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.

 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 signin to your E-Mail account to begin the registration process.

Sign in to continue to Outlook	
Email, phone, or Skype	
No account? Create one!	
	Next

 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.

		✓ Folders	
		🖂 Inbox	1
Learning and Development To: You	🗠 Reply 🐀 Reply all 🤿	🐻 Junk Email	
↓ Low importance		🔊 Drafts	
		▷ Sent Items	_
Welcome John Smith		🗓 Deleted Items	
		T Archive	
Welcome to our new Learning Hub where you will find all your essential learning, to start your learning	journey, please click HERE.	Notes	
If you have any queries, please contact our team via email		🗅 Conversation H	listo

 Select the link where stated "please click <u>HERE</u>" to open a website that will begin the process for registration. Sign-in again with your email address and password if prompted.

Microsoft		
Sign in		
someone@example.	.com	
Can't access your accou	int?	
	Back	Next
I	Back	Next
	Back	Next

 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.

	In order to across Carolina Council research, you make and the terms of you
Microsoft	COT Acceptable User Policy
Permissions requested by:	Council
Cumbria County Council cumbria.onmicrosoft.com	
By accepting, you allow this organisation to:	Information Security
✓ Receive your profile data	
Collect and log your activity	
✓ Use your profile data and activity data	
You should only accept if you trust Cumbria County Council. Cumbria County Council has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more	
This resource is not shared by Microsoft.	and the second s
Cancel Accept	Constraint Costfolio Costf
	Roam disk kenge to conferenting packase real and and endormal the terms of same

5. 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.

Microsoft	10:28	1008 — 0 Jay #
More information required		Norm Die Constant Territoria
Your organisation needs more information to keep your account secure. Before making changes to your security info you must complete multifactor authentication.	9	Colore ALL Verse Las Sector Colored C
Use a different account		Parame Premanentian Bayra
Learn more		Cline Wandhard Different Ada
Next	E Morpholit	S 🖉 M 🗟

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





7. 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*'.

E Authenticator	3				
"Authenticator" Would Like to Send You Notifications Notifications may include alerts, sounds, and icon badges. These can be	9:04 ∛ ≪ Search			10:22 % Search Accounts	.ni ute 🖚
Configured in Settings. Don't Allow Allow		Accounts	+	WHAT KIND OF ACCOUNT ARE YO	DU ADDING?
Aiready have a backup? Sign in to your recovery account. Begin recovery				Work or school account) (1)
Autoretisar	8				

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

Microso	oft Authenticator
) 	Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next
I want to set up	a different method

9. 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.





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.

Keep your account secure	Keep your account secure
Microsoft Authenticator Let's try it out Approve the notification were sending to your app by entering the number shown below. 34	Microsoft Authenticator Notification approved Back Next
I want to set up a different method	Lwant to set up a different method

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.

	Keep your account secure	
Suc	cess!	
Great j Defaul	ab! You have successfully set up your security info. Choose "Done" to continue signing t sign-in method:	in.
٢	Microsoft Authenticator	
		Done

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.

Microsc	oft
@	outlook.com
Approve	sign-in request
Open you number s	ur Authenticator app, and enter the shown to sign in.
	72
No numbers in the latest vers	n your app? Make sure to upgrade to ion.
I can't use my M	Aicrosoft Authenticator app right now
More informatio	on





External Learning Hub

