

BLT Online User Guides Creating a New User

New User?

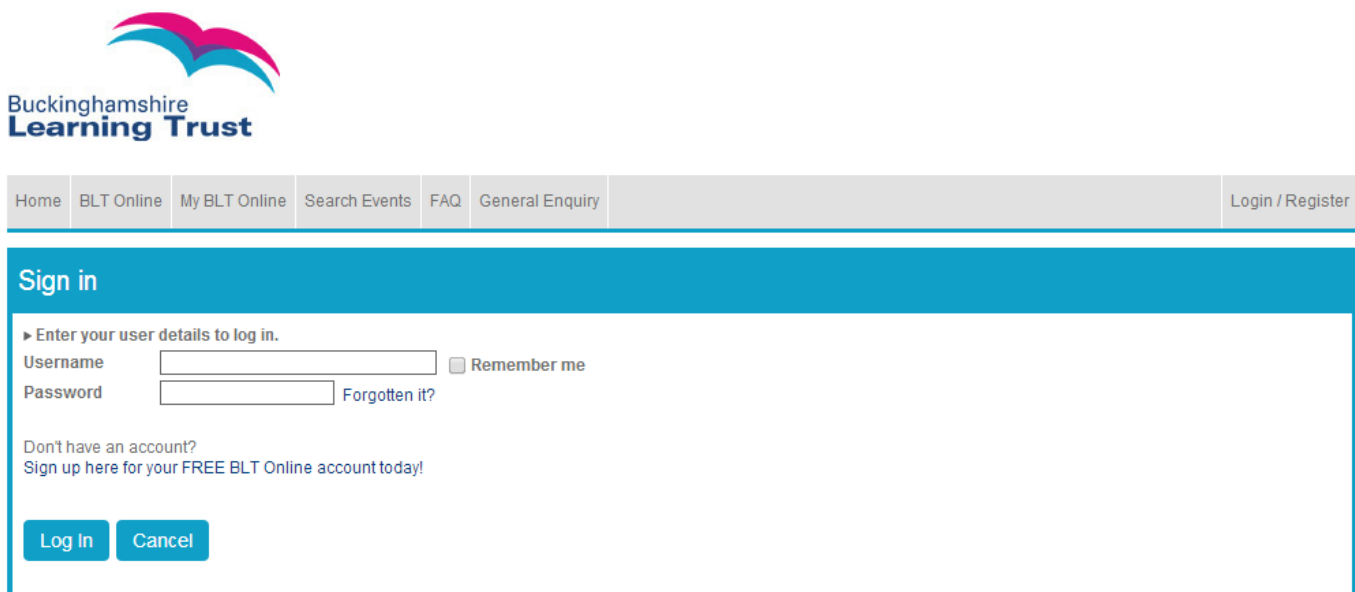
If you do not already have a user account set up for your school, early years setting or as an individual childminder you can sign up for an account online.

1. To access the site visit the following URL: www.learningtrust.com and the following screen will be displayed.



The screenshot shows the Buckinghamshire Learning Trust homepage. At the top left is the logo. Below it is a navigation menu with links: Home, BLT Online, My BLT Online, Search Events, FAQ, General Enquiry, and Login / Register. A sidebar on the left contains a 'BLT' menu with links to 'About Us', 'User Guides', and 'Traded Services e-Store'. The main content area features a welcome message: 'Welcome to Buckinghamshire Learning Trust Traded Services and CPD'. Below this are three featured sections: 'CPD/Training/Events' (with a photo of children), 'Governor Services' (with a photo of a group of adults), and 'Traded Services e-Store' (with a photo of people in a meeting).

2. Click 'Login/Register' in the top right corner of the screen.
3. Click 'Sign in here for your FREE BLT Online account today!' from the following screen.



The screenshot shows the 'Sign in' page. At the top left is the logo. Below it is a navigation menu with links: Home, BLT Online, My BLT Online, Search Events, FAQ, General Enquiry, and Login / Register. The main content area has a blue header 'Sign in' and a form with the following elements: a heading 'Enter your user details to log in.', 'Username' and 'Password' input fields, a 'Remember me' checkbox, and a 'Forgotten it?' link. Below the form is a link: 'Don't have an account? Sign up here for your FREE BLT Online account today!'. At the bottom are 'Log In' and 'Cancel' buttons.



4. Complete your details on the following page. If you work for a school or early years setting please click 'establishment member' and select your employer from the drop down list. If your establishment is not listed you will need to select 'my establishment is not listed' and complete the additional fields. Please send an email to bltonline@learningtrust.net identifying the CPD Leader for your establishment. If you are an individual (i.e. childminder) click 'individual' and complete the process using your home contact information.



New BLT Online user account - Step 1

► Complete the form below to create your new Online account

First name *

Last name *

Job Role *

Local Authority Area *

Are you registering as an individual or as a member of an establishment? Individual Establishment Member *

My establishment is not listed

Establishment	<input type="text"/>	*
Address 1	<input type="text"/>	*
Address 2	<input type="text"/>	
Town	<input type="text"/>	
County	<input type="text"/>	
Postcode	<input type="text"/>	*
Telephone	<input type="text"/>	*
Fax	<input type="text"/>	

Telephone number

Mobile number

Dietary requirements
(Please leave blank if not applicable)

5. After submitting your details you will be taken to the 'Step 2' page and you will have the option of outlining your areas of personal interest. Fill in these details and click 'Submit' to continue.



New Online User Account - Step 2

► CPD BLT Online can keep you up to date with new events as they are added. Complete the form below to indicate your areas of interest.

Your name	Dfghdf Dfghdgh	
Your service(s)	CPD <input type="button" value="v"/>	
Subjects	<input type="checkbox"/> 14-19 Education <input type="checkbox"/> Administration <input type="checkbox"/> All subjects <input type="checkbox"/> Art & Desgn <input type="checkbox"/> Assessment <input type="checkbox"/> Behaviour & Attendance <input type="checkbox"/> Business Studies <input type="checkbox"/> Child and young person development <input type="checkbox"/> Child protection & Safeguarding <input type="checkbox"/> Clerks to governors development <input type="checkbox"/> Curriculum development <input type="checkbox"/> Design & Technology <input type="checkbox"/> EAL <input type="checkbox"/> English & Literacy <input type="checkbox"/> Equality & Diversity <input type="checkbox"/> Extended services <input type="checkbox"/> EYFS curriculum and year 1 <input type="checkbox"/> Inclusion <input type="checkbox"/> Leadership & Management <input type="checkbox"/> Learning and teaching <input type="checkbox"/> Literacy <input type="checkbox"/> Maths & Numeracy <input type="checkbox"/> MFL <input type="checkbox"/> Music <input type="checkbox"/> Narrowing the gap in achievement <input type="checkbox"/> NQT Induction <input type="checkbox"/> Online learning environments <input type="checkbox"/> Other <input type="checkbox"/> PE and sport <input type="checkbox"/> Performance management <input type="checkbox"/> Pre & post inspection support (OFSTED) <input type="checkbox"/> PSHCE <input type="checkbox"/> Psychology <input type="checkbox"/> Religious Education	

- Select 'Submit' to complete the registration process. A confirmation message will display on screen to confirm the process is successful. Click on the 'Click here to login' link in the message to log in to the site. Please note that if you are registering as an establishment you will need to have emailed the name of your establishment's CPD Leader to bltonline@learningtrust.net and have your account approved by the BLT Online Site Manager (this is usually a very quick process) before you can go ahead and make bookings.
- Once your account is active you will receive an email confirmation containing details of your login for your records,