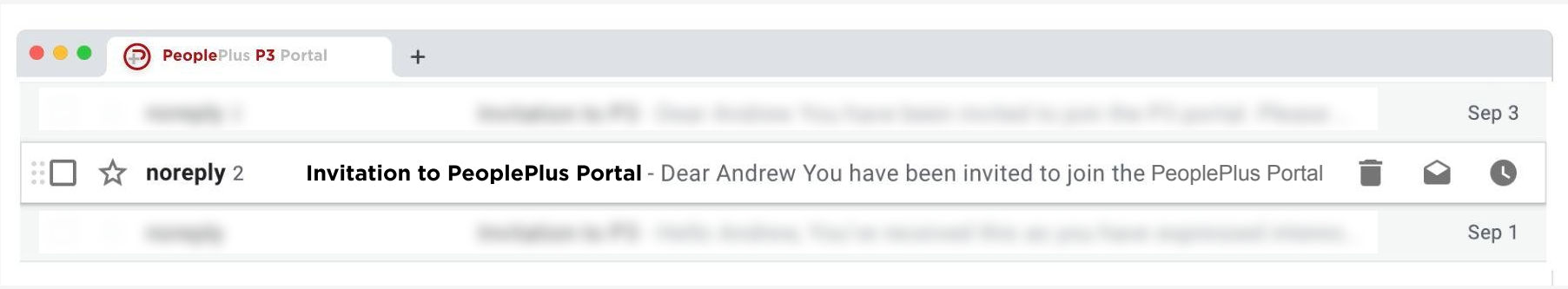
Welcome to PeoplePlus Portal

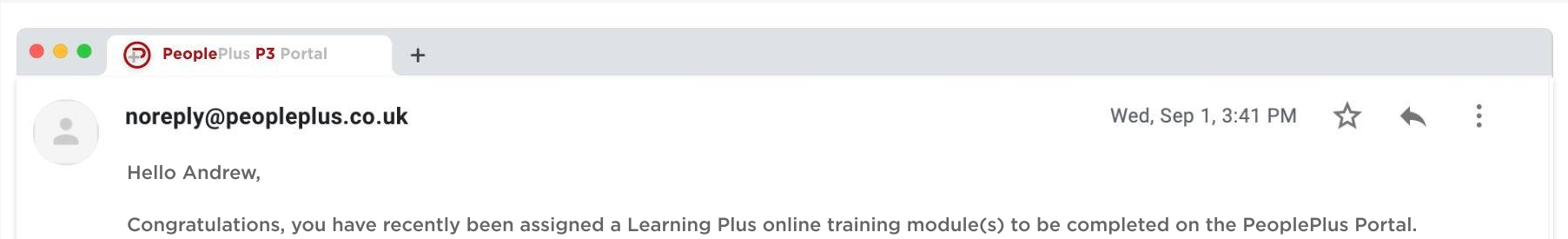
Simple guide signing up and using the PeoplePlus Portal.

1. You will receive an invitation to the PeoplePlus Portal

When you get allocated your LearningPlus course to complete, you will be invited initially to sign up to the PeoplePlus Portal where your training will be available from.

The email to invite you to the Peopleplus portal will look like this:





Please **click here** which will take you directly to the sign in page, please have **this guide** open to support you with your initial sign in.

