

Guidance on how to create a WILMa eLearning account

This is a guide for all early years workers on how to use WILMa, in order to access the following FREE eLearning course:

[HSW WB009 'Oral Health Promotion in the Early Years' eLearning course](#)

This course is designed to build your knowledge, skills and confidence relating to the oral health of infants and young children. Once you've completed it, you will be given access to the [Warwickshire Early Years Oral Health Resource Pack](#) which will provide you with various resources to support the delivery of oral health sessions and campaigns in your early years setting.

What you need to know to get started

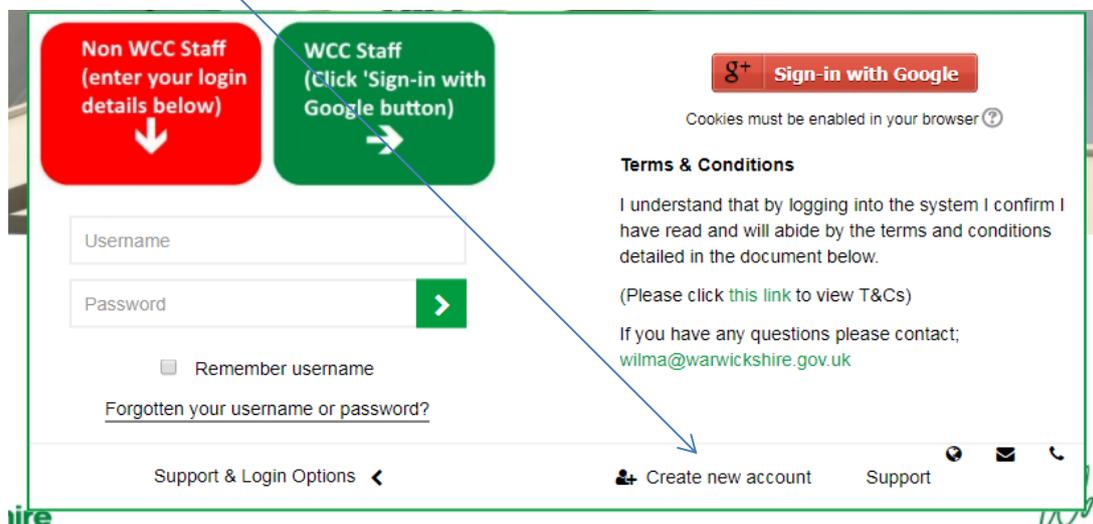
On any computer with internet access:

Visit: warwickshire.learningpool.com

TIP..... NO WWW.necessary!

Signing up.....

You will see the following login screen; you will need to create a new account, by clicking on this button



The screenshot shows the WILMa login interface. On the left, there are two buttons: a red one for 'Non WCC Staff (enter your login details below)' and a green one for 'WCC Staff (Click 'Sign-in with Google button)'. Below these are input fields for 'Username' and 'Password', a 'Remember username' checkbox, and a link for 'Forgotten your username or password?'. On the right, there is a 'Sign-in with Google' button, a cookie notice, and 'Terms & Conditions' text. At the bottom, there is a 'Create new account' button. A blue arrow points from the text above to the 'Create new account' button. The 'ire' logo is visible in the bottom left corner.

This will direct you through to a sign up form, scroll down through the form entering your information and ensuring you complete all fields marked *

Answer the security question/CAPTCHA then click the arrow displayed to the left of 'Please click here to fill out your organisation information'



▶ **Please click here to fill out your organisation information.**

Choosing your position and organisation

Complete the following steps to enter your Position and Organisation, click the 'Choose position' button

▼ **Please click here to fill out your organisation information.**

Position (known as)

Position 

Choose position

Organisation 

Choose organisation

If your organisation is not listed in the organisations above, please enter it below.

Cancel

Create my new account

Once clicked a pop up tab will be open as follows

You can either browse the hierarchy and select the most relevant position or click the 'Search' tab and type any part of your position and select from the list of matching positions. When you have selected an option, click 'OK'



You will then be returned to the screen above, repeat the same process for your organisation by clicking the 'Choose Organisation' button.

If your organisation is not on the system.....

You may encounter difficulties and are unable to find the organisation you work for on WILMa, if this is the case, enter the name of your organisation in the text box on the screen. Please ensure you have searched for your organisation to ensure it does not already exist before entering information into this box.

If your organisation is not listed in the organisations above, please enter it below.

When completed, click on the 'Create my new account button'. Your request will be sent to an administrator who will check the details and approve the account or contact you if there are any problems.

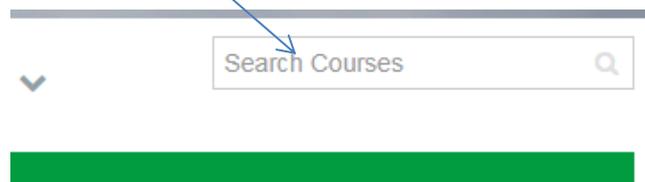
If you find your position is not on WILMa or if you are experiencing problems sign-ing up please contact the following: wilma@warwickshire.gov.uk

It may take up to 3 days to receive a reply, especially if you request an account on a Friday; however the average time for an account is a day.

To search for your Course –

HSW WB009 Oral Health Promotion in the Early Years eLearning

If you know the course code HSW WB009 or the course title enter this (or part of it) into the search box and click Enter



The image shows a search interface. At the top, there is a horizontal line. Below it, on the left, is a small downward-pointing chevron icon. To the right of this icon is a search box with the text "Search Courses" and a magnifying glass icon on the right side. A blue arrow points from the text above to the search box. Below the search box is a solid green horizontal bar.

If you would like assistance contact Learning Pool's helpdesk on **0845 0744 114** or email **support@learningpool.com**.

The Learning Pool support team is available to help you Monday to Friday, 8am to 8pm, Saturday, Sunday and Bank Holidays 9am to 5.30pm.