Health Education England

Digital Learning Solutions: My account

Operational Guide

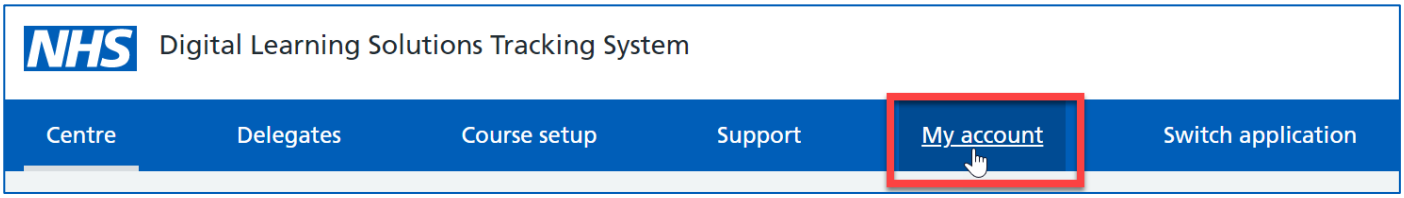
Centre Manager | **Administrator** | **LEARNER**

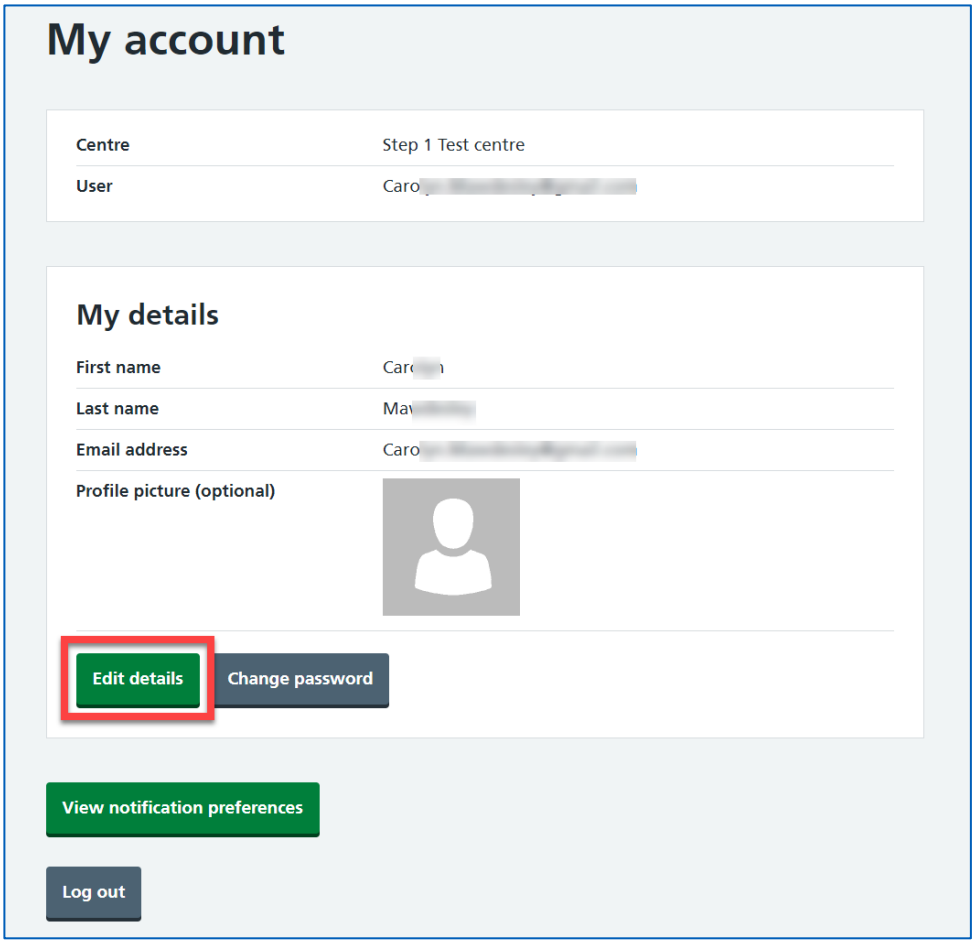
March 2022

Log in to change your DLS registration details or password and set up notifications

