

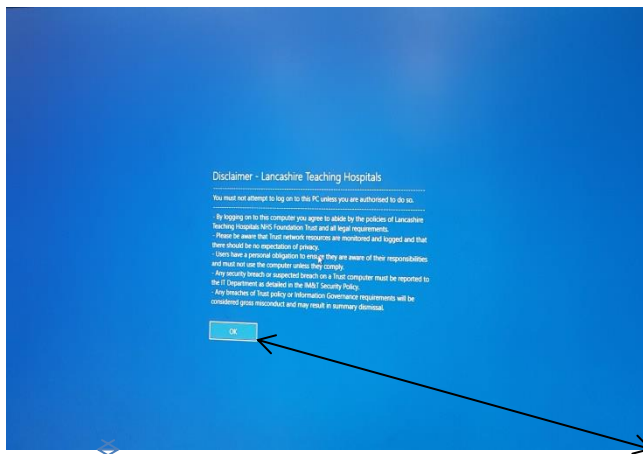
PC basics: how to log on, change your password access email, datasets and e-learning

How to log on to a trust PC:

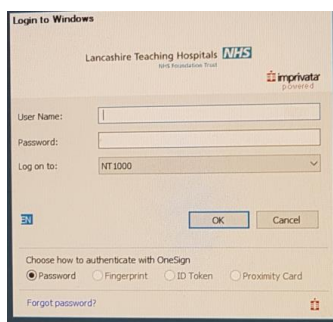
To turn on the PC press the button on the black box behind the PC, then the button at the bottom right hand corner of screen.



How to log on to the PC:



Click OK when this screen appears.



Enter your username and password.

You will have been given these details in your welcome pack. If you do not know your details or they do not work Phone IT Service Desk on 01772 522185 choose option 1 (extension 2185 if calling from a hospital phone). You will need your Trust ID badge number.

A password needs to be made up of 12 or more characters including a capital letter and a number

How to access email

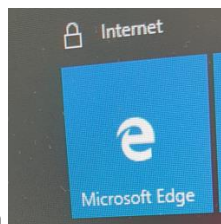
Once logged on to the PC you can access your email by clicking on the Microsoft outlook icon



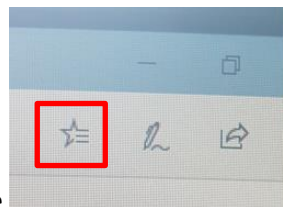
How to access datasets

Make sure your email is open before logging onto the dataset form.

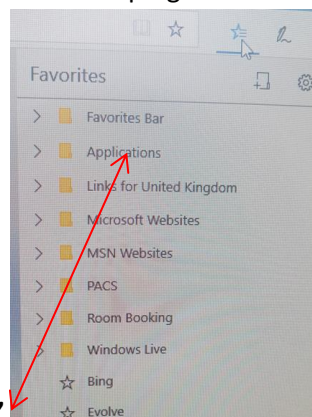
To find the dataset form click on the windows icon bottom on the left hand corner of desktop screen



Click on the Microsoft Edge Icon and you will see the intranet home page. Now

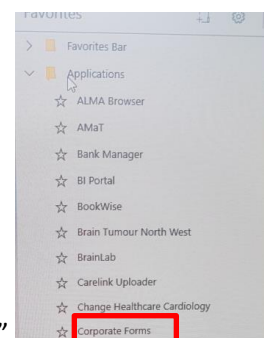


click on the star at the top right hand of the page then click on



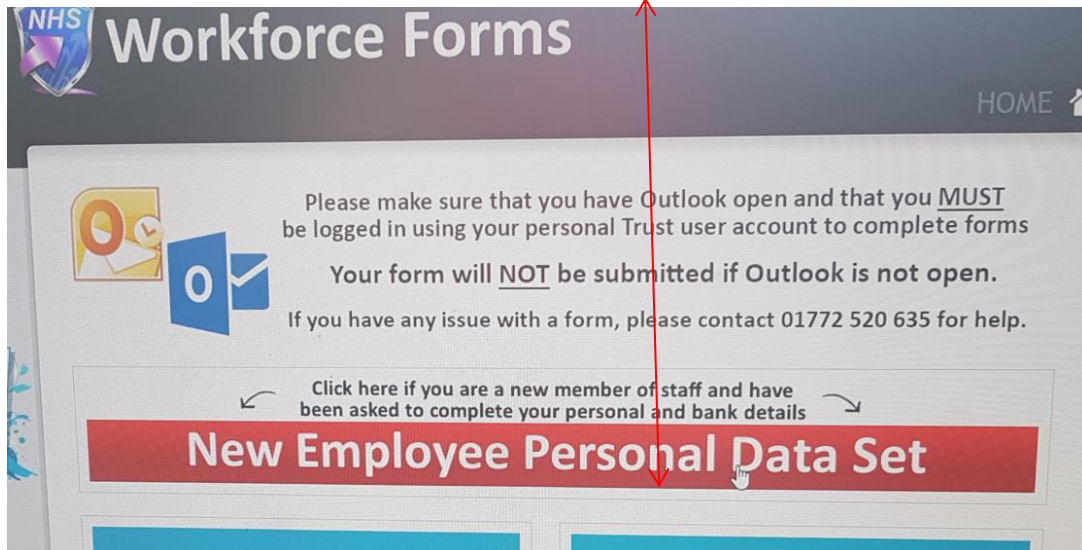
“applications”

then “corporate forms”





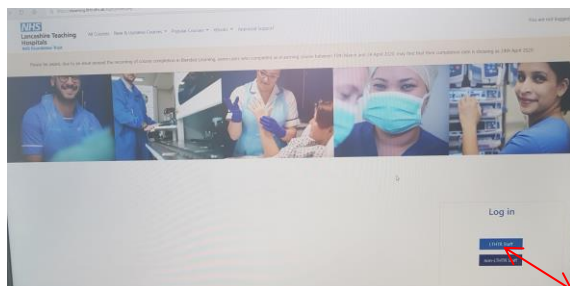
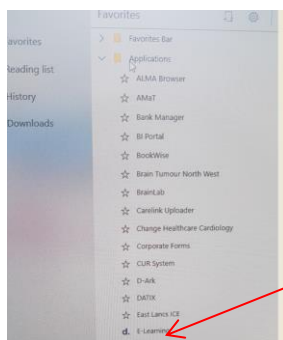
You now need to click on “**workforce forms**” on the top left hand corner of the screen. Click on where it says **new employee data set**



If you have any problems call 01772 520635 for help.

To access e learning

Follow the instructions as above but instead of corporate forms click on **e learning**



log on here with the same details you used to log onto the PC. If you need help with e learning contact the Blended Learning Team via email BlendedLearning@LTHTR.nhs.uk or call 01772 52 4359