How to Create a My Learning Account

1. Log on to http://wokingham.learningpool.com
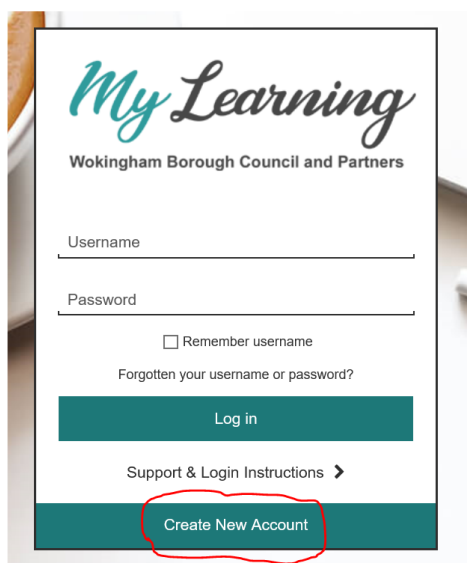

2. If you have never accessed My Learning before, you will need to create a new account. Select 'Create a New Account', which you will find at the bottom of the login block (see above). Please follow the instructions, noting the additional information below.

If you have previously accessed My Learning and can no longer access your account, please do not create a new account as we can reactivate an old account, pulling back all your training history. Please email learning@wokingham.gov.uk for assistance.

When creating a new account please note the following instructions:
- Your username should be a 6 letter combination of your first name and surname, e.g. Karen Smith would be karsmi. This needs to be in lowercase. If the username already exists please change the last letter to a number 1,2 etc. (karsm1)
- We will use your first name and surname when emailing you, so please complete this how you would like to be addressed.
- In the final section, headed 'Organisation' please select the organisation you work for from the drop-down list.
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Please note your account will be activated within an hour. If you try to login before the system has updated and your account has been activated the following wording will be shown:

"Thank you for creating an account to access My Learning, the learning and resources site for Wokingham Borough Council staff and partners".

If your organisation is not listed, please contact learning@wokingham.gov.uk providing your company/organisation name and details of the training you wish to access.