Change Details

1. Select: **My account**



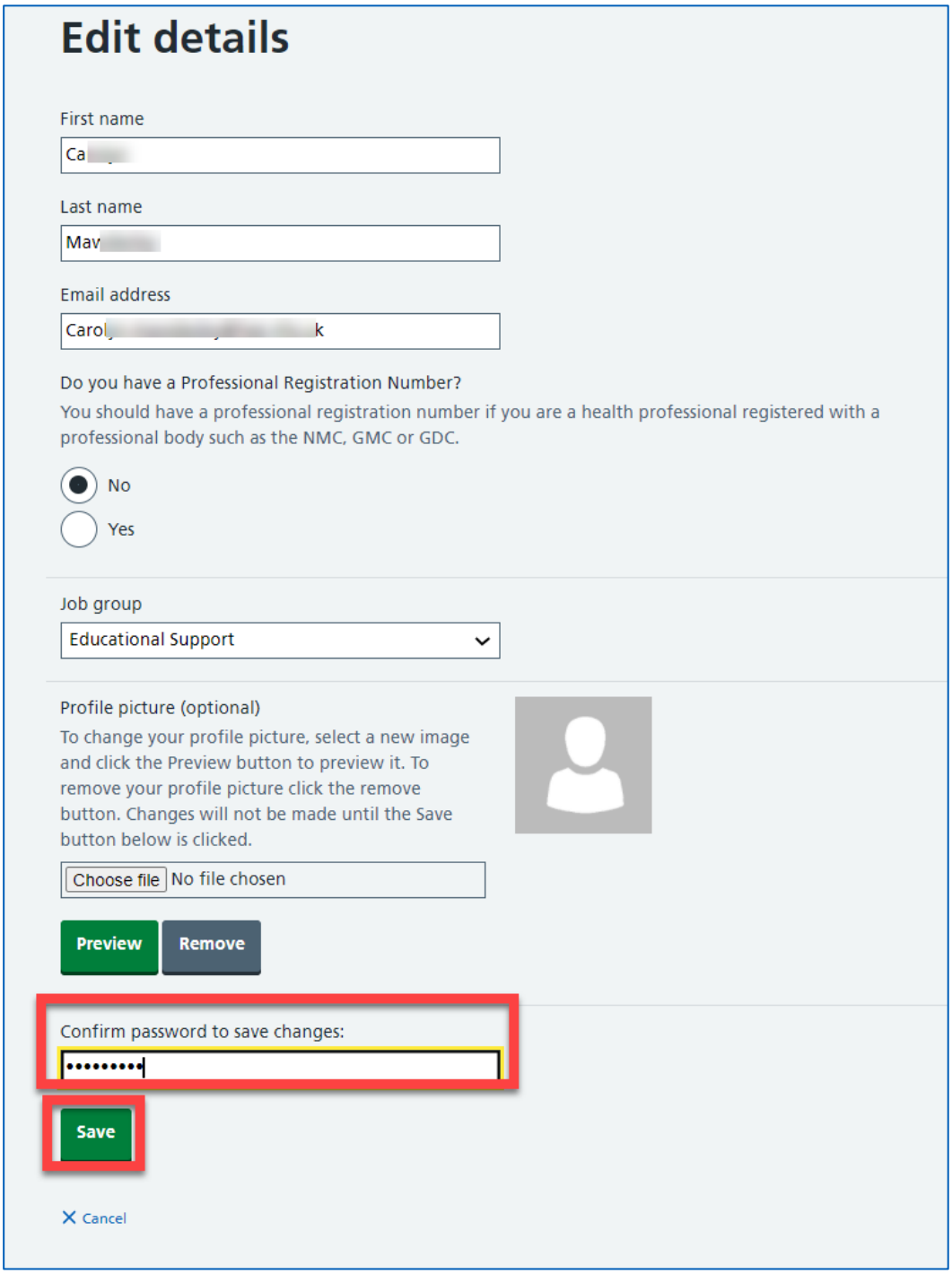


2. Select: **Edit details**

Need support?
Centre Managers and Administrators: Raise a Tracking System support ticket
Learners – contact your local centre https://www.dls.nhs.uk/v2/FindYourCentre

