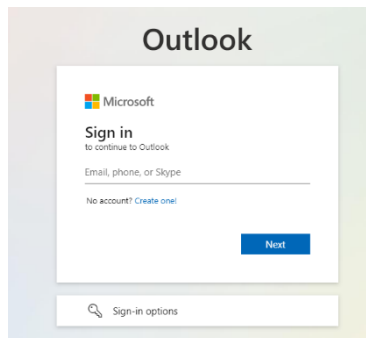


# Cumberland and Westmorland & Furness External LMS

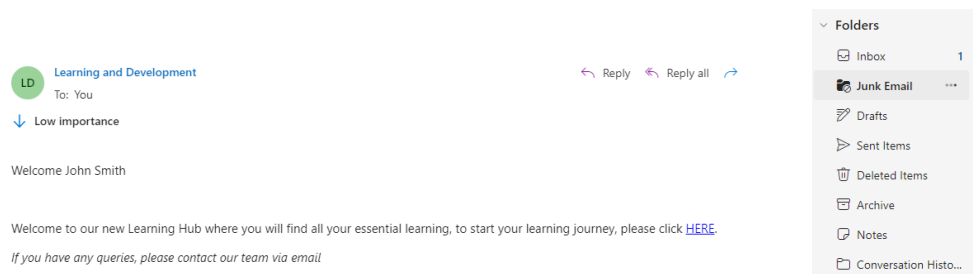
## Registration Process

This information sheet refers to gaining access to the External Learning Management System (LMS) hosted by Cumberland and Westmorland & Furness Councils.

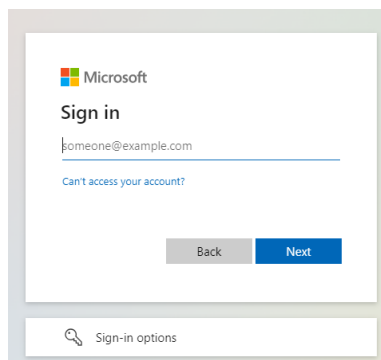
1. Once notification is received from your organisational sponsor that you are invited to the external LMS a welcome E-Mail will be sent to the account provided. Please sign-in to your E-Mail account to begin the registration process.



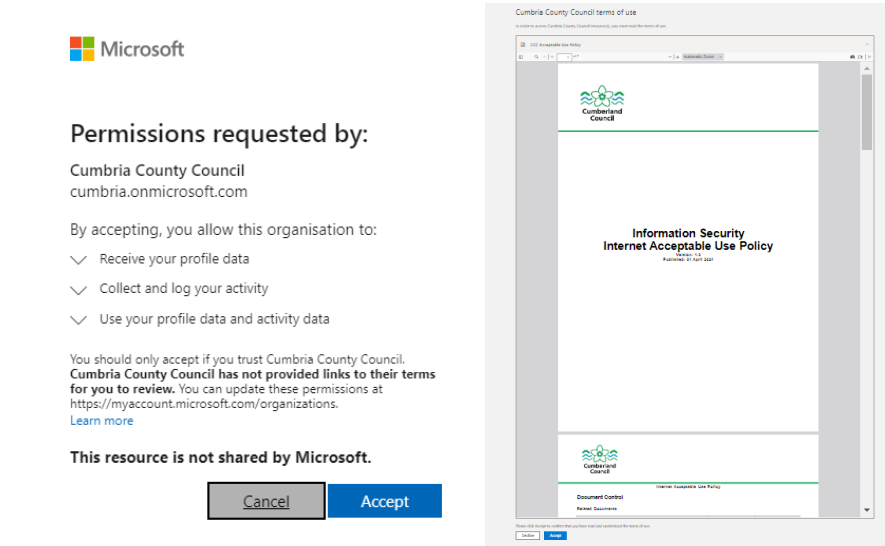
2. A welcome E-Mail from either the Cumberland or Westmorland & Furness Learning and Development team should be present if logged into the correct account. If the E-Mail does not appear in your inbox, please check the Junk E-Mail/Spam folder in the first instance and the sender will appear as Learning and Development.



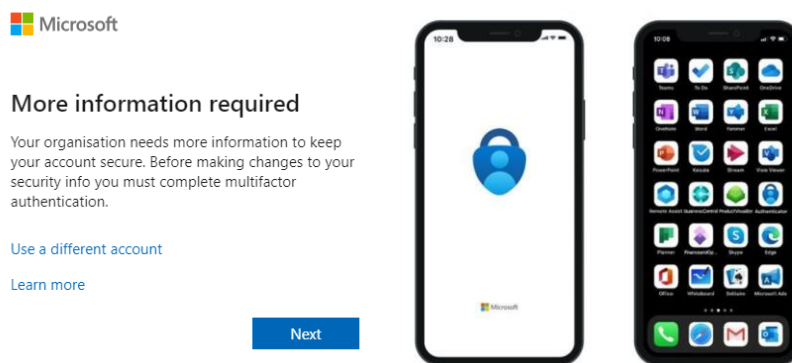
3. Select the link where stated “please click **HERE**” to open a website that will begin the process for registration. Sign-in again with your email address and password if prompted.



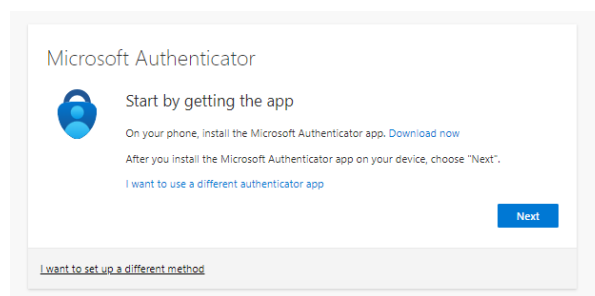
- Click accept to continue if in agreement to the permissions required for your account to access the Learning Management System. Please open and read the Cumbria County Council Information Security Internet Acceptable Use Policy, then select accept to confirm.



