

# Learner Sign up and Event Booking on YTD

process for <https://ytdysgu.heiw.wales>

## Step 1 – click 'Sign up'



## Step 2 – complete all fields

Sign up - if any of the information you have entered changes, please contact [heiw.ytdysgu@wales.nhs.uk](mailto:heiw.ytdysgu@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.

**Sign up - if any of the information you have entered changes, please contact [heiw.ytydysgu@wales.nhs.uk](mailto:heiw.ytydysgu@wales.nhs.uk)**  
Page: 2 / 2

**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](mailto: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... -

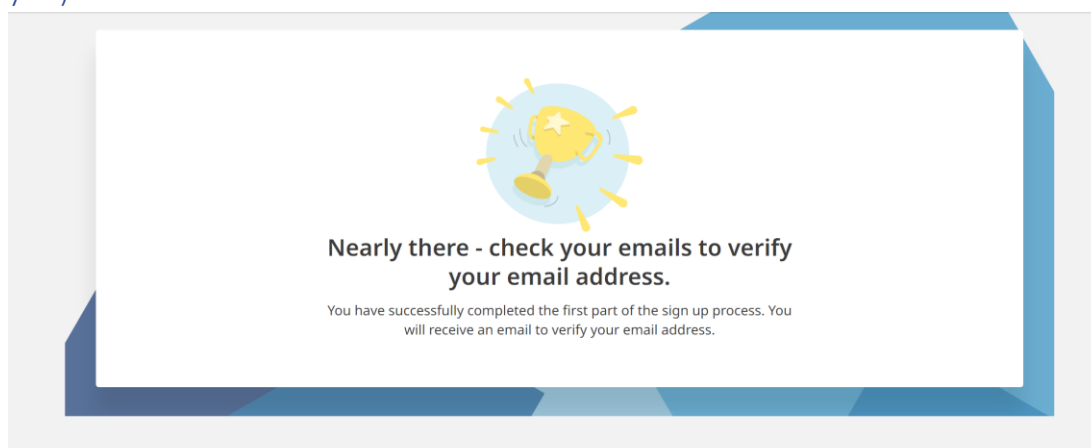
**Language preference** *This field is required*  
Which language would you prefer to receive e-mail communication with?

English  Cymraeg

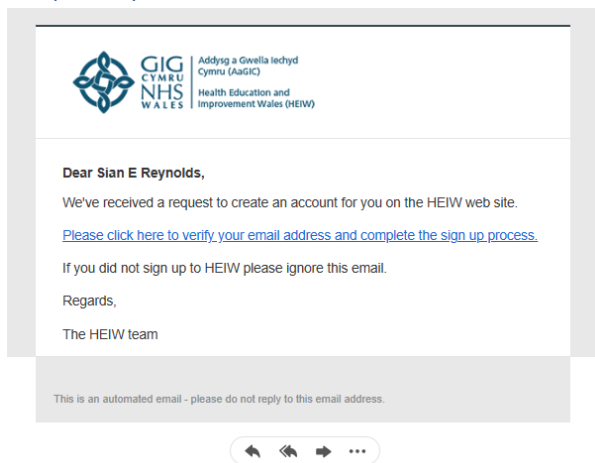
Do you accept the terms and conditions?  
[Terms and conditions](#)

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

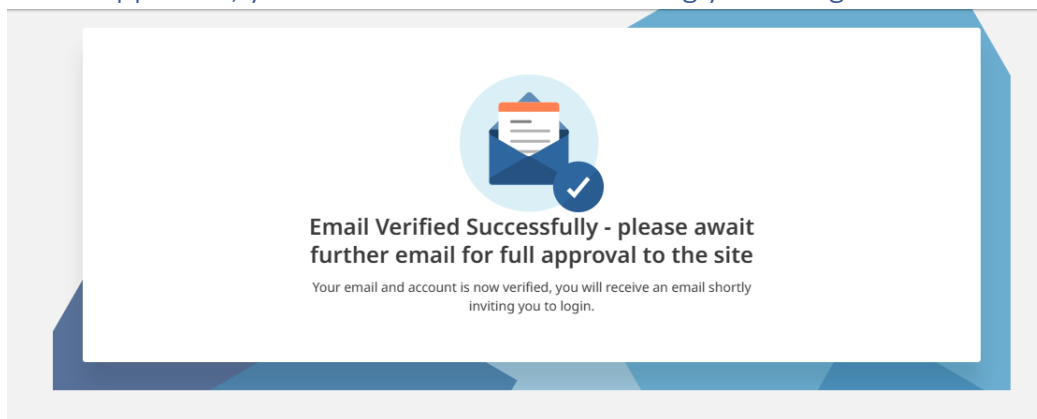
Step 4 – you will need to go to your emails to verify your email address (Please note: If you don't receive an email check your Spam and Junk folders. If you still don't receive an email, then you may already have an account. Try logging on, failing that please contact your administrator to check for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