3. Make your changes, **enter your current password**

4. Select: **Save**



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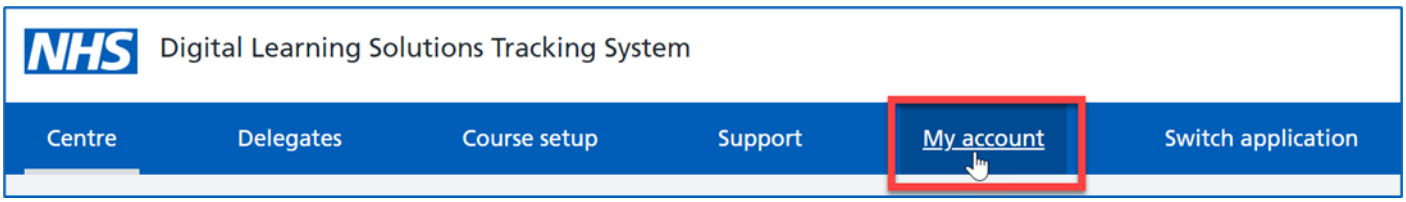
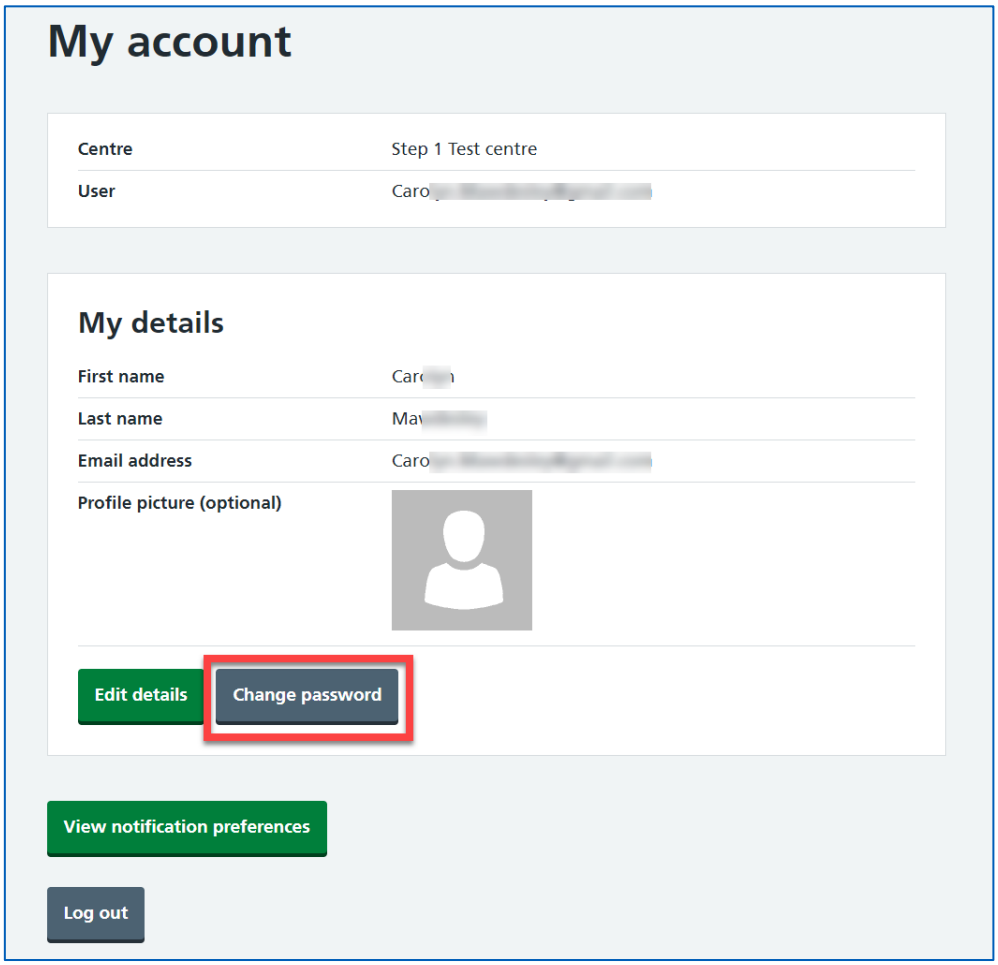
Change Password