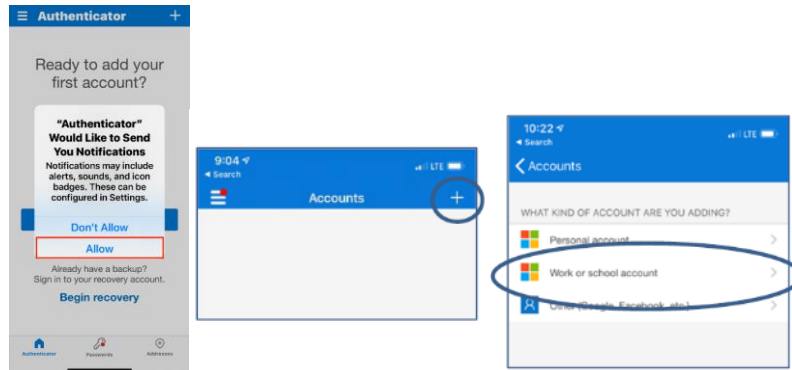
- Registration for Microsoft multi-factor authentication is required for access to the new Learning Management System. Please download the 'Microsoft Authenticator' app on a mobile device and next on-screen to continue.



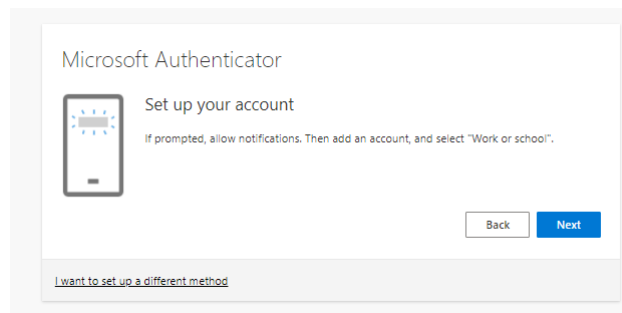
- Once the Microsoft Authenticator app is downloaded on your mobile device, click next again on-screen to continue.



- Open the Microsoft Authenticator app on your mobile device and if prompted select to allow notifications. The app will then display the following screen, select the plus icon in the top right and **'Work or school account'**.



- Select next on screen to continue once step 7 has been completed on your mobile device.



- Select **'Scan QR Code'** on the mobile app (accept permission to camera if prompted) and return attention to the verification page to scan in the QR code. Scan the code using your mobile device to register the account which will then be listed under 'Cumbria County Council' and associated with your email address.

Microsoft Authenticator



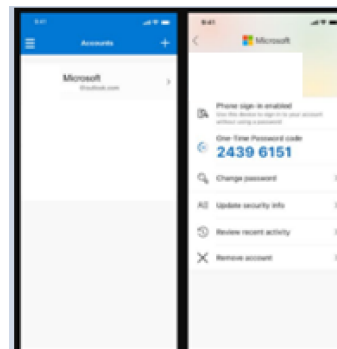
Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

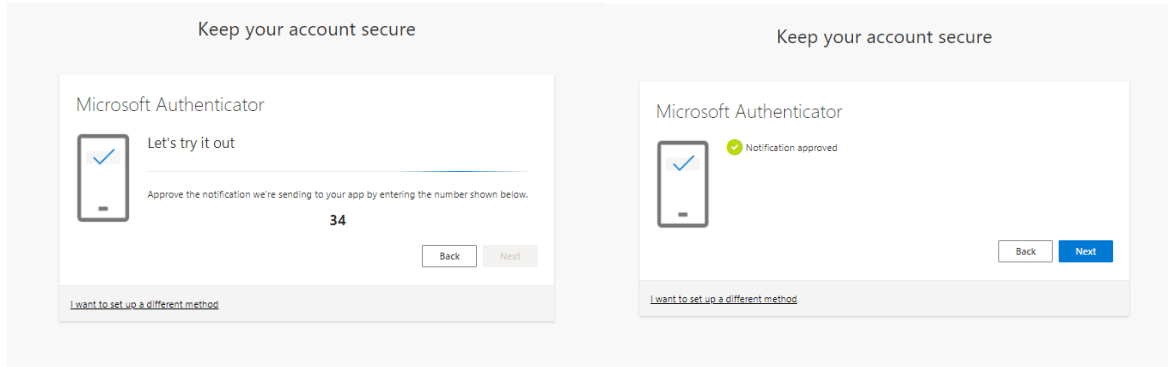
[Can't scan image?](#)

Back

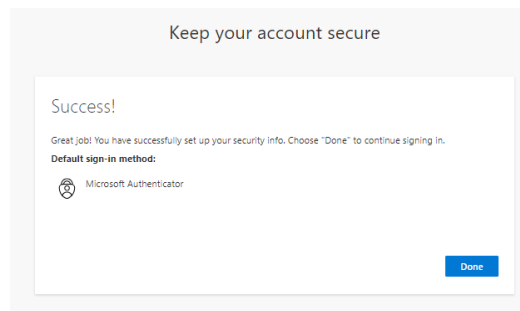
Next



10. Once the QR code has been scanned in on your mobile device using the Microsoft Authenticator, a notification should appear to request that a two-digit code is provided. Please enter the number that appears on-screen into this notification on your mobile device and the **'notification approved'** message will appear if successful.



11. Selecting next on the notification approved screen will provide an additional page to confirm that the registration for Microsoft Multi-Factor Authentication has been successful.



12. Selecting next on the confirmation screen will then direct you to the External Learning Management System for either Cumberland or Westmorland & Furness. If there is an additional prompt for verification at this stage provide the two-digit code that appears on screen.

