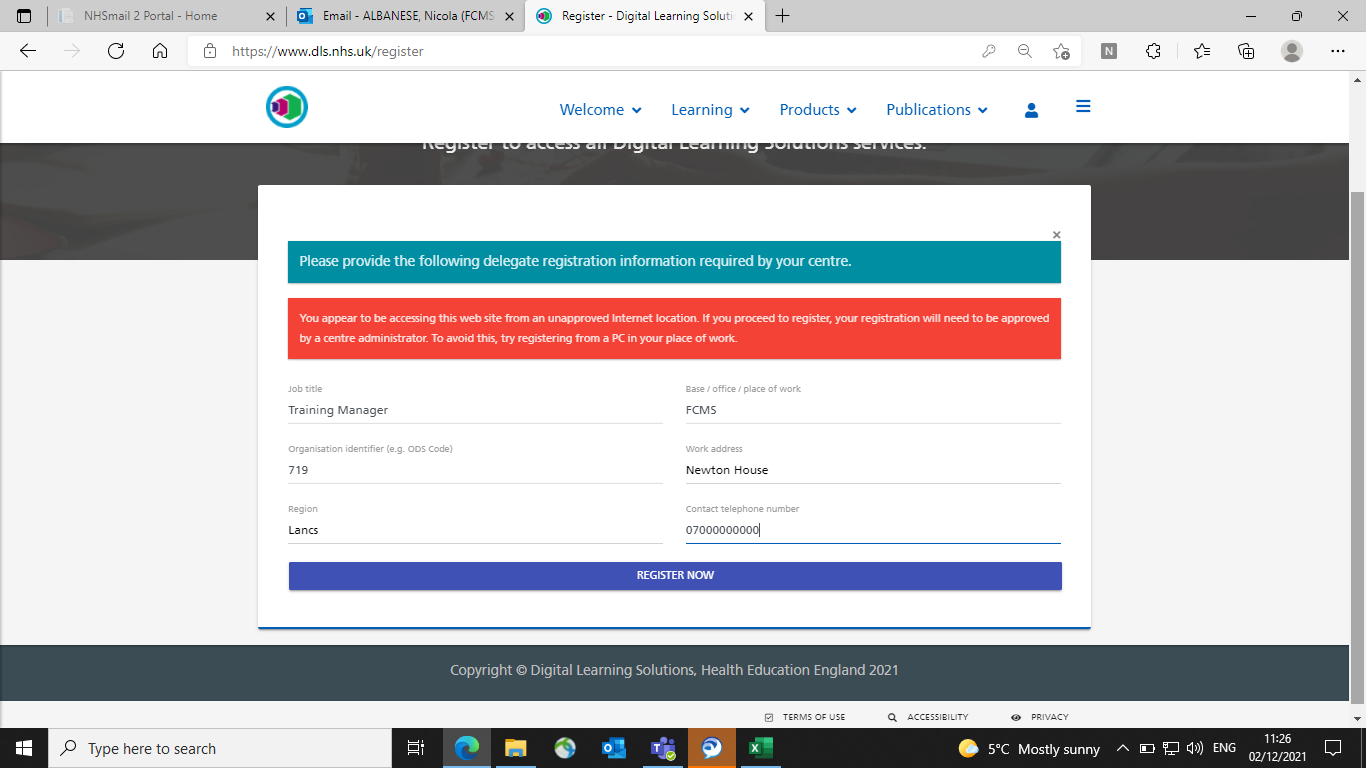
Click register

You may immediately receive a registration number however this may appear



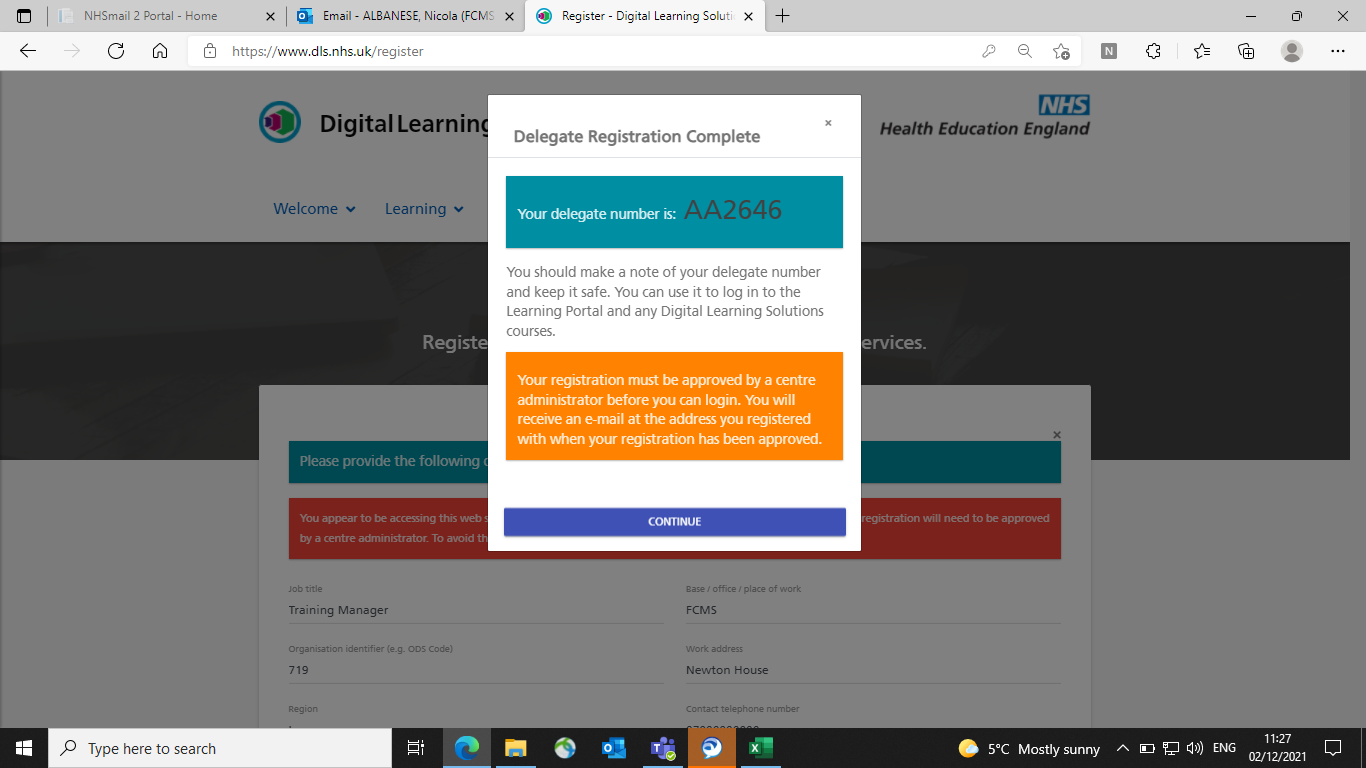
If this is the case please complete your

* Job Title
* Place of work
* Organisational ODS code
* Work Address
* Region
* Contact telephone number