1. Select: **My account**





2. Select: **Change password**

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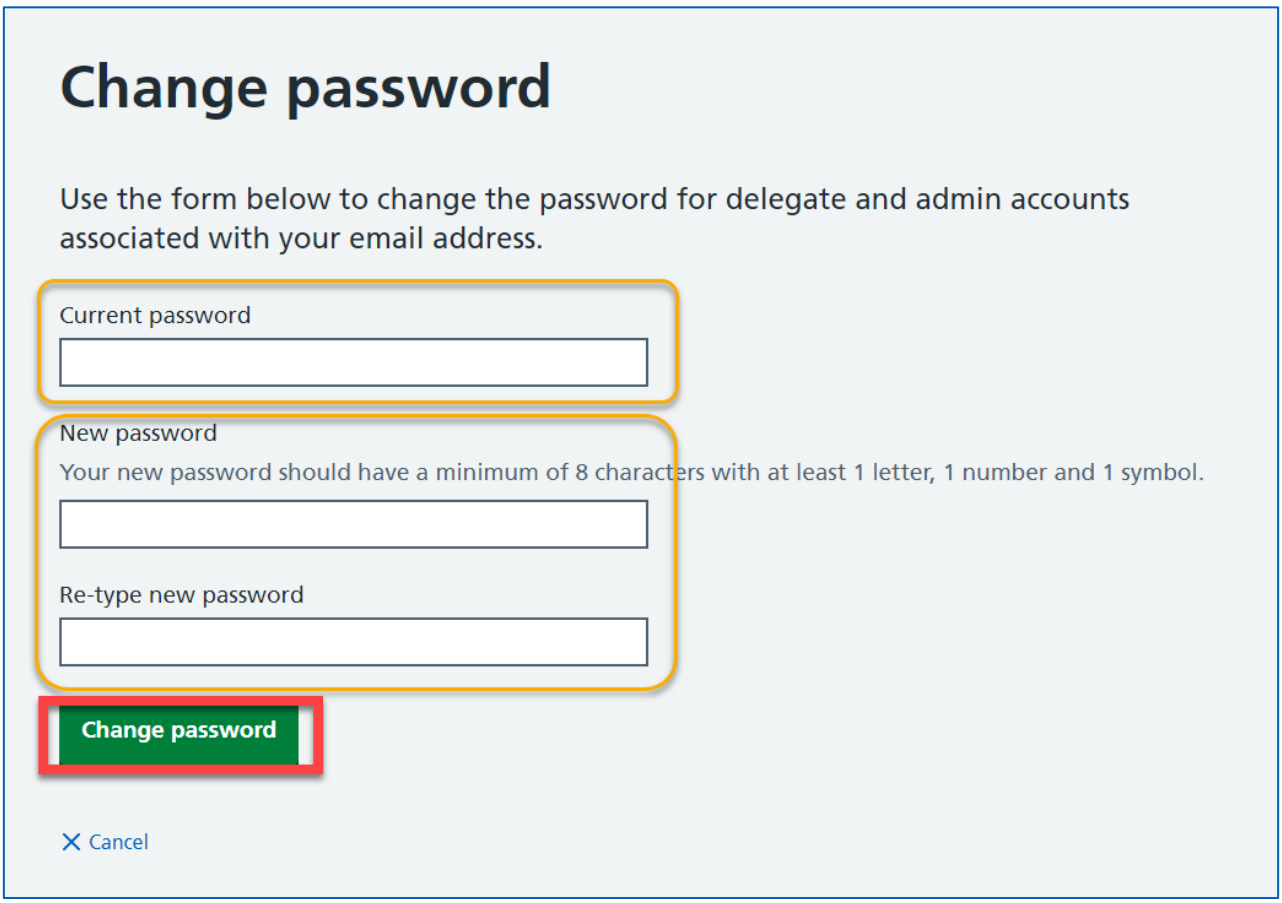
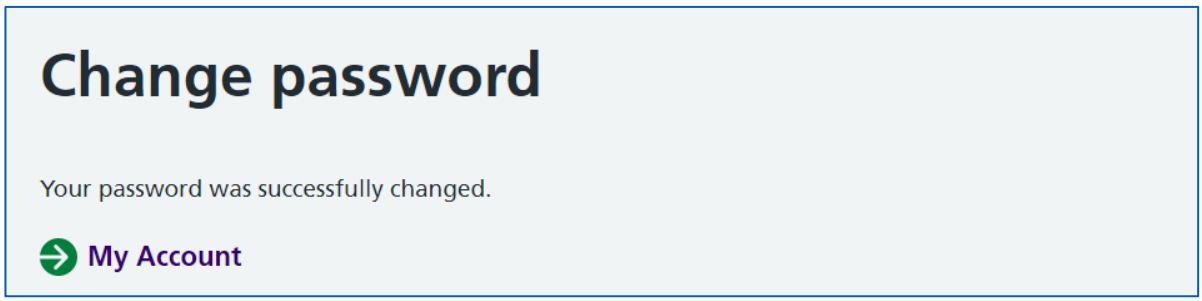


