

# ACCESSING LEARNING



A short guide is to help employees access our two main learning portals

## Learnpro Council

This system is web based and is used to complete e-learning. Employees need to complete the e-learning modules of their Essentials training here.

### How do I access?

[Learnpro Council Link](#)

Employees need to self register.  
In order to register, employees need:

1. email (this can be a work or private email)
2. employee number.

### When to Access?

It is recommended that new employees register on the system within their first week of starting with East Ayrshire Council.

The Line Manager should help the employee plan when to complete their Essentials training as part of their job induction. More information on this is included in the Welcome Induction module - Job Induction Check list.

## Learning Academy

Web based learning portal where you can book on training and access 100's of curated learning articles, links and videos covering a wide range of subjects

### How do I access?

[Learning Academy link](#)

Employees need to self register and have an email (this can be a work or private email).

If a private email is used then the employee's Line Manager will be asked to confirm this email before being given access to the site.

### When to Access?

Ideally an employee should register within the first two weeks of starting a role.

Essentials for Managers and / or Role specific Essentials face to face sessions are booked here.

Further development identified through FACE Time discussions may be accessed here.

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- Use 'Create an Account' button to register
- Follow instructions to confirm your name, role, employee number etc
- Passwords are self reset by using 'Forgotten Login'
- Once signed in click on appropriate Essentials tab. Scroll down and click on 'Add' to add a module to your list of modules
- Click Launch to open a module.
- The system automatically saves your progress

- Use 'register' button to register
- If using a personal email you must ask your Line Manager to contact [organisationaldevelopment@east-ayrshire.gov.uk](mailto:organisationaldevelopment@east-ayrshire.gov.uk) to confirm your personal email address and that you are an employee.
- The site is navigated by clicking on the appropriate coloured tiles. The search bar can also be used.
- Passwords are self reset using 'Forgotten password' button

