

Creating an AdultLearn Account

Learning Objective

- To create an account on AdultLearn

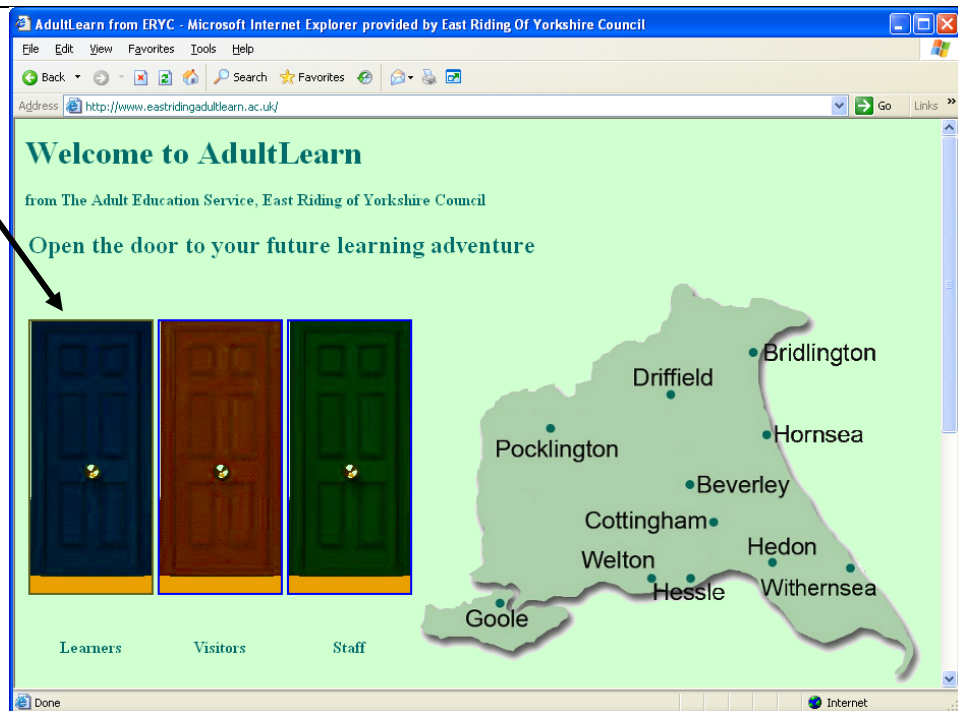
Instructions

NOTE: The AdultLearn account created and the email account used in these instructions is only for demonstration purposes.

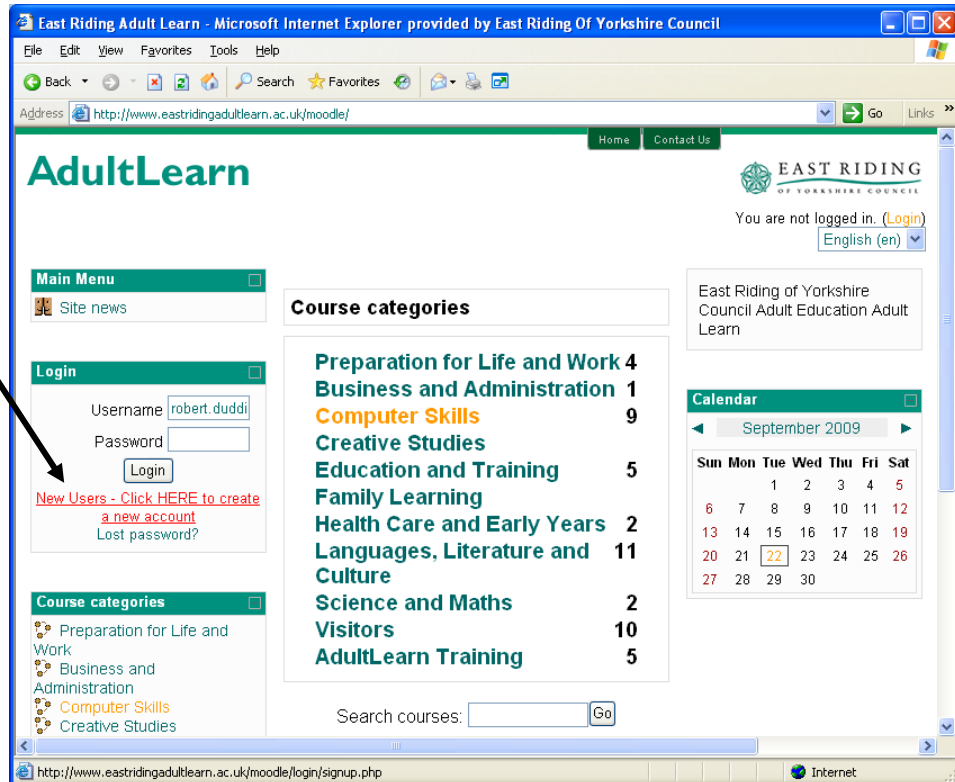
1. Access this **web page** using your web browser → www.eastridingadultlearn.ac.uk

