



Hampsthwaite Online : signing in to Learn My Way

Creating an account

- Go to <http://www.learnmyway.com/> and click on **Create an account**
- or
- click on the **Online basics** Tab and
- click on **Sign up and get started**

Note: if you have done this before then just click on **Sign in** and enter your **Username** and **Password** when prompted to do so.

Completing the online form

- Click inside the **Text Box** labelled **First name**
Note: the **Pointer** () will change to a **Text Cursor** () and the **Text Box** outline will change colour.
- Type in your name then click in the box marked **Surname** and do likewise

Note: you can also use the **Tab** key to move down between boxes and **Shift Tab** to move up.

- Wait a moment and a default **Username** will generate automatically by combining first and surnames but if you wish to change it, now is the time to do so - click inside the box to edit
- Choose a **Password** and type it in
Note: the **Password** needs to be 6 or more characters long and a **strong Password** will include capitals, lower-case, numerals and even symbols - e.g. Edward1st
- Confirm your **Password** by typing into the next box **exactly** as you did before.

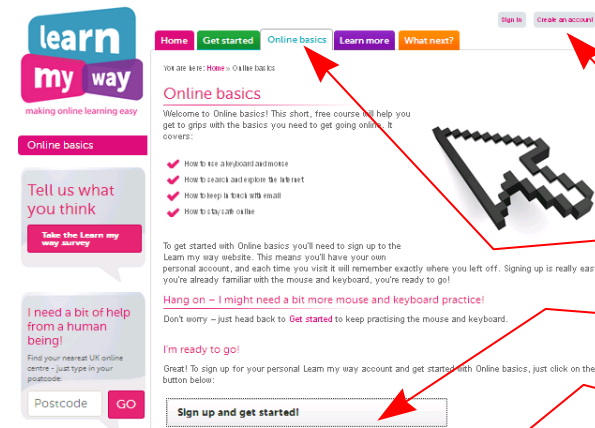
Note: a common error when entering **Passwords** is to forget the **CapsLk** is on.

- Enter your **Centre Code** in the bottom box (it is **3455051**) then click **Next**.

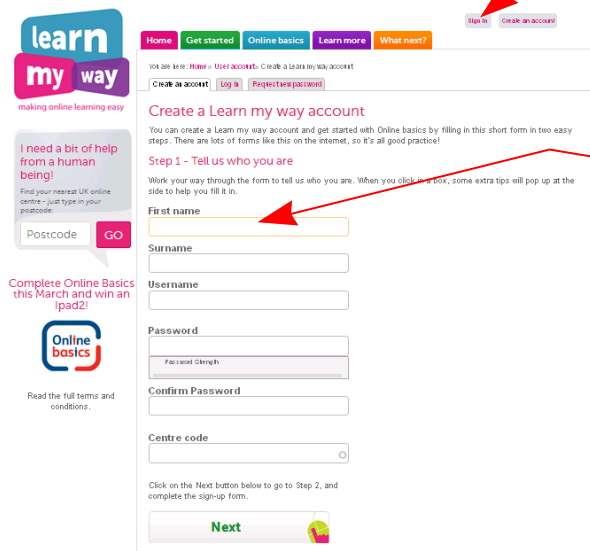
Checking your details

- Once registered with an account you can see which units you have started or completed on your **Home** page or click on **Edit your account** to change some of the details.
- On a future visit, click on **Sign in** and enter your chosen **Username** and **Password**

Note: keep a note of **Username** and **Password** safe!



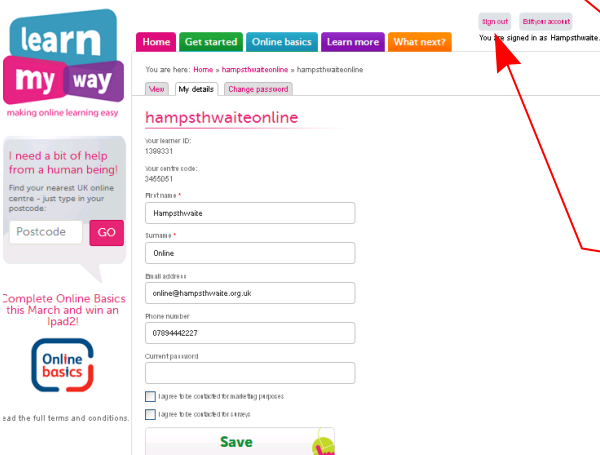
The screenshot shows the 'learn my way' logo and navigation tabs: Home, Get started, Online basics, Learn more, What next?. A mouse cursor is pointing at the 'Create an account' button in the top right corner. Below the navigation, there's a section for 'Online basics' with a 'Sign up and get started!' button.



The screenshot shows the 'Create a Learn my way account' form. It includes fields for First name, Surname, Username, Password, Confirm Password, and Centre code. A 'Next' button is at the bottom. A red arrow points to the 'First name' text box.



The screenshot shows the 'Hello Test' page. It lists several units with their status: 'OB1 Using a keyboard' (not started), 'OB2 Using a mouse' (not started), 'OB3 Using email' (not started), 'OB4 Using the internet safely' (not started), 'OB5 Using online searches' (not started), and 'OB6 Public services' (not started). A 'Start the course' button is visible on the right.



The screenshot shows the 'My details' page for 'hampsthwaiteonline'. It displays user information: Your learner ID: 1598031, Your centre code: 3455051, First name: Hampsthwaite, Surname: Online, Email address: online@hampsthwaite.org.uk, Phone number: 0789444227, Current password: [redacted]. There are checkboxes for 'I agree to be contacted for marketing purposes' and 'I agree to be contacted for surveys'. A 'Save' button is at the bottom.