3. Enter your **Current** password
4. Enter your **New password**

Your password should have a minimum of 8 characters with at least 1 letter, 1 number and 1 symbol

5. **Re-type** your **new password**

6. Select: **Change password**



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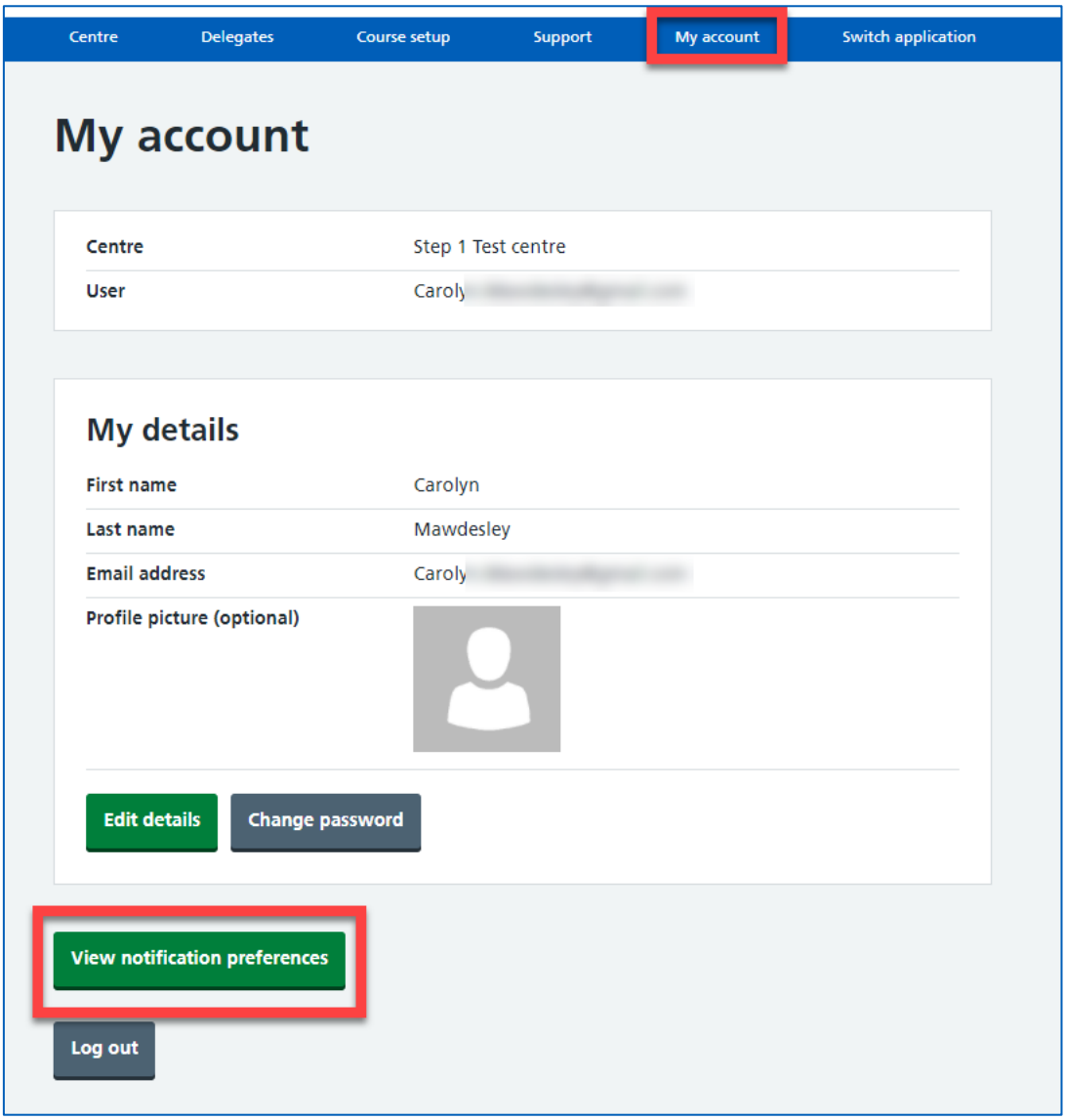
Notifications