2. Click the **blue door** to access the **Learner AdultLearn**

*NOTE: The **green door** accesses the **Staff AdultLearn**; this is only accessible by staff.*



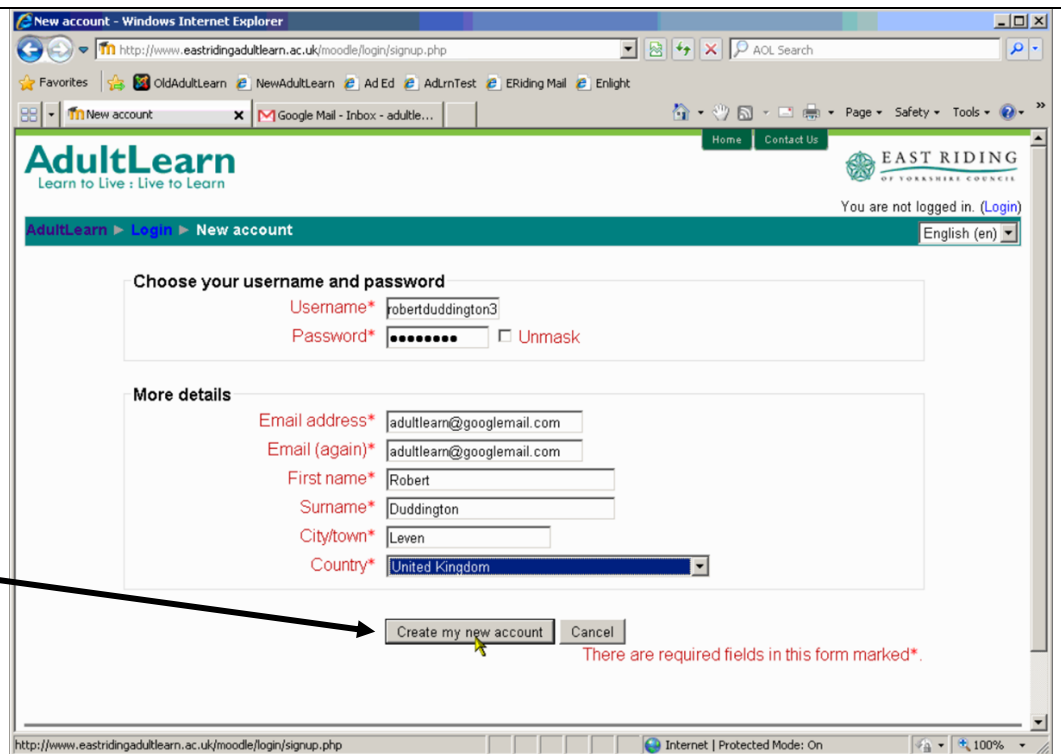
3. Click on **New Users** – Click **HERE** to create a new account



