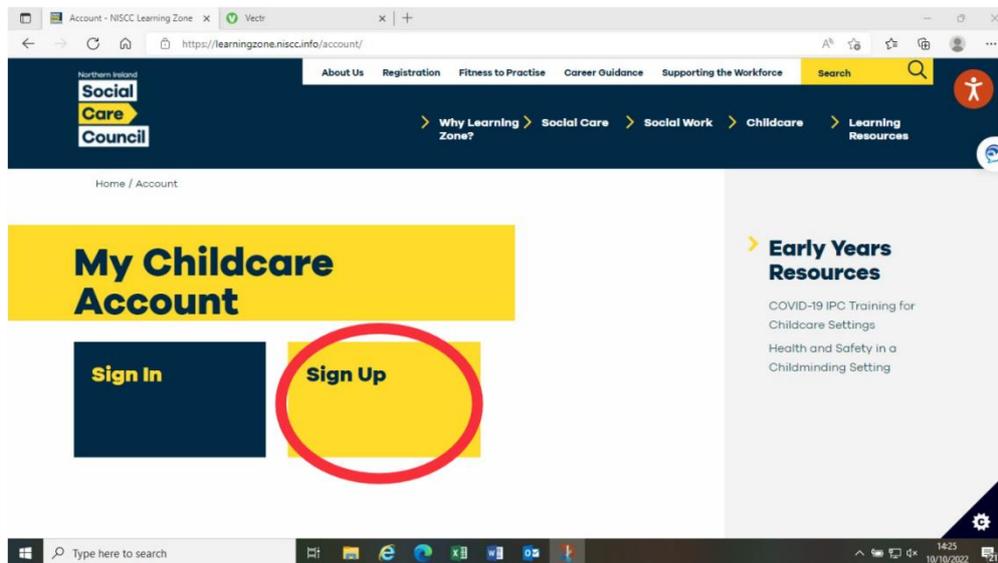


## How to Guide to Register and Sign in to Access Childcare Resources and Assessment

To access the Childminding Resources, you need to register using the **My Childcare Account** on the Learning Zone. This can be done from new **Childcare** section of Learning Zone.



Click on the **My Childcare Account** tile and you will see the following screen below.



Click on the **Sign Up** tile and you will see the **My Childcare Account registration page** (below). Complete the online registration form – this will only take a 1-2 minutes to complete.

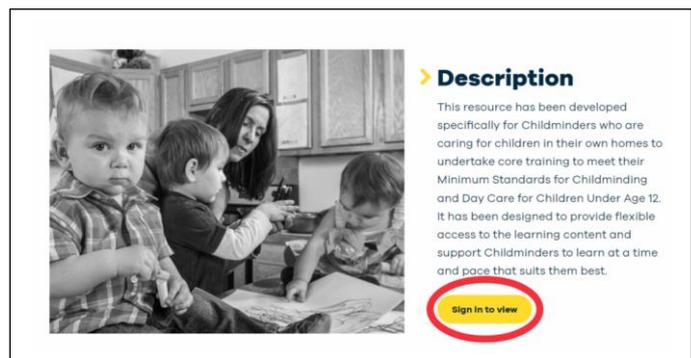
At registration you are asked to provide the following details:

- Your first name
- Your surname
- Your Email Address
- The name of the Organisation you are employed with or if self-employed (just add Self-Employment or leave blank).
- The setting you work in (Select from the drop-down list)
- Your job role (Select from the drop-down list)
- A secure passcode

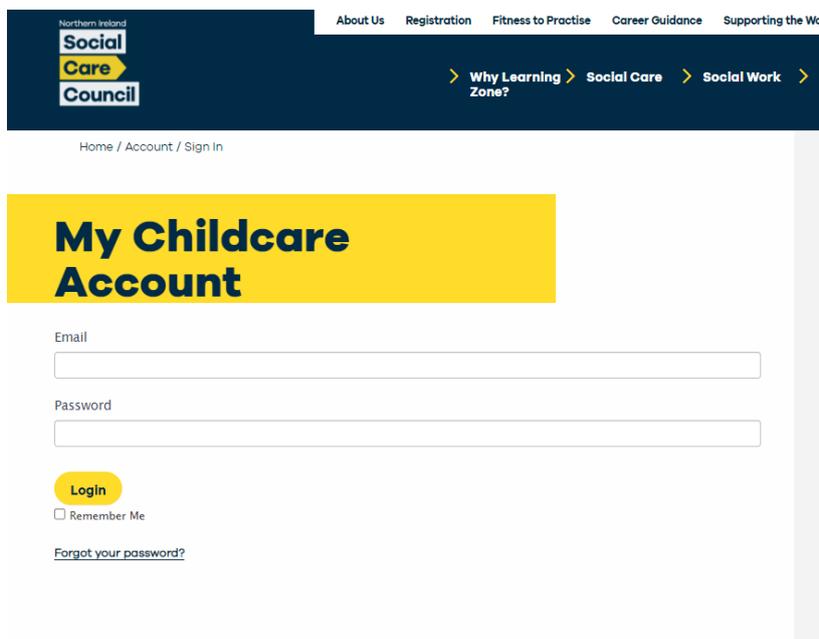
Once you have entered these details your account will be activated and you will be able to access the resources and the multiple-choice assessment.

## How to Sign In

There is a lot of content within the resource and you are not expected to complete this in one sitting. To access the resource each time, you will need to **Sign in** to view/access the resource – using either the **Sign In** tile below or directly from the resource using the “**Sign in to view**” tab.



When you click the **Sign In** tile or the **Sign in to view** tab you will see the following screen and you will need to input the email you registered with and the secure passcode. Your computer may remember these details if you saved them at the registration stage – then click **Log in**.



This screenshot shows the login page for the 'My Childcare Account'. The top navigation bar includes links for 'About Us', 'Registration', 'Fitness to Practise', 'Career Guidance', and 'Supporting the Wor'. Below the navigation, there is a breadcrumb trail: Home / Account / Sign In. The main heading is 'My Childcare Account'. Below this heading, there are two input fields: 'Email' and 'Password'. Below the input fields, there is a yellow 'Login' button, a checkbox for 'Remember Me', and a link for 'Forgot your password?'.

If you forget your passcode you can click on the **Forgot your passcode** link to generate a new passcode. This will take you to the Reset Passcode screen see below.

[Home / Account / Details](#)

## My Childcare Account

### Reset Password

Please enter your username or email address. You will receive a link to create a new password via email.

Username or Email Address \*

[Get New Password](#)