Learners and administrators can subscribe and unsubscribe to notifications that will send email to the registered account when system activities occur

1. From **My account**

2. Select: **View notification preferences**



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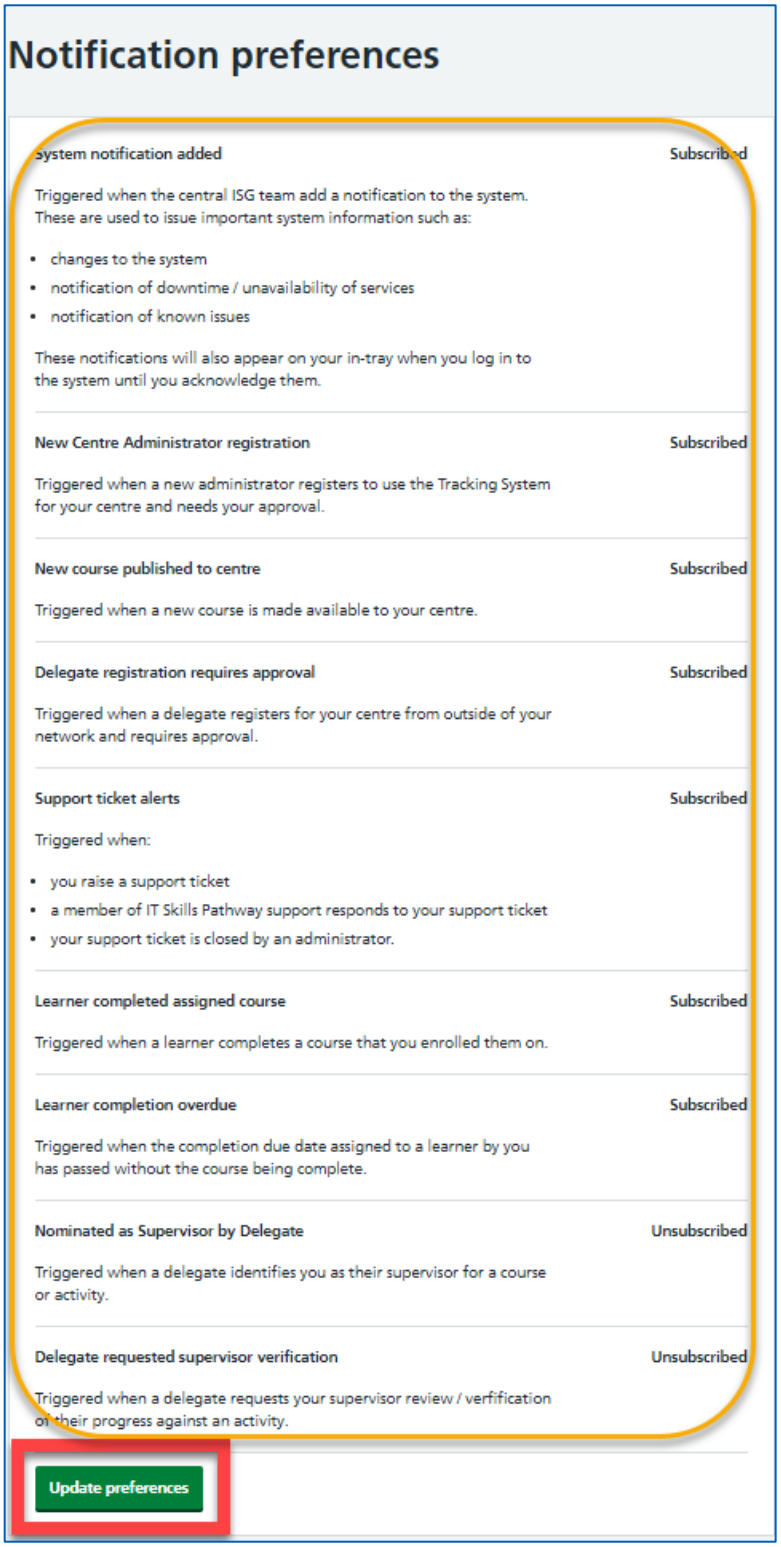