Click Register Now

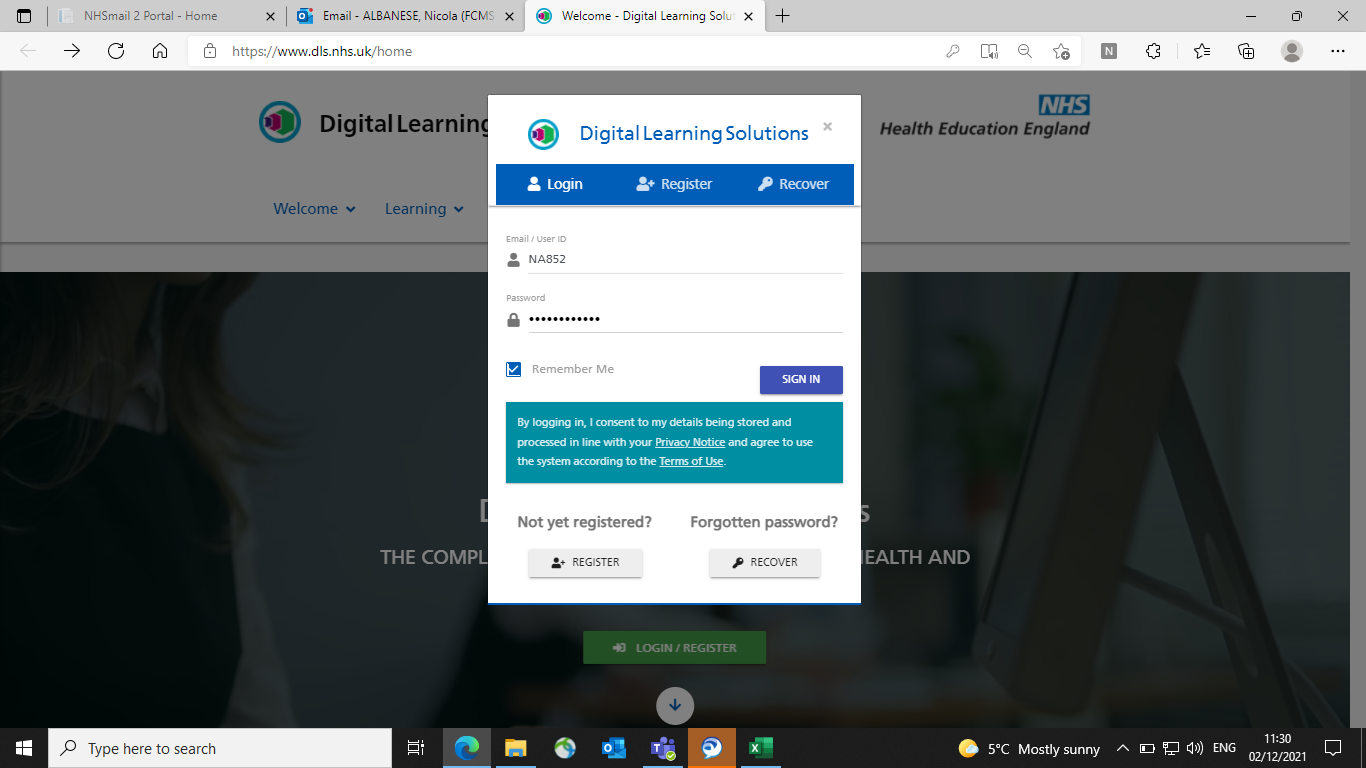
A delegate number then appears on the screen- this will be unique to you



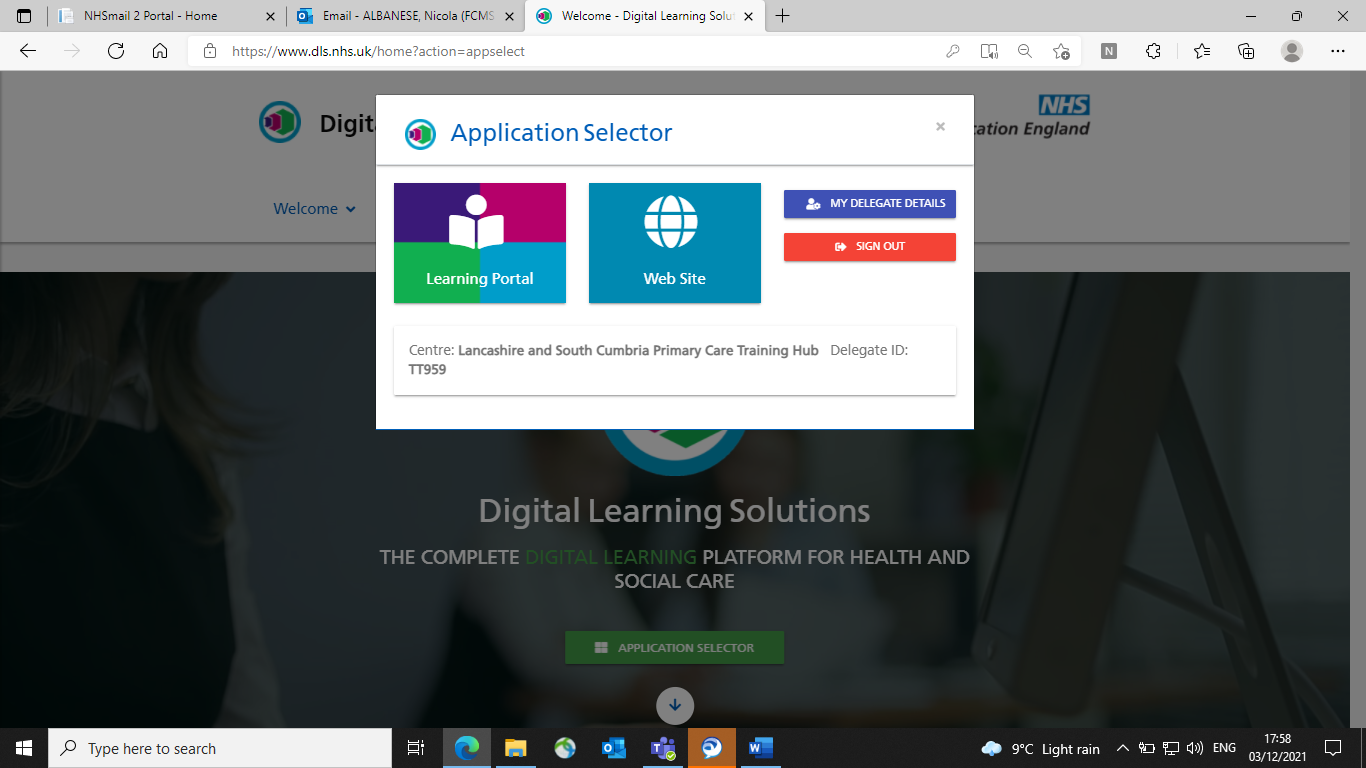
One of the digital team will then approve your registration and you will receive a welcome email.

