

Sign-up Guide for Y Ty Dysgu

<https://ytydysgu.heiw.wales>

Step 1 – Go to <https://ytydysgu.heiw.wales> and select ‘Sign up’



Step 2 – complete all fields

Sign up - if any of the information you have entered changes, please contact heiw.ytydysgu@wales.nhs.uk Page: 1 / 2

Forename - as appears on professional register (if applicable)

Surname - as appears on professional register (if applicable)

Email

Password - Creating a password that is long, difficult to guess and unique will help protect your account. Combining 3 random words (or more) that each mean something to you is a great way to create a password which is easy to remember for you, but hard to guess and crack. You can use uppercase letters, lowercase letters, numbers and symbols if needed. To add additional protection to your Y Ty Dysgu account, you can enable multi-factor authentication also known as MFA on your profile.

Confirm password

● 12 characters long

Next >

Step 3 – complete all fields using the drop-down options.

Note: You can select a Primary **and** a Secondary role if applicable to your role.

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Primary profession and Job role *This field is required*
If any of the information you have entered changes, please contact heiw.ytydysgu@wales.nhs.uk

Select from Y Ty Dysgu... -

Professional registration number type *This field is required, Maximum of 100 characters*

Professional registration number type -

Which health board / organisation do you mainly work in? *This field is required*
Please select the health board that you mainly work in

Select from Health board/Organisation type... -

Workplace name and address *This field is required, Maximum of 500 characters*
Please enter the name and address of your main place of work (practice, hospital, surgery etc)

Workplace postcode *This field is required, Maximum of 100 characters*

Telephone number *Maximum of 100 characters*

Secondary profession and job role (if applicable)
Only users who have a dual profession or role need to complete this field

Select from Y Ty Dysgu... -

Do you consider yourself part of the mental health workforce?
If so, select the 'mental health' option below

Select from Mental health workforce... -

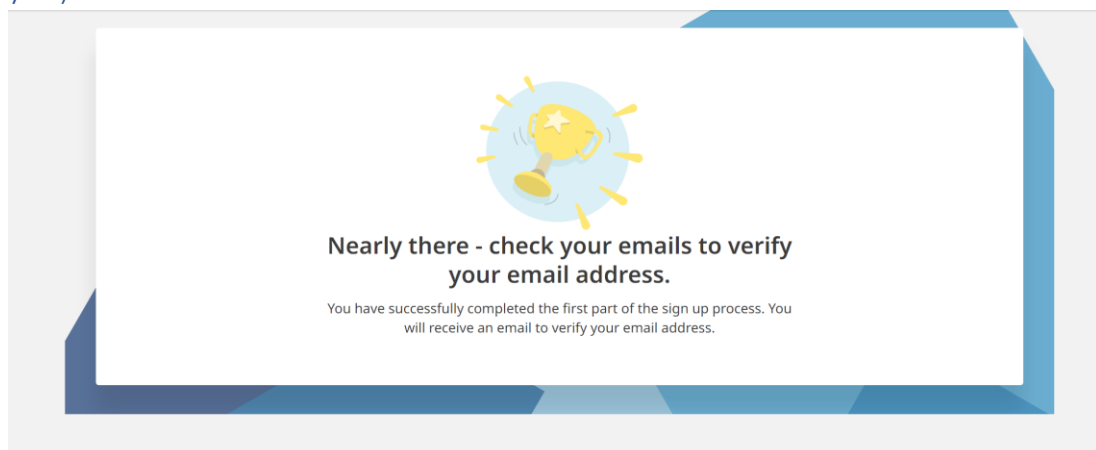
Language preference *This field is required*
Which language would you prefer to receive e-mail communication with?

English Cymraeg

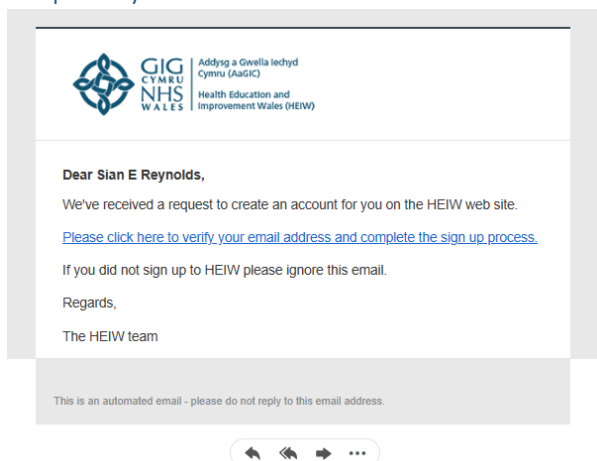
Do you accept the terms and conditions?
[Terms and conditions](#)

[< Previous](#) [Submit](#)

