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Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

User Guide

Y Ty Dysgu Sign Up Process

This document describes the process of signing up to the Y Ty Dysgu Learning Management System (LMS)

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Author: Philippa
Wood, Sian
Reynolds, Elleigh
Papantoniou

Approver: Emma
Garland

Owner: HEIW
Digital Learning

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Document Control

Version History

Amended By	Version	Status	Date	Summary of Changes
Emma Garland	0.1	Draft	01/11/2023	Initial Draft
Emma Garland	1.0	Draft	09/04/2024	Final Draft
Elleigh Papantoniou	1.1	Published	20/06/2024	Put final draft into the new standardised documentation template.
Emma Garland	1.2	Published	20/06/2024	Final Amends

Distribution

This document has been distributed to:

Name	Date	Version	Inform/ Review/ Approve
Emma Garland	20/06/2024	1.1	Review
Elleigh Papantoniou	20/06/2024	1.2	Inform
Emma Garland	20/06/2024	1.2	Approved
	Click or tap to enter a date.		Choose an item.
	Click or tap to enter a date.		Choose an item.

Document Location

The master copy of this document is held at the following SharePoint location:

HEIW Y TY Dysgu Project Team < HEIW area < Y Ty Dysgu Training and Training Guides < User Guides – Ready To Share

Introduction

Purpose

The purpose of this document is to demonstrate the process of signing up to the Y Ty Dysgu Learning Management System.

Scope

In Scope

This document is for those who are signing up to the Y Ty Dysgu system for all purposes.

Out of Scope

This document is only for the Y Ty Dysgu system.

Roles and Responsibilities

Each person creating an account has the responsibility to input the correct details.

Procedure

Step 1 – click ‘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

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

Profession and Job role
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 Maximum of 100 characters

Professional registration number type

Which health board / organisation do you mainly work in?

Which health board / organisation do you mainly work in?

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

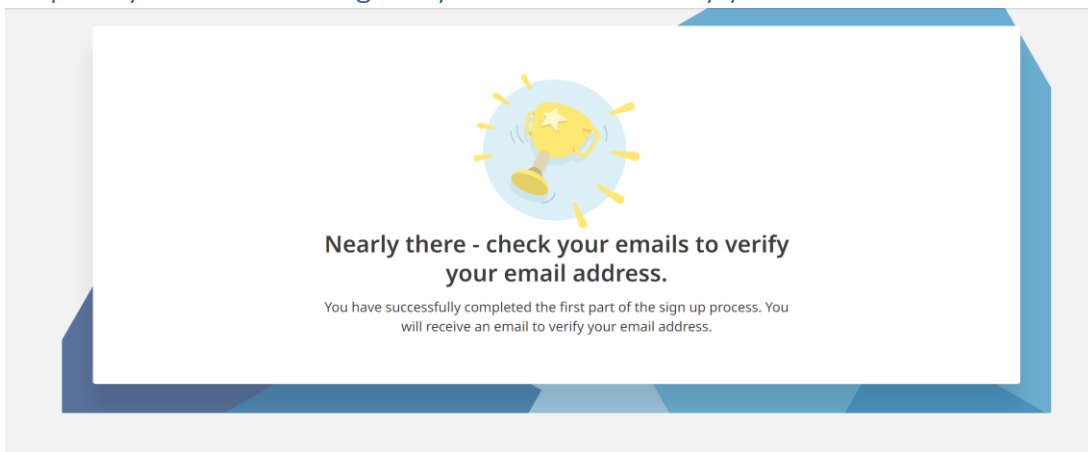
Workplace postcode Maximum of 100 characters

Language preference
Which language would you prefer to receive e-mail communication with?

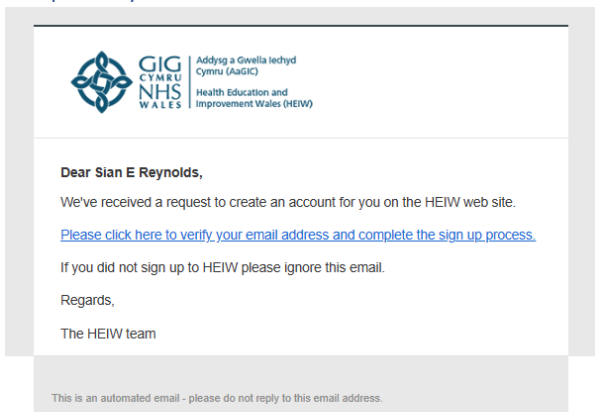
English Cymraeg

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

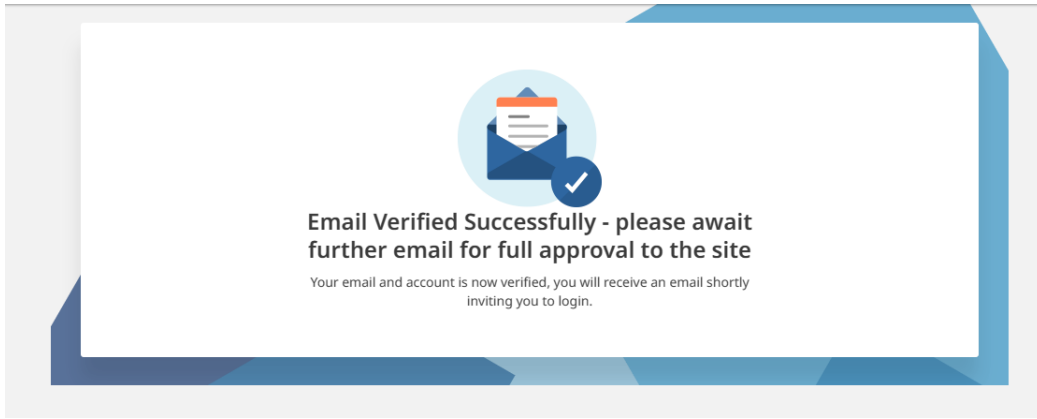
Step 4 – you will need to go to your emails to verify your email address