If have any queries about the above, please email support@learningplus.co.uk

Good luck with your training!
The Learning Plus Team

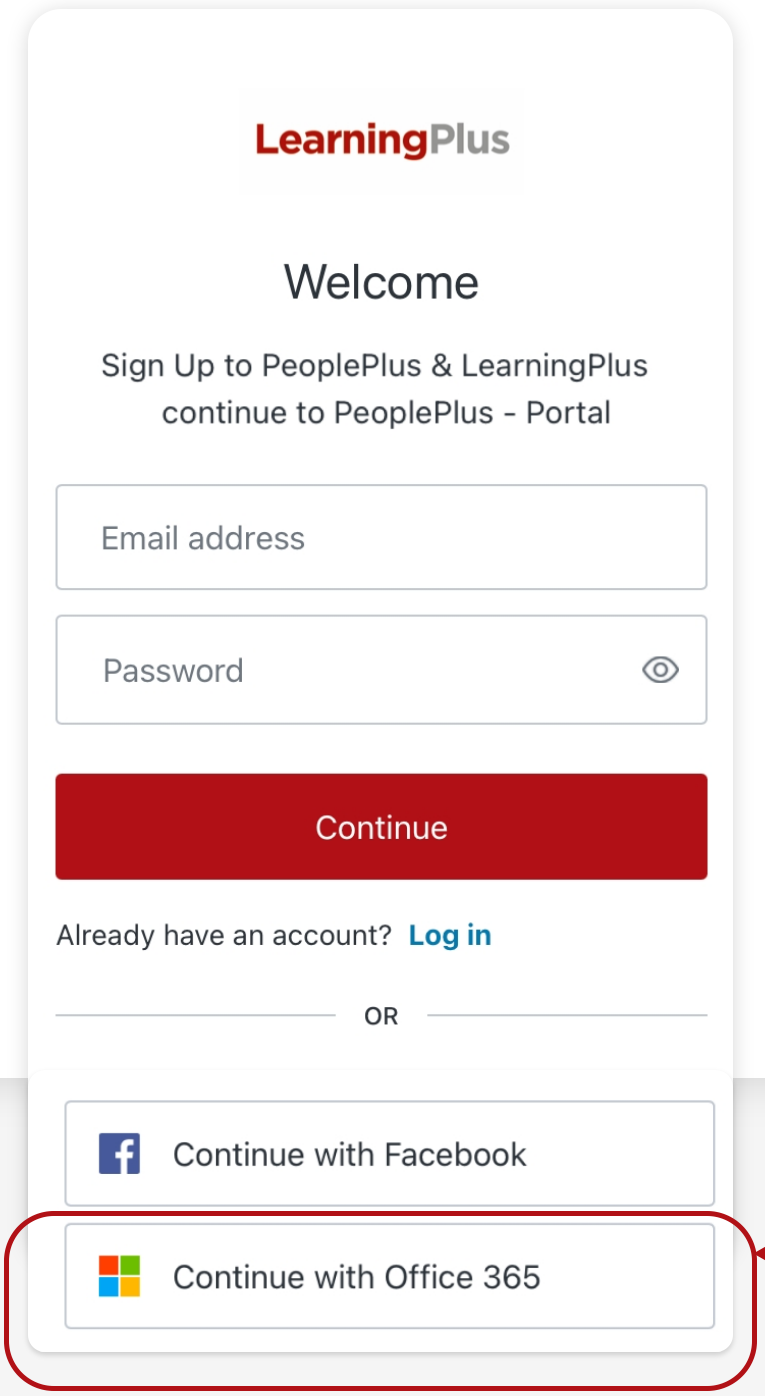
Click on the link, and this will redirect you to the People Plus portal sign up page.

Click here to open the guide and access the full PeoplePlus Portal documentation.

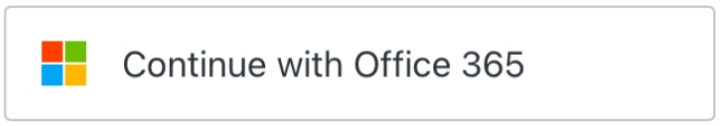
If have any queries about the above, please email support@learningplus.co.uk

