

Accessing Free LCC E-Learning via LancashirePlan

Manager's Guide

- E-Learning: Deprivation of Liberty Safeguard
- E-Learning: Dignity in Care
- E-Learning: Safeguarding Adults

1. REGISTER LEARNERS ONTO E-LEARNING COURSES:

Log into **LancashirePlan** → From the left hand side menu click on the link **Course Search** → Untick the option '*only search for courses for which I have approved funding*' → In the **Search Keywords:** field enter 'E-Learning' → Click on the **Search** button

You will see a list of E-Learning Courses to choose from → From the course list, click on the course title you wish to register your learners onto → e.g. **E-Learning: Deprivation of Liberty Safeguard** → You will now see the Course Provider listed as **LWDP** → Click on the link **Register** in the end column labelled '**More**' → Follow the booking process.

2. OBTAINING USER ID's AND PASSWORDS FOR NON ACTIVE LEARNERS WITH NO LOGIN DETAILS:

Once you have booked your learners onto the E-Learning courses you will need to give them their User ID's and Passwords to log into LancashirePlan → In LancashirePlan from the left hand side menu click on the link **Administration** → From the sub menu click on the link **Retrieve User Details** → scroll down the list of users and tick the users you wish to set passwords for → scroll to the top of the page and click on the link **Reset & Reveal Password for selected employees** → Make a note of the system generated passwords.

CAUTION! Please select carefully when selecting employees to ensure passwords for active users are not reset.

3. LEARNERS LOGGING INTO THEIR E-LEARNING VIA LANCASHIREPLAN:

Log onto the web page **lwdp.accessplanit.com (do not enter www.)** → Log onto **LancashirePlan** by entering your username and password → From the left hand side menu click on the link **My Account** → From the sub menu click on the link **My E-Learning** → You will see a table of **E-Learning courses** the individual has been booked onto → to start the E-Learning course, at the end column labelled '**Action**' click on the **white arrow inside a green box**.