

## How to Register on the Managed Learning Environment System (MLE)

To enable you to book on to training courses and to view and manage your training record, you need to be registered on the Managed Learning Environment System (MLE) Registering is quick and easy and should take no more than 10 minutes.

### What will I need?

- ✓ Internet access
- ✓ Any email address
- ✓ Your assignment & National Insurance number.

### Why do I need an email address?

You need to be able to receive a **verification email** to complete the registration. We do this because you have a password to access your emails; therefore it is a more secure way for us to verify who you are.

### Why do I need my assignment and NI number?

We upload all Southern Health employees from the electronic staff record (ESR) on a weekly basis so we already have a record of you in the MLE. However, lots of people have similar or the same names, we require 2 unique identifiers to match you to your account, that way we can ensure that you do not gain accidental access to another person's training record

### What do I need to do?

Go to [www.southernhealth.nhs.uk/lead](http://www.southernhealth.nhs.uk/lead) and select the large silver login button (see below)

## Leadership Education and Development

LEaD support all staff in accessing training and development, helping you to release your ambition and achieve your aims.

If you've recently joined us from Ridgeway, you will continue to use your current system, which is accessible from your desktop, to book courses and training modules. [Find out more.](#)



## What's Next?

You need to register as a **'New User'** to create your account...

Home Course

**My Development, Southern Health**

**Sign In**

**Existing users**

My user name is

My password is

Forgotten your password? [Click here](#)

**Passwords are case sensitive**

**New users**

If this is the first time that you have visited us please click on the new user button. The next time you visit you will be able to sign in using your username and password.

## New Users...

Follow the instructions on the page; you will need to be able to access the email address you register with in order to complete the process.

**New User**

Before we can grant you access to the system we need to confirm your identity. We do this by sending you a special link in an email to your email address. You will need to click on the link to enable your account.

**My email address is**

**Confirm email**

**Employee ID**

**NI Number**

**Password**

**Confirm password**

**Phone**

**Privacy and data protection**  
We need your permission to use your details to enable us to provide further information to you after your order. We also need your permission to pass your details to the training suppliers so that they can process your order. Please tick this box to give your approval. We cannot process your order without this approval.

If you do not have an e-mail address, you will need to contact LEAD in order to register with this site.

Employee (assignment) number and NI number can both be found on your wage slip.

**Your email address will be used for your login ID**

## Final Step...

Wait for your verification email, select the link towards the bottom of page and your account will become active!!

### Welcome to your Learning and Development Training Management Profile

Please take a moment to read the following before [verifying your registration](#) below.

#### [The Easy Way to Manage Your Training](#)

Your profile allows you to **browse and book** all relevant training. You can also view and print your training record and check if any training is due to expire. The training website is internet based so you can login to it from any computer with internet access.

#### [The Importance of Being Organised](#)

We all need to make sure that we're **up to date** with statutory and mandatory training required for our roles. We potentially put patients, the public, colleagues, ourselves and the organisation at risk if we do not maintain this.

You can **monitor your expiry dates** on your home page under 'My Certificates' at any time. Once courses have expired these will have a red button assigned to them. An amber button indicates you will expire in 30 days and a green button indicates you are in date.

Click on '**Course Search**' to browse our offer of Clinical, Lifelong Learning and Personal Development, e-assessments, e-learning, e-videos, Leadership and Management, Conferences and Events and Essential Training courses.

#### [Making the most of your profile](#)

'**My Task List**' allows you to view courses you are scheduled to attend and any outstanding actions required by you. Your profile will automatically email you with booking reminders a week before your course.

Click into 'Settings' to review and **edit your personal data**. We use the HR Electronic Staff Record (ESR) data to populate your training record. Contact HR Workforce Planning with any personal detail changes using an HR9a Variation form. It really helps us if you **keep this information current** so should we need to contact you we can easily and quickly.

Managers can click on the '**My Team**' icon to monitor the training completed by their staff and to follow up on non compliance.

For a comprehensive **user guide** or manager's guide please click here. Guides can also be found on the Leadership, Education and Development pages on the Southern Health website.

#### [What's Next?](#)

Once you have clicked on the link below you will complete your registration and be taken to your **Home Page**.

Your profile will **automatically be populated** with some training requirements that all staff must attend

[Click Here to Verify](#)