



## Booking onto the courses through our portal iLearn:

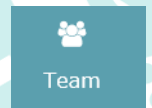
<https://torbay.learningpool.com/totara/dashboard/index.php>

### Accounts

- All staff members need their own personal i-learn account to access and book their own training.
- If staff have an existing account but have forgotten the user name and password, please contact Claire Mayhew ([claire.mayhew@torbay.gov.uk](mailto:claire.mayhew@torbay.gov.uk) 01803 207895) or Gill Pitman ([gill.pitman@torbay.gov.uk](mailto:gill.pitman@torbay.gov.uk) 01803 208734) to reset this.
- If staff do not have an account please contact Claire Mayhew or Gill Pitman to create accounts, providing email addresses to which staff would like course information to be sent, along with the Manager's name who would authorise their training, the staff member's role/position and the organisation to which they belong (e.g. school/setting).

### Authorisation

- All training will need to be authorised (by a manager/admin) and this should have been set up on the individual staff member's profile. If not, the system will prompt for a manager to be chosen before the booking is able to be made. At this point, there is a search option where names can be typed in and chosen when you click on 'Choose Manager'. The system does not accept 'circular management', meaning that some staff may need to choose someone outside of the setting (e.g. this could be Claire Mayhew/Gill Pitman in the Early Years team – staff can't choose themselves or someone they are set to authorise. Again, contact Claire Mayhew/Gill Pitman if you have staff that need managers to be set on their accounts.
- Staff and Managers should get an email generated by the system to confirm training/to authorise training. To authorise training, just click on the link within the email you receive. The EY team are also regularly checking the site and may also authorise if they notice 'approval required'. (Staff may need to check their Junk Email folders as i-learn emails are sometimes filtered there.)
- If a member of staff has others to authorise then the Team tab (icon of several people) will make up part of their Dashboard at the top of the Home page when they log in. This Team tab will not show if a staff member does not authorise training for others.



## Navigation

- Staff can find all of the Early Years training/events from the Home page when they log in. Click on the dark green tab 'Children & Young People's Workforce' and then click on the Early Years title that sits under this.
- Staff can edit their own personal details by clicking on the icon of a person in a circle

