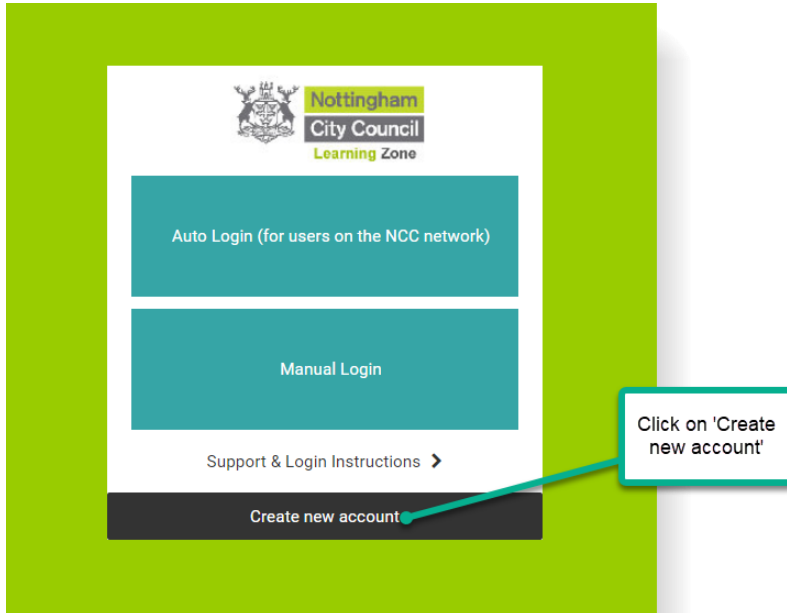


# How to Access the Learning Zone -

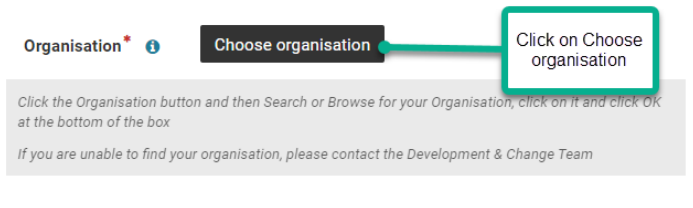
## Nottingham City Safeguarding Adults Board

To begin you will need to create an account. To create an account, follow these instructions:

1. Click on the link below to take you to the log in page of the Learning Zone  
<https://nottinghamcity.learningpool.com/login/index.php>



2. Complete the required information. Please use your email address as your username
3. Choose **'Nottingham City Safeguarding Adults Board'** as your organisation. Selecting any other option may delay your request or result in the rejection of your account.



# How to Access the Learning Zone - Nottingham City Safeguarding Adults Board

Choose organisation (Selected: Nottingham City Safeguarding Adults Board (215531771...))

Browse Search

Search Nottingham City Safeguarding Adults Board Partners Search

Nottingham City Safeguarding Adults Board (215531771854690)

- 1 Click the Search Tab
- 2 Type **Nottingham City Safeguarding Adults Board** in the search bar
- 3 Choose **Partners** in the drop-down menu
- 4 Click Search
- 5 Select **Nottingham City Safeguarding Adults Board**
- 6 Click **OK**

OK Cancel

4. Complete the other required fields as below:

Other fields

NCC Payroll No. (If external, please input 0):

1. Type the name of the company you work for. Ignore prompt of inputting 0

2. Click Request Account

Request account

Cancel

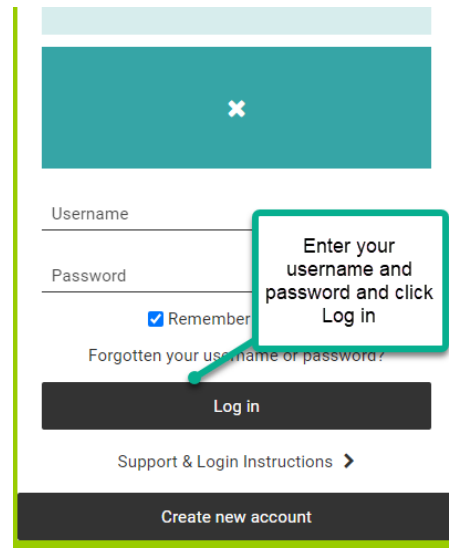
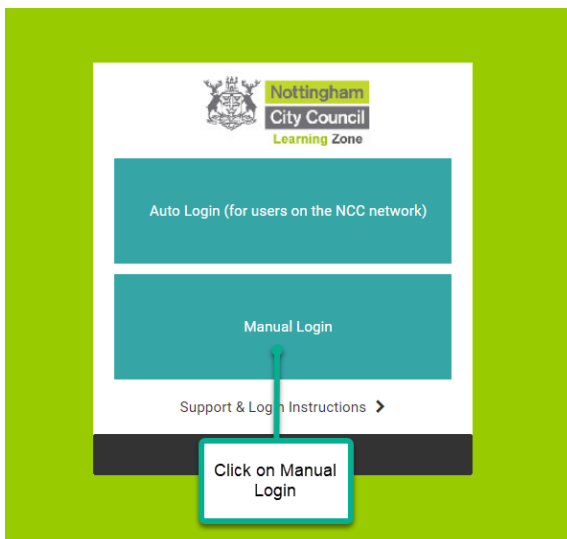
5. Once your account is requested, you will receive an email asking you to confirm your email address.

6. The next step will be that your account is approved, **this may take up to 48 hours**. If your account is not approved after this time, please email: [developmentandchange@nottinghamcity.gov.uk](mailto:developmentandchange@nottinghamcity.gov.uk)

**To access your account, once it has been approved:**

Click on the link to the log in page

<https://nottinghamcity.learningpool.com/login/index.php>



You will be taken to the NCC Volunteers homepage where you will find links to the learning you should complete.

You can read our 'Privacy Statement' on the home page of your account under Help.