

Digital Learning Solutions: Self registration

Operational Guide

All system users

Clinical/Centre
Manager

Administrator

LEARNER

April 23

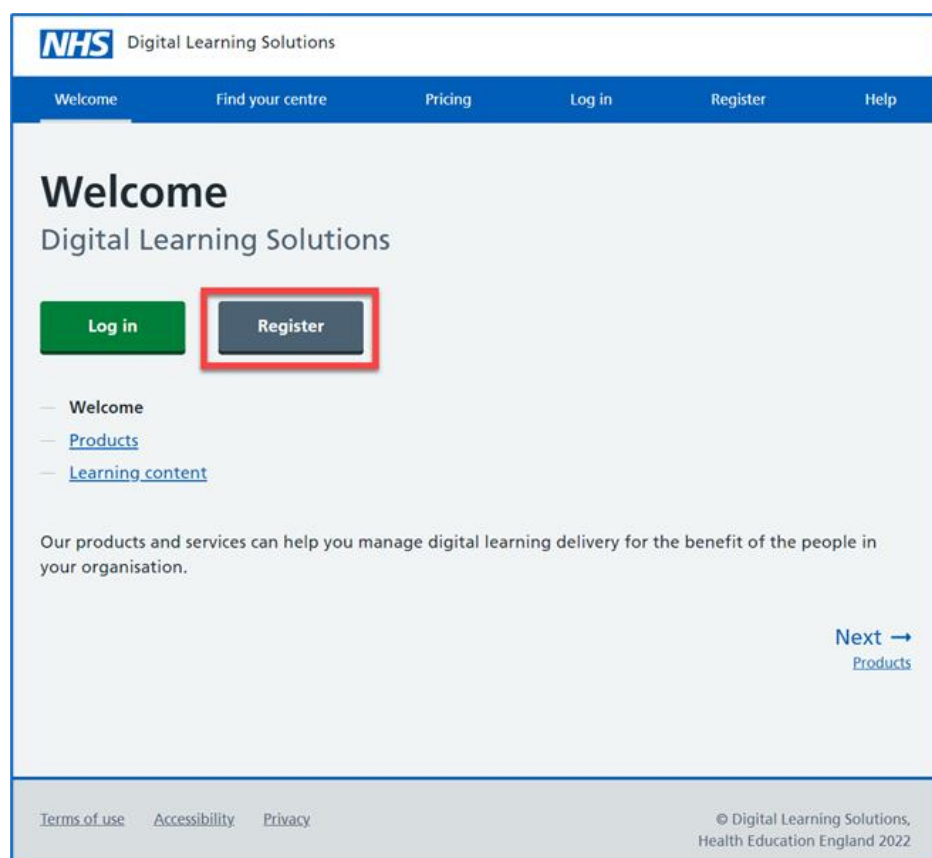
DLS Self-Registration Process

New learners self-registering for a DLS account will automatically be sent a verification email at the end of the registration process.

Access the DLS landing page here:

<https://www.dls.nhs.uk/v2/Home/Welcome>

Select: **Register**



Digital Learning Solutions

Welcome

Find your centre

Log in

Register

Help

Register

If you already have an account on DLS, we recommend that you log in before registering, in order to link your new account to your existing login.

➔

 Register with existing login

Otherwise, you can create a new login.

➔

Create a new login

Select:
Create a new login

Select: the DLS centre you are registering to (usually your organisation) from the **Select a centre** list.

Complete your details in each field

Primary email:
Required

Centre email: this is **Optional**

Select: **Next**

Register

Please select your centre to start the registration process to access all Digital Learning Solutions services.

Centre

Visit the [Find your centre](#) page for help locating your DLS centre.

Select a centre

Now enter your personal details.

First name

Last name

Primary email

This will be used for logging into the system. All communications will be sent to this email by default.

Centre email (optional)

If you supply a centre email, all notifications relating to your activity at this centre will be sent to this email address. Your primary email address will still be used for logging in and notifications for managing your account.

Next

Alternatively, if you already have an account and would like to register at a new centre, log in and register through the My Account page:

Complete your details in each field

Select: **Next**

Learner information

Job Group

Select a job group

Do you have a Professional Registration Number?

You should have a professional registration number if you are a health professional registered with a professional body such as the NMC, GMC or GDC. If you don't have it to hand, you can provide it later by visiting My account / Edit details.

☐ No☐ Yes

Back

Next

Cancel

Create password

Password

Your new password should have a minimum of 8 characters with at least 1 letter, 1 number and 1 symbol.