4. Complete all of the fields.

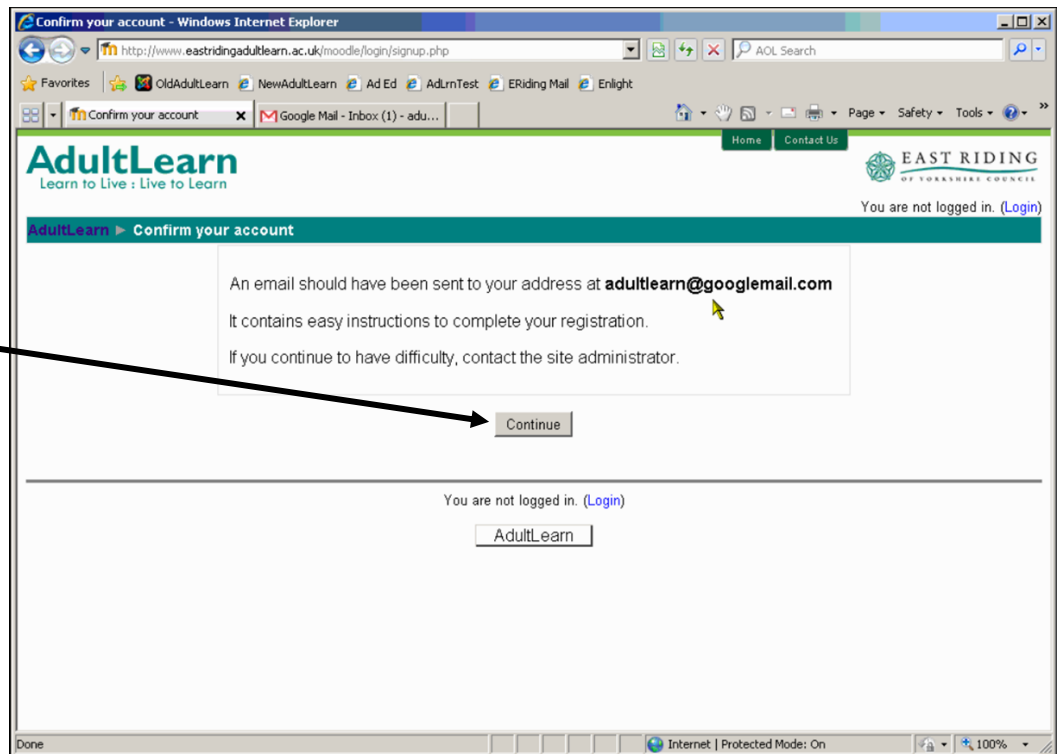
NOTE: Typically people use their forename and surname with NO SPACES as their username