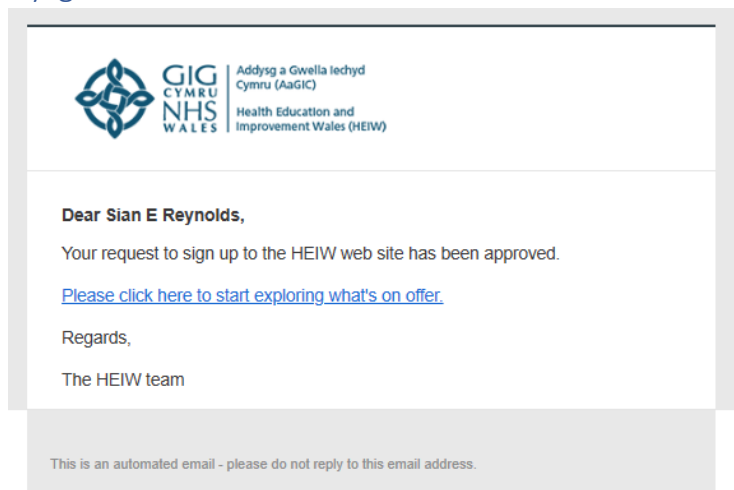
Step 5 – you will receive this email... click the link to verify your email address



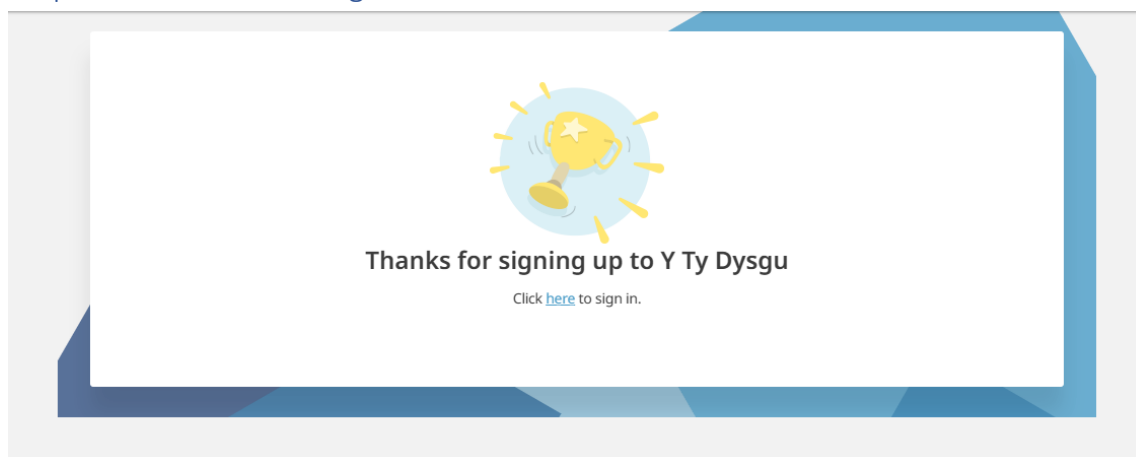
Step 6 – HEIW will now need to ‘approve’ your account. Approval may take up to 1 working day. When approved, you will receive an email inviting you to log in.



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!

The screenshot shows the Y Ty Dysgu LMS dashboard. At the top, there is a navigation bar with a search bar, a user profile for 'Sian E Reynolds', and a 'Logout' button. Below the navigation bar is a main header area with a colorful background and a welcome message: 'Welcome to the Y Ty Dysgu Learning Management System (LMS) from HEDW'. A row of icons provides quick access to various features: My Certificates, Courses, Events, Library, Assignments, Programmes, Networks, and Articles. Below this is a 'Manage your apps' section with a note: 'Order your menu items and add shortcuts to your favourite websites.' The 'Featured' section is currently empty. The 'Latest content' section has tabs for 'Learning content', 'Events', and 'Articles'. Under 'Learning content', there are two items: 'Introduction to Genetics in Healthcare' (with a blue icon and a '1' in a circle) and 'Welcome to Y Ty Dysgu' (with a red icon, a date of 'Wednesday, 14 December 2022', and a '41' in a circle).