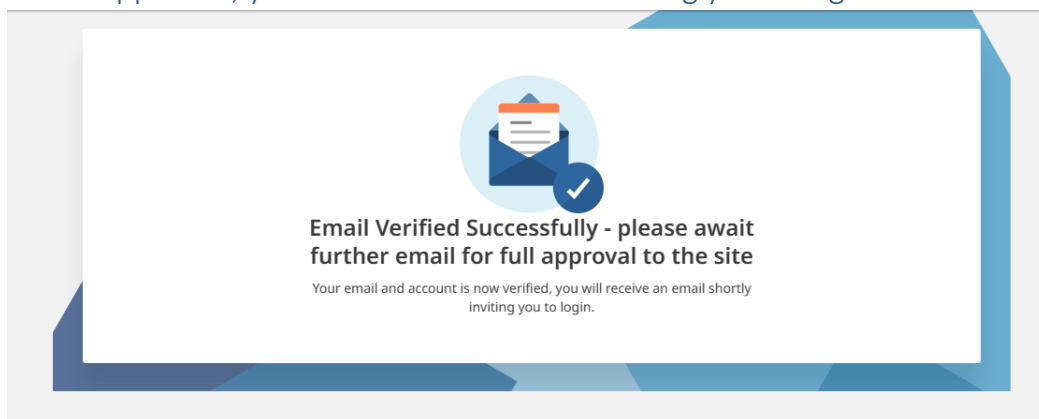
Step 4 – you will need to go to your emails to verify your email address (Please note: If you don't receive an email check your Spam and Junk folders. If you still don't receive an email, then you may already have an account. Try logging on, failing that please contact your administrator to check for you)



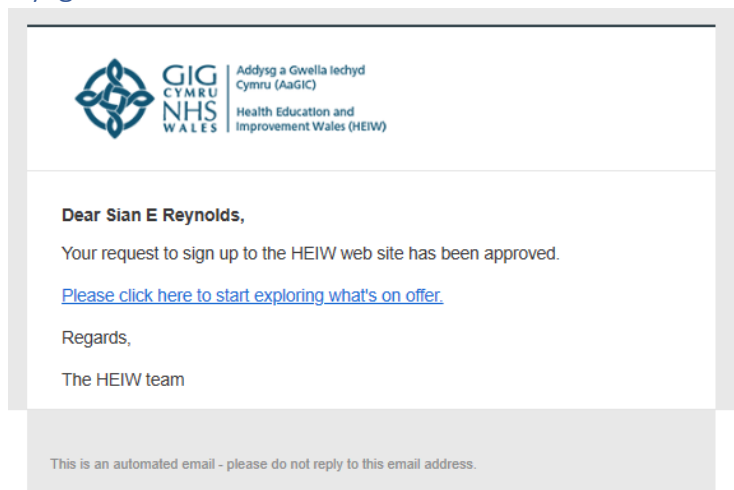
Step 5 – you will receive this email... click the link to verify your email address



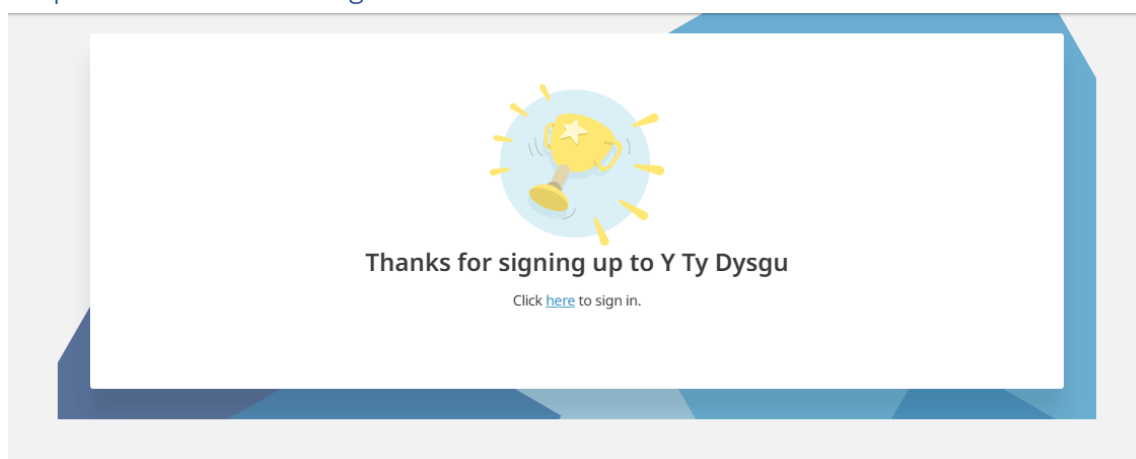
Step 6 – HEIW will now need to ‘approve’ your account. Approval may take up to 3 working day. When approved, you will receive an email inviting you to log in.



Step 7 - you will receive this email... click the link to finalise the sign-up process and log into Y Ty Dysgu



Step 8 – Click 'here' to sign in



Step 9 – read and accept the terms and conditions



Step 10 - You have reached your dashboard and can now start navigating the site!