2. **Sign up** for the PeoplePlus Portal

If you have a PeoplePlus Email account

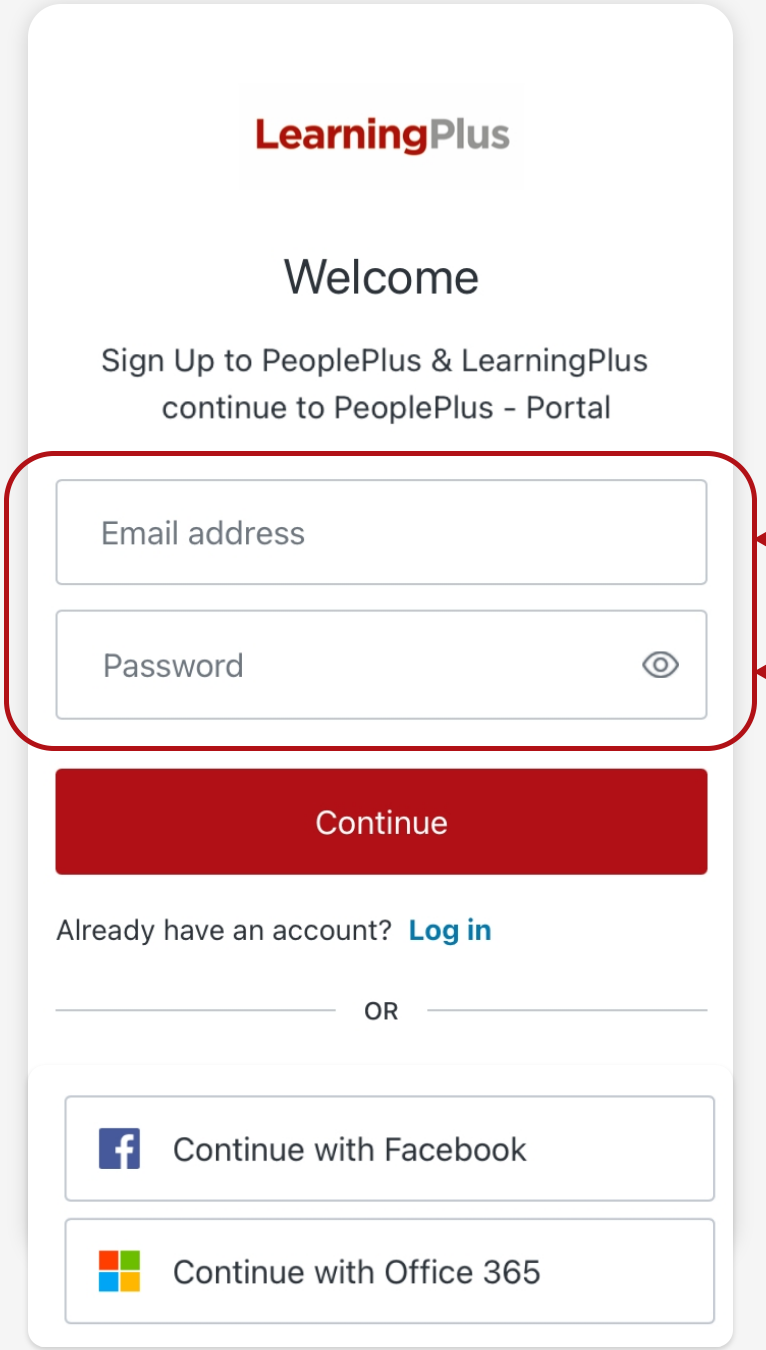


If you have a PeoplePlus email account, click on the **'Continue with 365'.**



This will automatically log you in using your Office 365 PeoplePlus account details. If you are prompted for your Office 365 email/password, this is your PeoplePlus email and password that you log into on your PeoplePlus device.

If you do **NOT** have a PeoplePlus email account



If you do not have a PeoplePlus email account (part of the PEF division), follow the steps below:

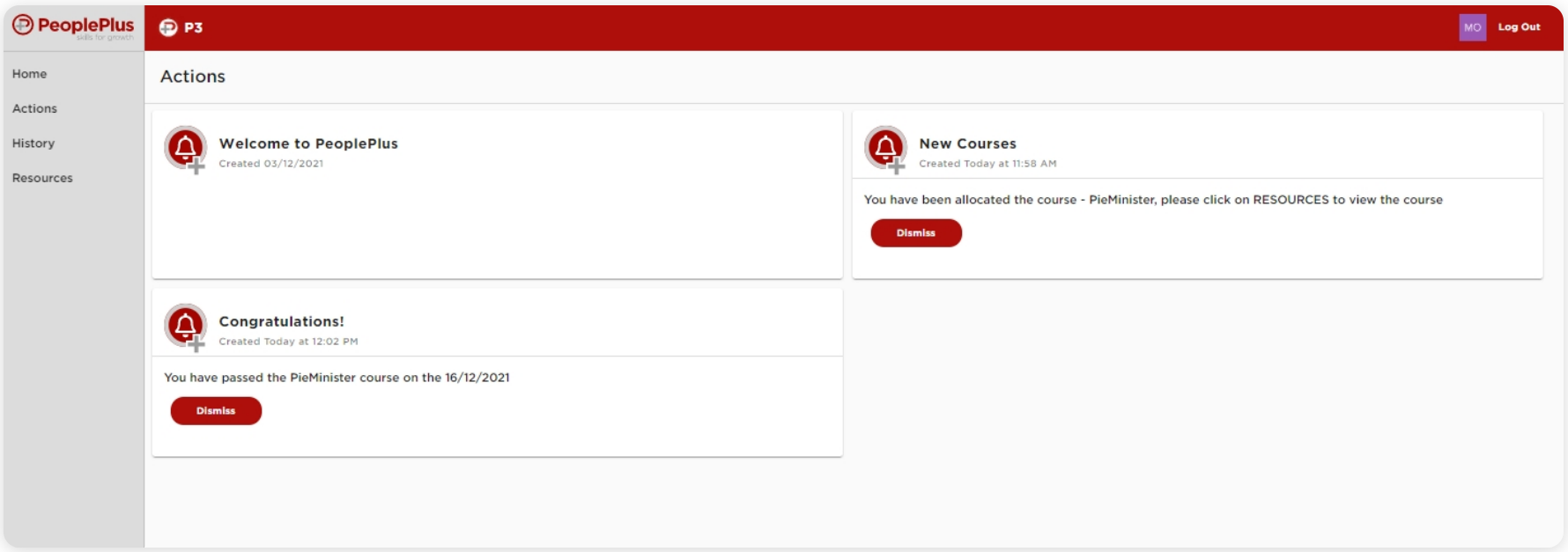
1. Enter the email address that has been used to send you the PeoplePlus Portal invite (this email is the one that has been set up by HR to access your Learning Plus account). The email address is fixed and will be your permanent username. Please ensure that you have access to the email account to manage your account.

2. Enter a new password. The password requirements are:
•At least 8 characters,
And at least 3 of the following:
•Lower case letters (a-z)
•Upper case letters (A-Z)
•Numbers (0-9)
•Special characters (ex. !@#$%^&*)

3. **Access** and **Bookmark** the PeoplePlus Portal

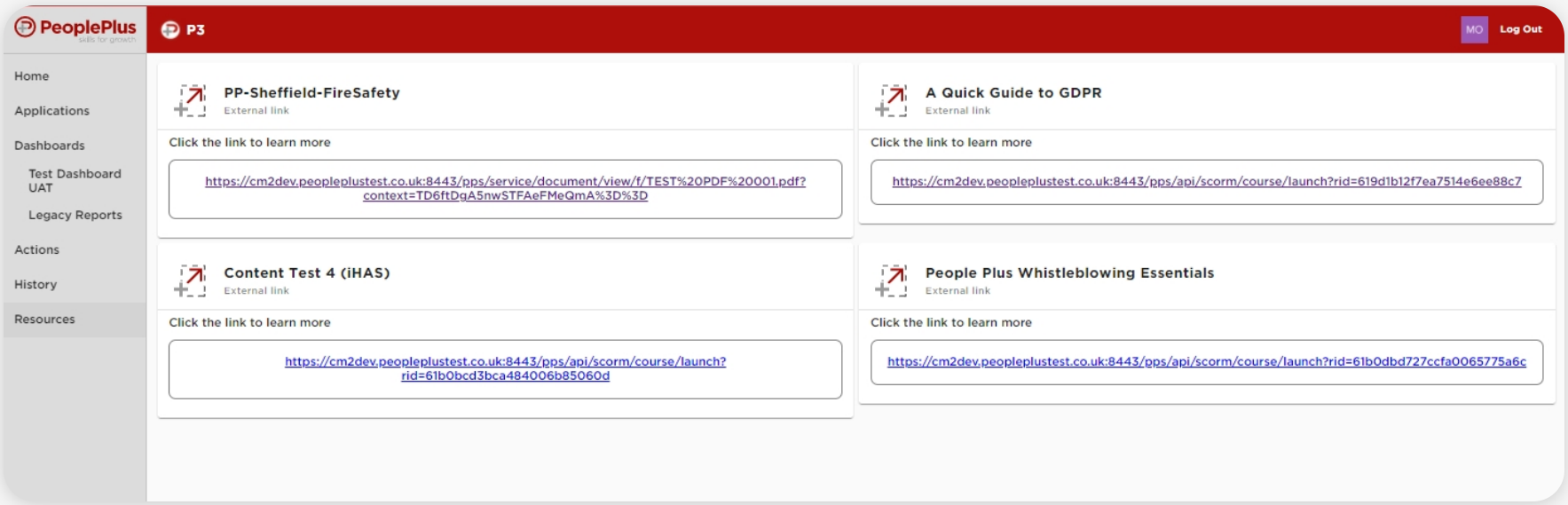
Once activated, you will be logged in to your PeoplePlus Portal Dashboard. Through either route as detailed above – you will then be presented with your home screen of your PeoplePlus Portal.