Re-type password

Back

Next

Cancel

Create your password

Password must contain at least 1 uppercase and 1 lowercase letter, 1 number and 1 symbol
Enter a less common password

Review your answers and **Change** if you need to

Read and **Agree** to the Terms and Conditions

Select: **Submit**

Summary

Centre	Certiport	Change
First name	Jo	Change
Last name	Dent	Change
Primary email	Jo.dent@catmail.com	Change
Centre email		Change
Job group	Educational Support	Change
Professional registration number	Not professionally registered	Change
Password set	Yes	Change

Terms and Conditions

☒ I have read, understood and agree to abide by the Digital Learning Solutions [Terms and Conditions](#).

Submit

Cancel

Need support?

Learners – contact your local centre <https://www.dls.nhs.uk/v2/FindYourCentre>

Administrators - contact your local centre manager

An on-screen message is displayed informing you that an email has been sent to your primary email address

Delegate registration complete

You should make a note of your delegate number and keep it safe. You can use it to log in to the Learning Portal and any Digital Learning Solutions courses.

Your delegate number is **JD1811**

Please verify your email addresses

You need to verify your primary email address **Jo.dent@catmail.com** to access your account at **Certiport**.

An email with a verification link has been sent to this address. Please click the link to verify your email address. If you have not received the email after a few minutes, check your Junk folder, or you can resend it by visiting the My account page.

Your registration must be approved

Your registration must be approved by a centre administrator before you can log in. You will receive an email at the address you registered with when your registration has been approved. Check your Junk folder if the email doesn't arrive.

[View centre contact information](#)

If you don't receive the email within a few minutes check your **Junk folder**.

Digital Learning Solutions - Verify your email address

Digital Learning Solutions Notifications <noreply@dls.nhs.uk>
to me ▾

Dear [REDACTED]

Please [click here to verify your email address for Digital Learning Solutions](#)

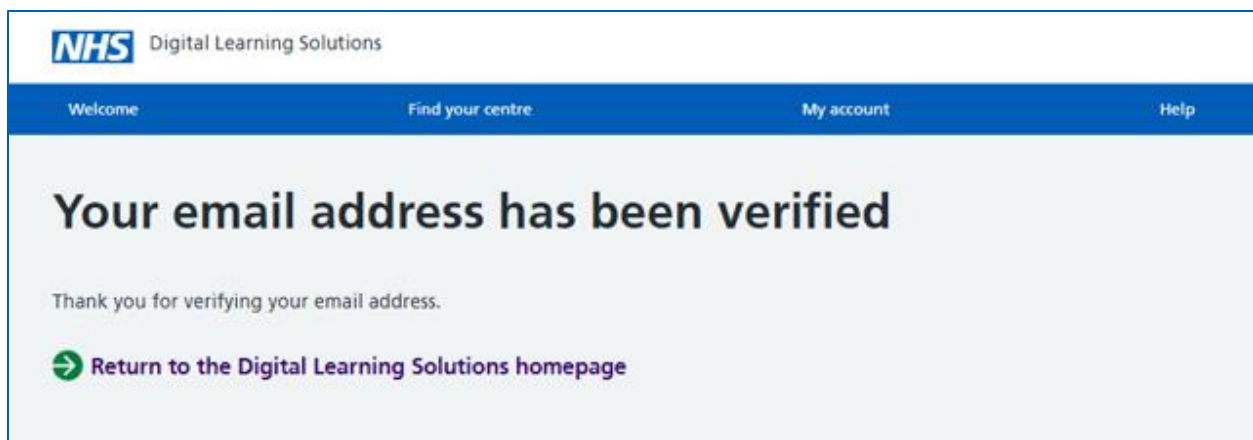
You'll receive an email to verify your email address.

Select: the **link** in the email

Need support?

Learners – contact your local centre <https://www.dls.nhs.uk/v2/FindYourCentre>

Administrators - contact your local centre manager



An on-screen message will be displayed to confirm that your email address has been verified

Select: the **link** to return to the Digital Learning Solutions homepage

Log in to DLS using your delegate number or email address and the password you set up at registration.

Need support?

Learners – contact your local centre <https://www.dls.nhs.uk/v2/FindYourCentre>

Administrators - contact your local centre manager

Your email address has been verified

Thank you for verifying your email address.

Your registration must be approved

Your registration must be approved by a centre administrator before you can log in. You will receive an email at the address you registered with when your registration has been approved. Check your Junk folder if the email doesn't arrive.



View centre contact information

If you are receiving the on-screen message **Your registration must be approved**, please wait for your local centre to approve your registration. You'll receive an email once approved.

If you don't receive an email within 48 hours:

Select: **View centre contact information** to find your local centre and contact them directly

Once your account is approved log in to DLS using your delegate number or email address and the password you set up at registration

Need support?

Learners – contact your local centre <https://www.dls.nhs.uk/v2/FindYourCentre>

Administrators - contact your local centre manager