

Creating a new account to access Oxfordshire County Council Training

You can set up an account by visiting the Learning Zone
<https://learningzone.hants.gov.uk/>

Front Page

The screenshot shows the Learning Zone website interface. At the top, there is a navigation bar with 'Hantsweb Home', 'A-Z Services', 'Contact us', and 'Help'. A search bar is located on the right. Below the navigation bar, the 'learning zone' logo is displayed with 'Log in | Sign up' links. The main content area features a 'Welcome to the Learning Zone' message and a search bar. A grid of topic cards includes 'Leading and managing people, resources and projects', 'Working in Social Care', 'Business Support', 'Using IT effectively', 'Working in Education', and 'Being healthy, safe and well'. A 'Life Long Learning' section is also present. A callout box on the right side of the page points to the 'Sign up' button, with the text 'Click on "sign up" button'.

Click on "sign up" button

Sign-up screen

The screenshot shows the 'Sign up' page on the Learning Zone website. The page includes a navigation menu, a search bar, and a sidebar with links like 'Learning Zone', 'Search', 'Course providers', 'Log in', 'Sign up', 'Event alerts', and 'Help'. The main content area is titled 'Sign up' and contains several form fields: 'Forename' (filled with 'Karen'), 'Surname' (filled with 'Test'), 'Email address' (filled with 'karentest1@hotmail.com'), 'Password' (masked with asterisks), and 'Confirm your new password' (masked with asterisks). Below these are 'Address 1' (filled with '15 George Road'), 'Address 2 (optional)', 'Address 3 (optional)', 'Address 4 (optional)', and 'Postcode' (filled with 'OX4 7YT'). A 'Password guidance' box states: 'Your password must be a minimum of 7 characters. Use a mix of uppercase and lowercase text, and numbers.' A section titled 'Please tell us what organisation you work for and your role within it.' includes instructions and a dropdown menu with 'Oxfordshire Foster Carer' selected. Below this is a 'Hantsnet username (optional)' field and a green 'Create account »' button. The footer contains links for 'Accessibility options', 'Disclaimer', 'Privacy & Cookies', 'Service availability', and 'Call charges', along with copyright information for Hampshire County Council 2012.

Address - guidance

If you are setting up the account as an individual eg a Foster Carer
Address 1: first line of postal address
Address 2 and 3: additional lines of postal address (if required)
Address 4: Town or city

Example

Address 1: 24 Biggin Road
Address 2: Botley
Address 3:
Address 4: Oxford
Post code: OX2 5YT

If you are setting up an account as a staff member of an organisation eg Care Home Assistant

Address 1: company name
Address 2: first line of postal address
Address 2 and 3: additional lines of postal address (if required)
Address 4: Town or city

Example

Address 1: Hill View Care Home
Address 2: 24 Biggin Road
Address 3: Botley
Address 4: Oxford
Post code: OX2 5YT

Please tell us your organisation and your role within it - guidance

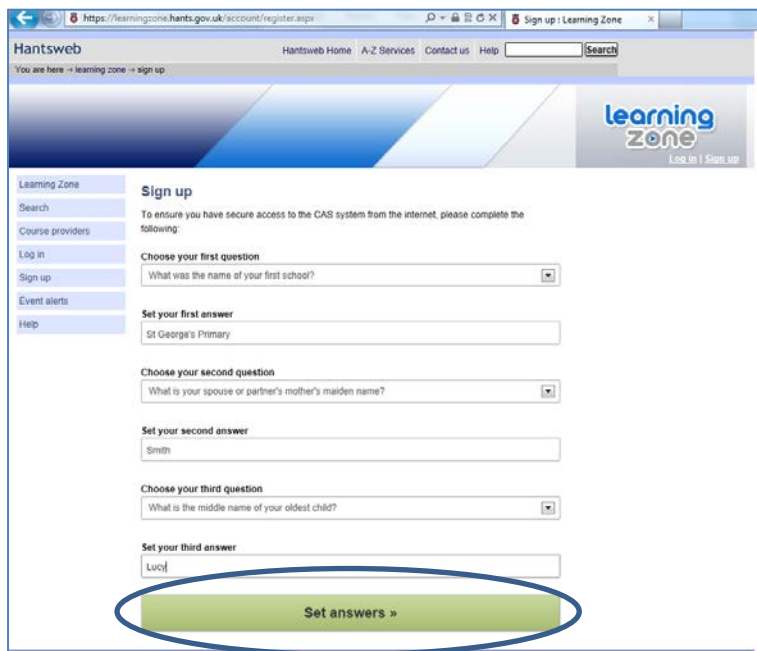
Enter role eg social care assistant, Shared Lives Carer, foster carer, paramedic

Enter phone number - this can be landline, mobile or both. This is for late contact in case of unforeseen circumstances such as heavy snow

Billing address information if different from contact address

Click "create account"

Security questions

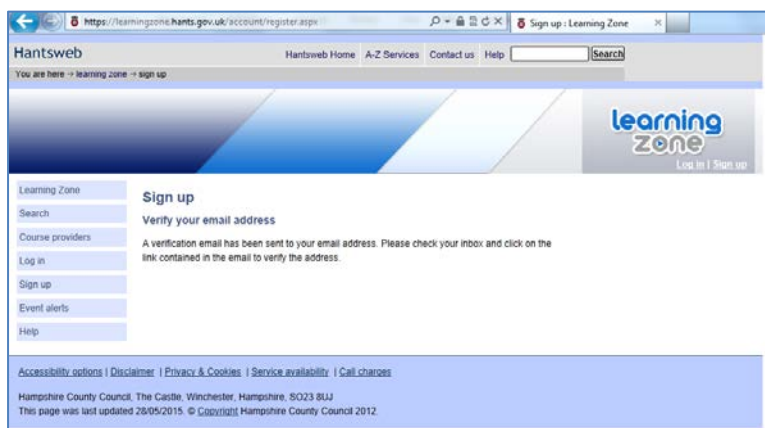


The screenshot shows the 'Sign up' page on the Learning Zone website. The page title is 'Sign up' and the subtitle is 'To ensure you have secure access to the CAS system from the internet, please complete the following:'. There are three security questions, each with a drop-down menu for the question and a text input field for the answer. The first question is 'What was the name of your first school?' with the answer 'St George's Primary'. The second question is 'What is your spouse or partner's mother's maiden name?' with the answer 'Smith'. The third question is 'What is the middle name of your oldest child?' with the answer 'Lucy'. A green button labeled 'Set answers »' is highlighted with a blue oval.

Choose 3 different memorable questions from the drop-down list and complete the answer

Click "set answers"

Account verification



The screenshot shows the 'Sign up' page on the Learning Zone website. The page title is 'Sign up' and the subtitle is 'Verify your email address'. The text below the subtitle reads: 'A verification email has been sent to your email address. Please check your inbox and click on the link contained in the email to verify the address.' The page also includes a footer with links for 'Accessibility options', 'Disclaimer', 'Privacy & Cookies', 'Service availability', and 'Call charges'. The footer text reads: 'Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8LJ. This page was last updated 26/05/2015. © Copyright Hampshire County Council 2012.'

Once you have verified your account you will have a public account.

Hampshire County Council IBC staff will then set you up with a dedicated OCC Account related to your user group (eg Foster Care, Social Care, Health). This will mean you can book onto appropriate OCC courses.

You will receive an email to tell you when this has happened. You cannot book courses until you have received this notification.

Please note that you cannot book a course via the Learning Zone until 6th July 2015.