



**Date:** Monday, 01 October 2018

**Reference:** Academy & OoC Schools – LMS Letter

As an existing user of training booked through Hampshire County Council's Learning Zone we are writing to tell you about an enhancement to the management of bookings and course information for Schools.

We are pleased to announce that Hampshire County Council's new, updated version of the Learning Zone which was launched on 01 October 2018. It features an easy to search catalogue of learning and an improved, simpler user interface.

The new system gives all learners access to their booking information on line.

### **Accessing the new Learning Zone information for existing bookings**

In order to get started, **all** users of training already booked will need to create a unique learner account. This is a straightforward once-only step. We will then add your bookings into your record. In order to ensure that all users have the approval of their school's manager before accessing current and further SLS training offers, a school based code and customer number will be needed. It is the same code and number for all users in a single institution or setting. These are:

**REGISTRATION CODE:**

**ORGANISATIONAL ID:**

**CUSTOMER NUMBER:**

Once given this information, each user will need to log on to the Learning Zone via the Hampshire County Council web page ([click here](#)). Further information on how to register for a new Learning Zone account is provided below.

### **New bookings and approval process**

Our new system enables individual users to search, request and book their own learning. Users should be reminded that they should follow your school's approval process before booking themselves onto HCC training. They will not be able to do this without being given access to your unique school code.

### **Catalogues**

In addition to the enhanced search facilities within the new Learning Zone, we will be publishing regular catalogues of learning that can be browsed by all users through the SLS Moodle '[Training Area](#)'

Other HIAS Moodle sites and many other HCC site links, remain accessible via the HIAS Moodle home page (<https://hias-moodle.mylearningapp.com/>.)

**Address:** School Library Service HQ, Fareham Library, Osborn Road, Fareham, Hampshire, PO16 7EN  
**Telephone:** 01962 826 660 **Email:** [hq.sls@hants.gov.uk](mailto:hq.sls@hants.gov.uk)

## Pricing

The 'learning item' price displayed in the new Learning Zone for all users will take account of any subscription, membership or service level agreement in place with your school. Any discounts will be automatically applied. If you would like to change this default setting, please contact us to discuss.

## Comprehensive reporting feature

The updated Learning Zone offers school users access to a wide variety of enhanced reports which can be scheduled to run automatically at regular intervals if required. We are currently working on constructing reports that may be most helpful to schools following feedback from users. All reports have multiple options that enable you to configure to your needs. We will provide a list of reports that are tailored to the specific needs of schools, and further guidance on how to generate them shortly.

## Guidance and help

We recognise that any change of this type is likely to generate queries as users become familiar with the new system. We have attached a guidance booklet for non-maintained Hampshire schools to help get started on the new Learning Zone. In addition there will be a comprehensive set of "How To..." guides and help pages on Hantsweb.

## How to get in touch

Your support in getting this new system in place is appreciated. For any questions regarding the new Learning Zone, please contact our Administration team:

Email: [hq.sls@hants.gov.uk](mailto:hq.sls@hants.gov.uk)

Tel: 01962 826660

## Registering for a Learning Zone Account

Go to Hampshire County Council's Learning Zone webpage:

<https://www.hants.gov.uk/educationandlearning/learning-zone>

Click on the **green button** at the bottom of the page to **Apply** for a Learning Zone account. This will take you to the 'Success Factors' landing page below.

SAP SuccessFactors  Currently Viewing Site: HCC

**Login**

User ID

[Forgot User ID?](#)

Password

[Forgot your password?](#)

**New User**

[Are you a new user? Click here to register.](#)

 Sign in to find out what's available on your learning page.  
If this is the first time you have used the Learning website, you will need to register an account using the link at the bottom of this page.

Under 'New User' select 'click here to register' - this will take you the registration form which asks for some simple information including your e-mail address  
You will see that a **User ID** has automatically been generated (this is at the top of the form and starts 'EXT' followed by numbers). **Tip:** Make a note of this user ID for next time you log in.

Fill in all the required information using the **Organisational Code** and **Customer Number** provided above. All users will need to provide a linked email address and set their personal password. Don't forget to tick the check box to confirm you agree with the privacy statement.

Press Submit and you will see a message confirming that you have registered successfully. Your User ID is then active and you can click Continue to enter the Learning Zone.

**CLICK BELOW FOR GUIDANCE ON USING THE NEW LEARNING ZONE**  
[New Learning Zone Getting Started](#)