Please keep a note of the password you created earlier.

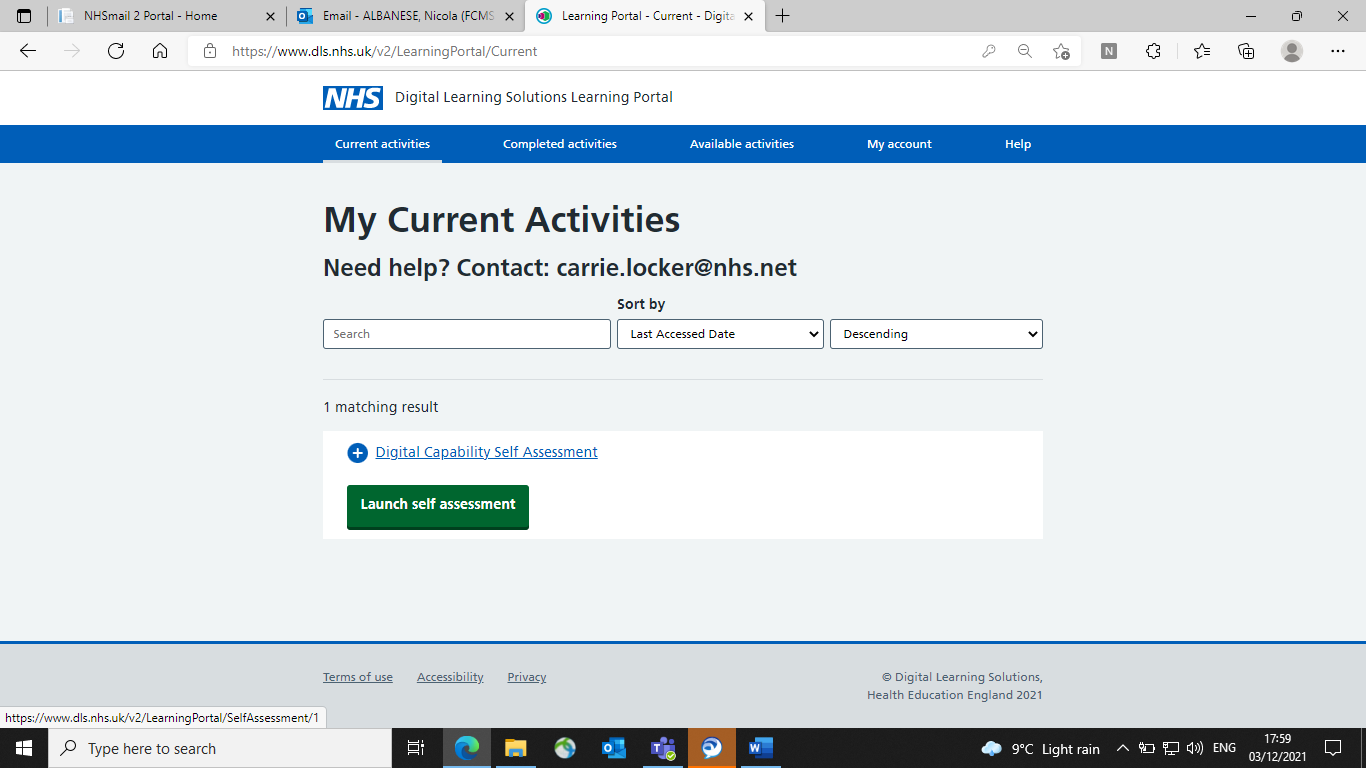
When you receive your user ID please log in using this and your password