It would be a good idea at this stage to bookmark the URL for future use if you don't have access to the PP Hub!



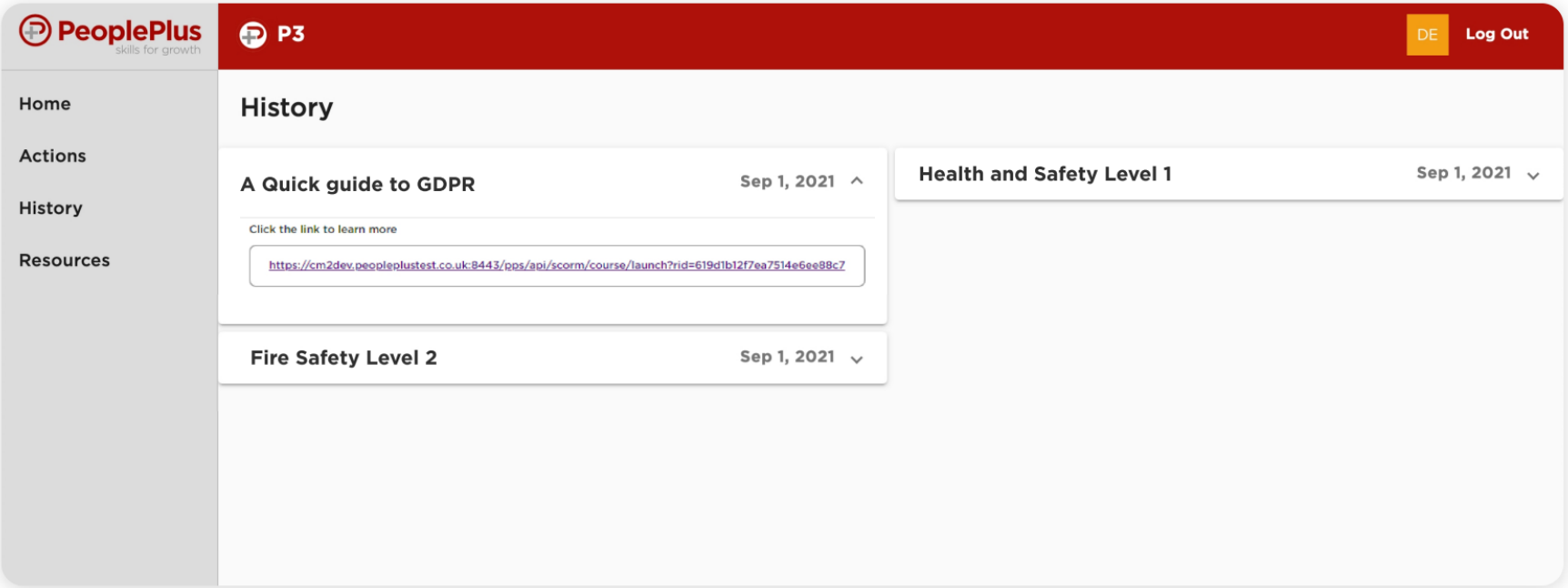
4. View your **Assigned Resources**

You can view your assigned resources in the 'Resources' menu consisting of **website links**, **videos**, **documents** or **learning materials**. Click on links to complete your training.



5. View completed actions in **History**

The PeoplePlus Portal keeps an activity log of every action entry. Once a course is completed, it will disappear from the resources menu and be logged in your **History** tab as seen here:



I hope you all enjoy your new LearningPlus experience, any problems please contact the LearningPlus team at **support@learningplus.co.uk**

LearningPlus