



To access the learning modules, you will need to create an individual learning account, please follow the steps below:

1. Go to **ncc.learningpool.com**, click on **Create New Account**
2. Choose a username (*we recommend using your email address, as this is always unique and easily remembered*)
3. Choose a password (*please see the on screen guidance regarding the format of your password*)
4. Enter your email address (*you must enter an email address, if you do not already have one, you can easily create one through Google, Hotmail, etc*)
5. Please enter your first and last names
6. Please click on **Choose Organisation**, you will see a white text box with two tabs at the top
  - a. Click on the Search tab, type "**Northumberland Communities Together**" into the search box, and click **Search**
  - b. Select "**Northumberland Communities Together**" from the result beneath
  - c. Click OK
7. Please click on **Choose Position**, and select "**Volunteer**" from the list that appears, then OK
8. Click **Request New Account**

You will receive an email confirming that your account has been approved (please note, you will receive an earlier email confirming your email address, this does not mean your account is approved. Please wait for that email before logging on)

Once your account is approved, you can log in to the system at **ncc.learningpool.com**, using the username and password you created.

You will then be able to access the learning resources from your home page.

Should you encounter any difficulties, please email [Learningandod@northumberland.gov.uk](mailto:Learningandod@northumberland.gov.uk).