A list of the **Notification preferences** you are **Subscribed** and **Unsubscribed** to is displayed

To make changes

3. Select: **Update preferences**

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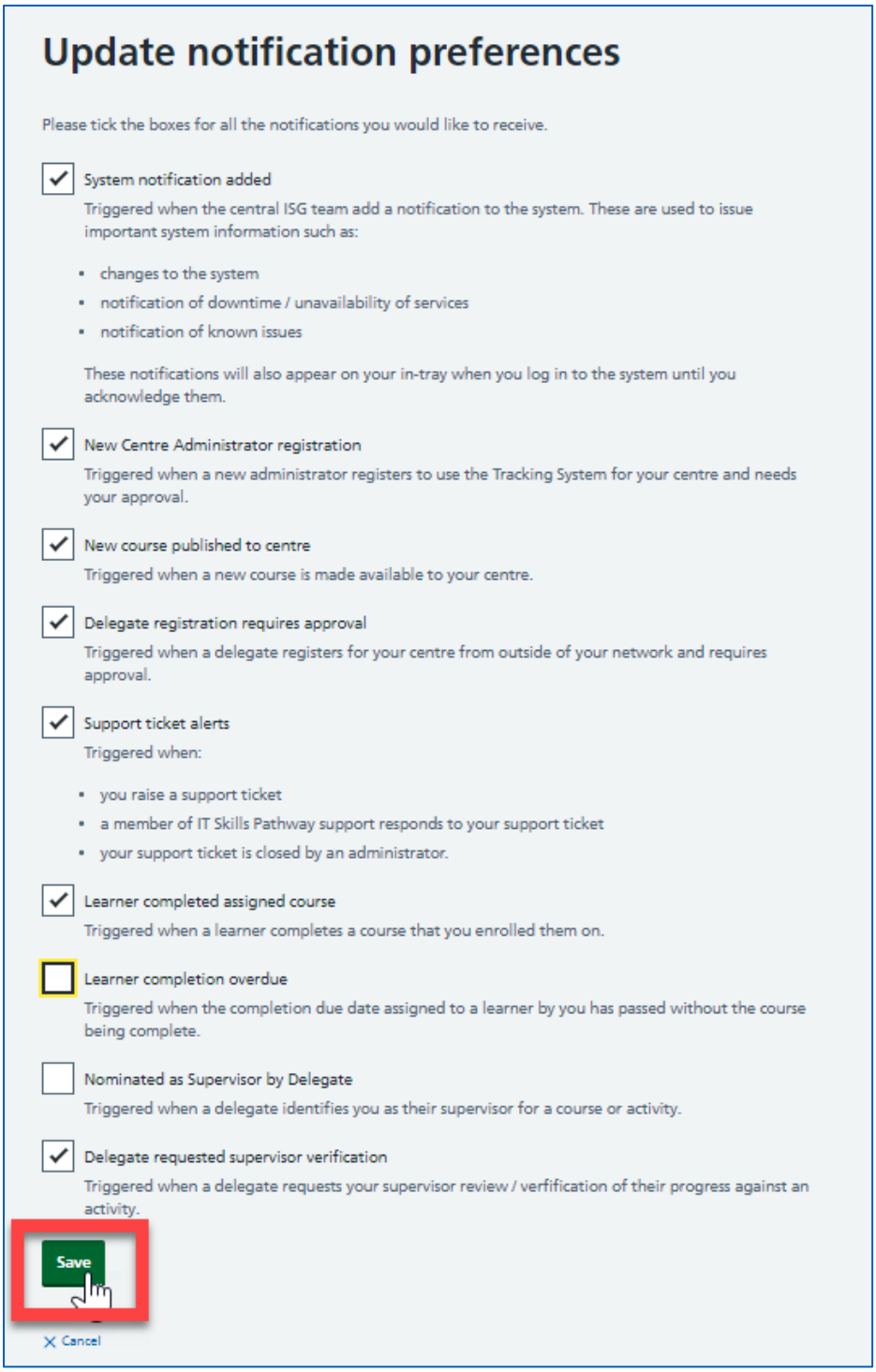

4. Select: **Subscribe** or **Unsubscribe** as appropriate

5. Select: **Save** to submit your changes

A summary of your notification preferences appears on screen

6. Select: **Go back** to return to **My account**

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