5. Click **Create my new account**

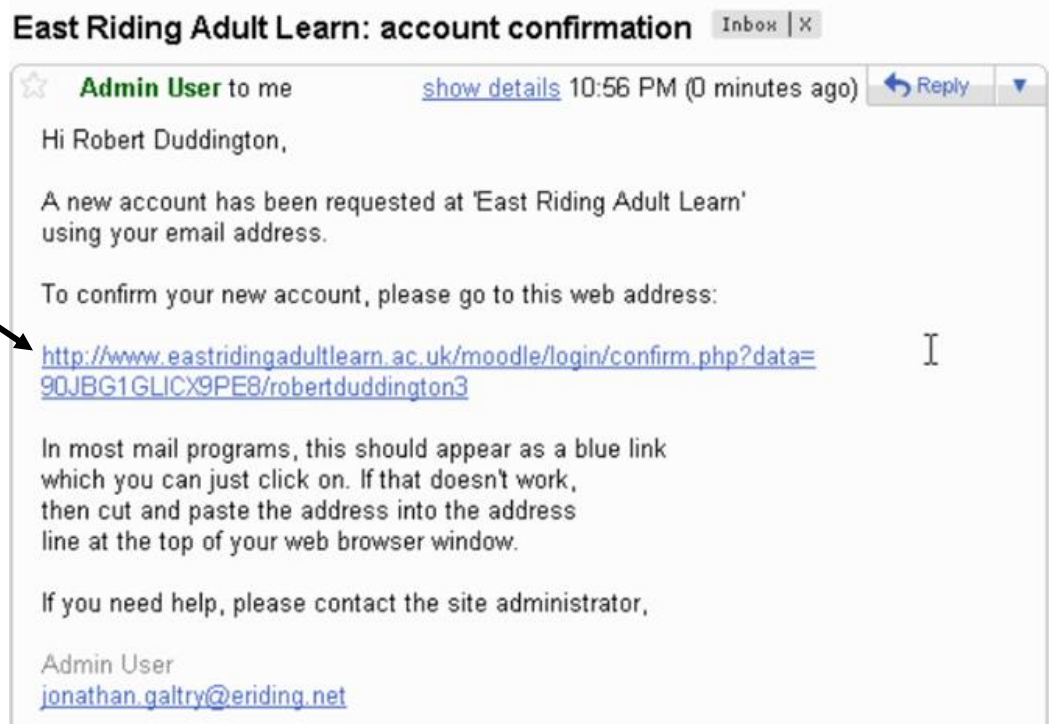


NOTE: The message states you should access your email account

6. Click **Continue**



7. Access your email and in the email you receive click the **link**



You will receive a confirmation message

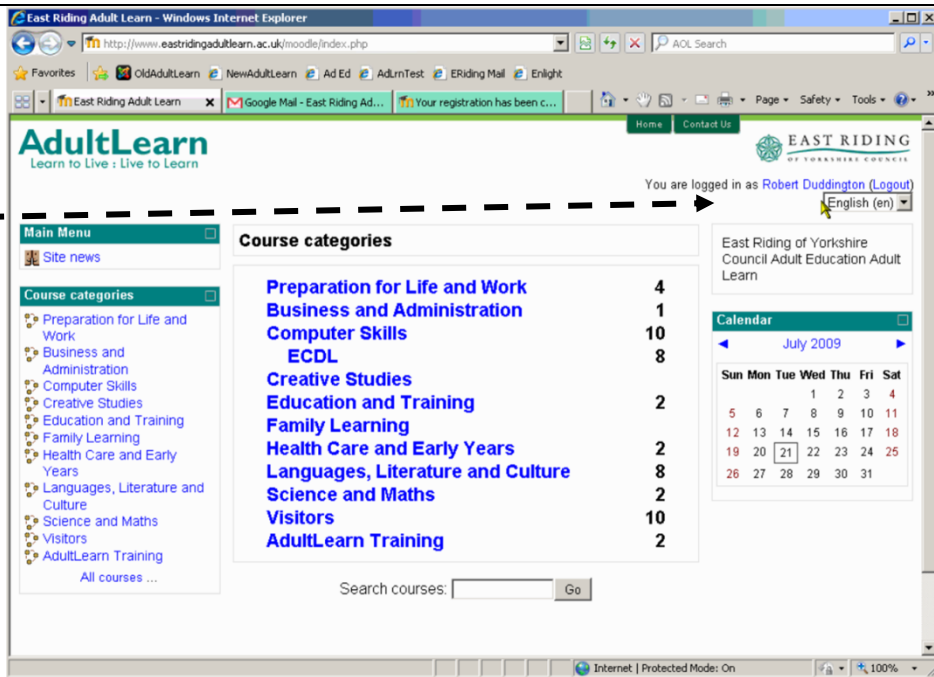


8. Click **Courses** to take you to the **AdultLearn** front page

You are logged in to **AdultLearn**

The **AdultLearn** front page

You are logged in to **AdultLearn**



NOTE: In future, on the front page enter your **username**, **password** and click **Login**

