DLS Registration Guide.

1. Access DLS by using the URL https://www.dls.nhs.uk/ in your internet browser

2. If you do not have a DLS account you will need to register one by selecting **'Register'** on the home page.

   Welcome
   Digital Learning Solutions

   [Log in] [Register]

3. On the Registration screen first select the **'Centre'** from the drop down menu. The centre you will need to select is '**Bedfordshire Hospitals NHS Foundation Trust**'. Please ensure you select the correct centre otherwise you not be able to access the training.

   Centre

   Bedfordshire Hospitals NHS Foundation Trust

4. Next enter your First name, Last name and trust email in the appropriate fields then click '**Next'** to continue.

5. Next select an appropriate Job Group, Group, Department/ Team and enter your Job Title and any Professional Registration Numbers if appropriate. If you do not have a Professional registration number please leave this field blank.

   Job Group

   Doctor / surgeon / consultant / dentist

   Do you have a Professional Registration Number?
   You should have a professional registration number if y
   professional body such as the NMC, GMC or GDC. If you
   visiting My account / Edit details.

   (●) No
   ( ) Yes

   Group

   L&D Doctor

   Department / team

   Emergency medicine

   Job title

   Doctor

6. You will then be required to enter a password. Your password should have a minimum of 8 characters with at least 1 letter, 1 number and 1 symbol. Once you have entered you password click '**Next'** to continue.

7. Next check the information you have entered is correct, tick the terms and conditions box and click '**Submit'**. Your Delegate number will then be displayed.

8. If you have registered your account whilst onsite your registration will automatically be approved. If you have registered off site you will see the message below and your registration will need to be approved by a member of the IT Systems Training Team.
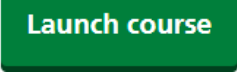
   Your registration must be approved

   Your registration must be approved by a centre administrator before you can log in. You will receive an email at the address you registered with when your registration has been approved. Check your Junk folder if the email doesn't arrive.

9. Once you registration has been approve you will be able to login via the DLS homepage with the username (either **Delegate number** or **Email address**) and password set during registration.

10. Once you have logged in courses assigned to your selected staff group will appear in **'Current Activities'**. If the required training does not appear in the '**Current activities'** tab you can search for courses in the **'Available activities'** tab at the top of the screen.

Current activities	Completed activities	Available activities
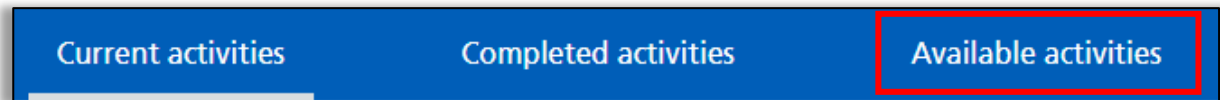
11. Once you have found the desired course in '**Available activities'** click '**Enrol'** to add the course to your '**Current Activities'**.

12. To start any eLearning course   **Launch course**   click the button below the course name.

If you have any issues or questions regarding DLS please contact the IT Systems Training team via the IT Service Desk.