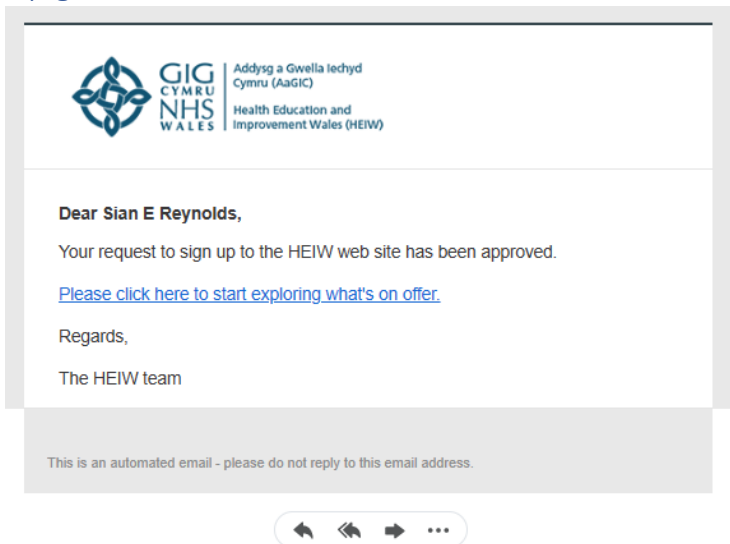
Step 5 – you will receive this email... click the link to verify your email address



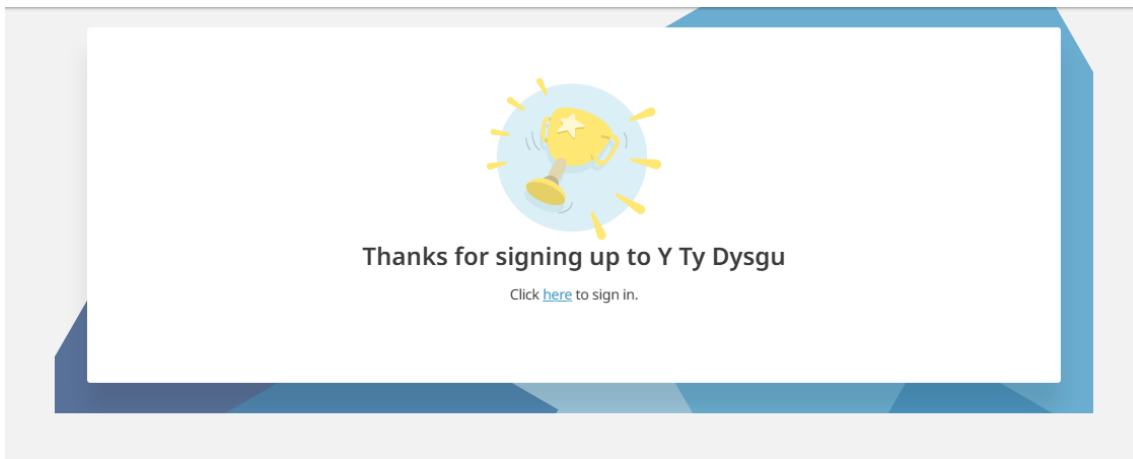
Step 6 – HEIW will now need to ‘approve’ your account. Approval may take up to 1 working day. When approved, you will receive an email inviting you to log in.



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



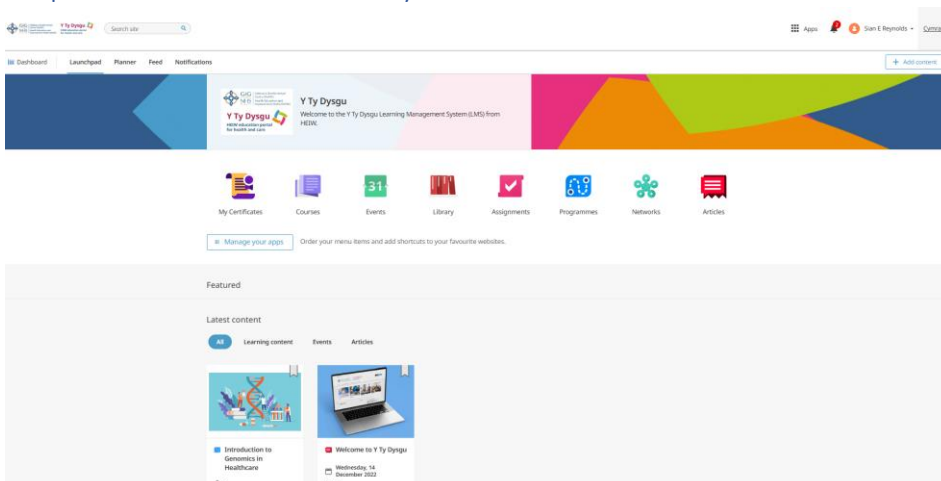
Step 8 – Click ‘here’ to sign in



Step 9 – read and accept the terms and conditions



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



Please note, once you have completed this process, the next time you use the site you can use the 'Sign in with your NHS Wales account' button if you have signed up with an NHS email address.



Definitions

Provide definitions for any terms which may be unclear i.e., acronyms etc.

Term	Definition
YTD	Y Ty Dysgu

Key Documents