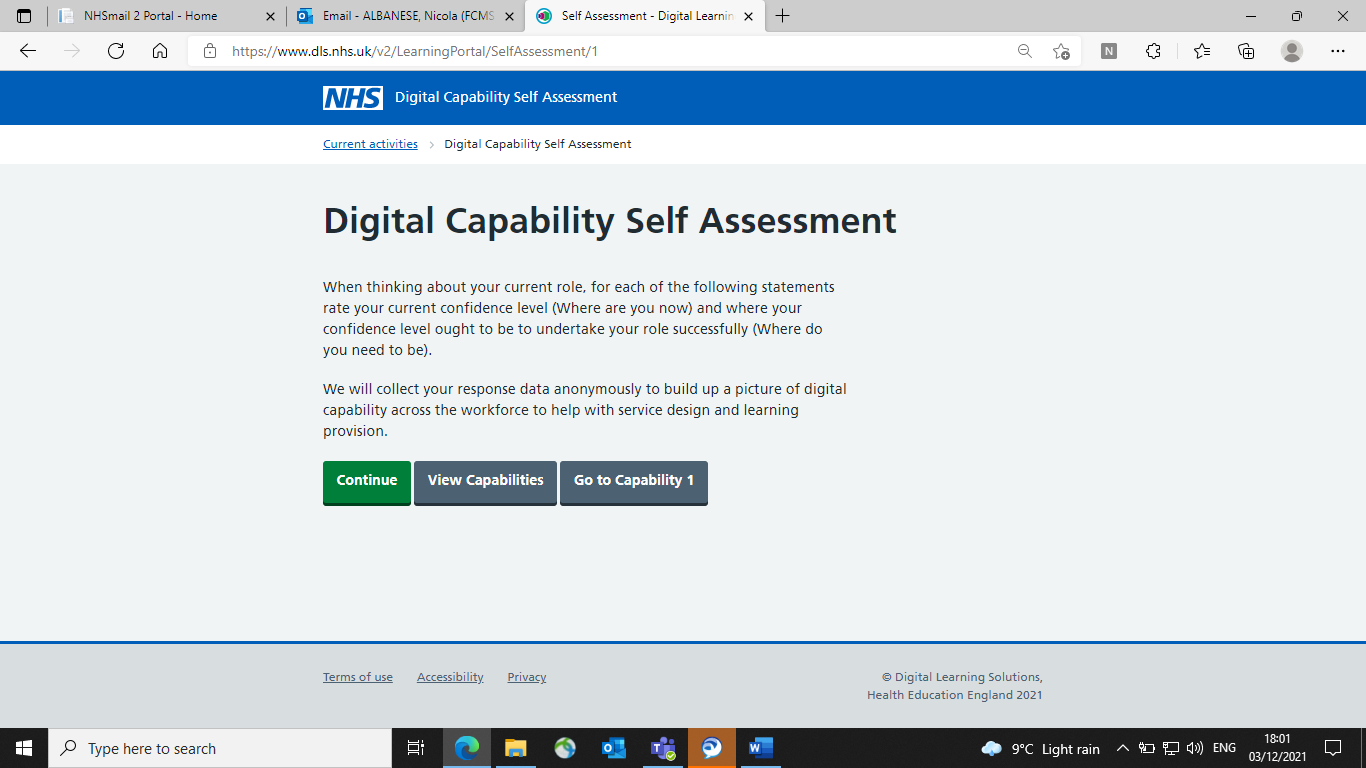
and click Sign in



Click on **Learning Portal**

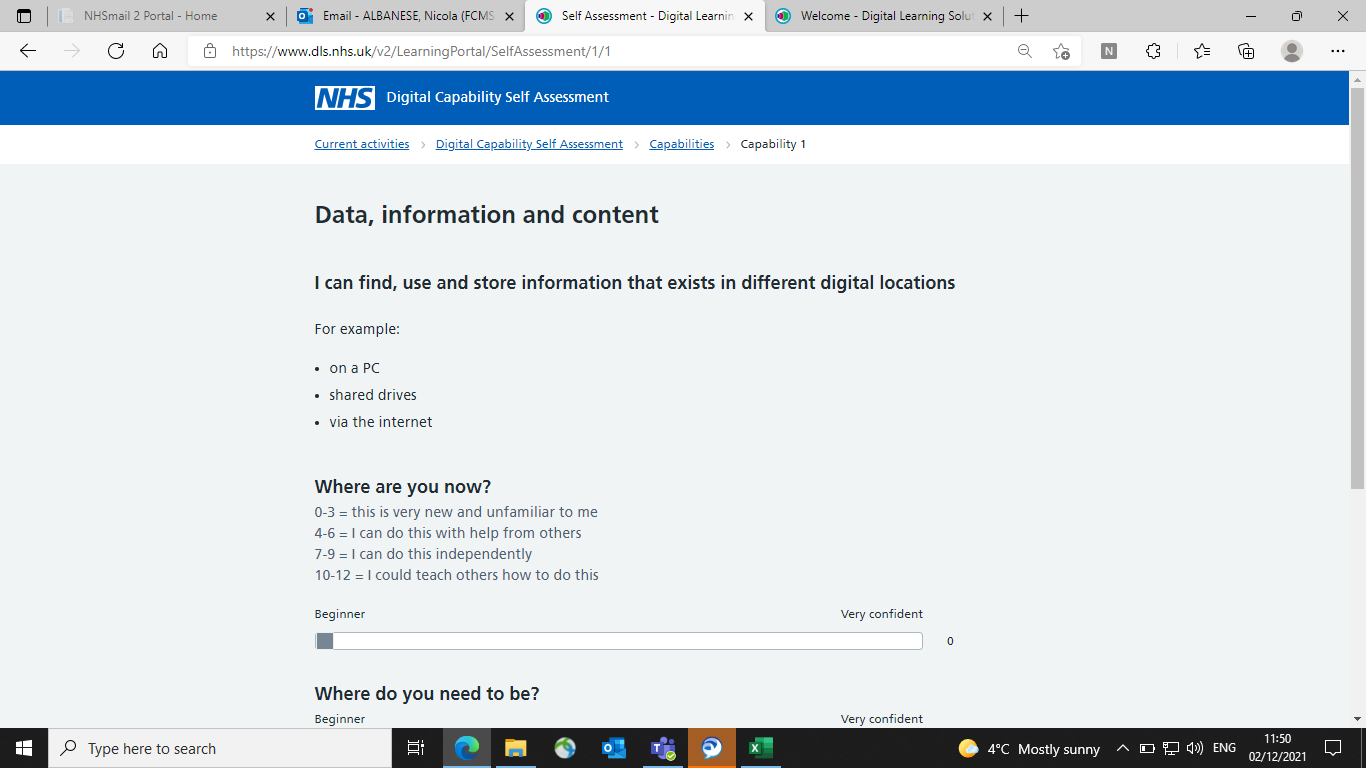


**Click on Launch Self Assessment**



Click continue

Complete the digital tool



Score the questions 1-12 using the sliding scale and the key 0-12

Once complete, any skills gaps will be identified and training modules which would be most suitable to your needs will be displayed

