

Creating an Account on Discover - Membership



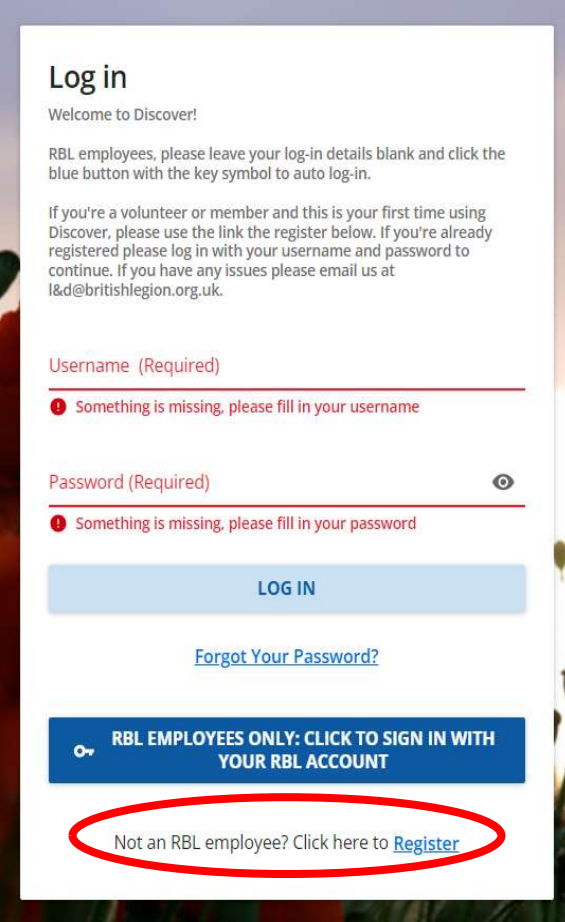
What is Discover?

Discover is the new Learning Management System (LMS) commissioned by the Royal British Legion. Discover will hold all membership training and will allow you to complete online E-Learning or book onto face-to-face sessions. Discover is available to all members; you do not need a community email to register. Once on the system you will be able to self-enrol on a plethora of courses. Discover will hold a record of all your training and remind you when you need to conduct refresher courses. It is recommended that you sign up with a personal email rather than your community email where possible.

How to create a Discover account

Step One

In the first instance, you will need to create an account on Discover by using this [link](https://learn.britishlegion.org.uk/learn): <https://learn.britishlegion.org.uk/learn> .This will bring you to the sign in landing page, scroll to the bottom of this page where it says 'Not an RBL employee? Click here to Register'. This will be the only time that you will do this, after that you will be able to sign in using the sign in box above.



Log in

Welcome to Discover!

RBL employees, please leave your log-in details blank and click the blue button with the key symbol to auto log-in.

If you're a volunteer or member and this is your first time using Discover, please use the link the register below. If you're already registered please log in with your username and password to continue. If you have any issues please email us at l&d@britishlegion.org.uk.

Username (Required)

Something is missing, please fill in your username

Password (Required)

Something is missing, please fill in your password

LOG IN

[Forgot Your Password?](#)

RBL EMPLOYEES ONLY: CLICK TO SIGN IN WITH YOUR RBL ACCOUNT

Not an RBL employee? Click here to [Register](#)

Step Two

You will then land on a screen as per the one seen below. This guide will now talk you through what to enter for each section.

Username:

Enter your email address as your username.

Email:

Re-enter your email address.

Language:

Choose English as your language*

County/District:

Enter the County/District that you are associated with here. This will personalise your experience and ensure you receive any county specific learning alongside role specific. See Annex A for a list of counties as they are on Discover.

**Additional languages will be added later.*

The screenshot shows a registration form titled "Register" with a sub-header "Please remember to use your email address as your username!". The form is divided into two steps: "1 User Profile" and "2 Additional Fields". The "User Profile" section contains the following fields:

- Username (Required) - Input field
- Email (Required) - Input field
- First Name (Required) - Input field
- Last Name (Required) - Input field
- Language (Required) - Dropdown menu
- County/District/Area Code (Required) - Input field

Below the fields is a checkbox labeled "I agree to the terms of the privacy policy [View Privacy Policy](#) (Required)". At the bottom left, there is a link "Already registered? [Log in](#)". At the bottom right, there is a "NEXT" button.

Step Three

Once you have filled in all the information required you will then land on the below screen. This step will require you to provide additional information regarding the roles that you have within membership, this should then personalise the learning that you are advertised on the system. Once you have input all the information click register in the bottom right.

Membership Role:

From the drop-down list, choose up the role(s) you hold within your branch or county. You can select up to 4.

Branch Community Support:

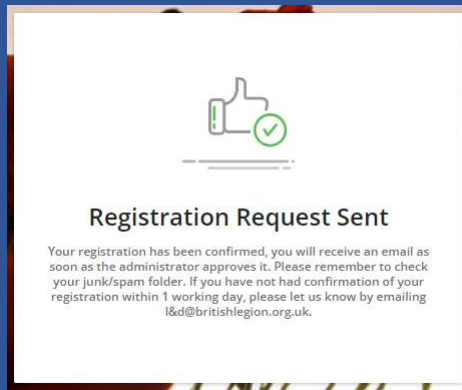
If you are a Branch Community Supporter, select “Yes” otherwise, select “No”.

Special requirements for training:

This is a free-hand box that will allow you to tell us if you require additional support, for example larger fonts or materials in advance.

The screenshot shows a registration form titled "Register" with the instruction "Please remember to use your email address as your username!". The form is divided into two steps: "User Profile" (completed) and "Additional Fields" (current step). The "Additional Fields" section contains four dropdown menus: "Membership Role (Required)", "Membership Role 2", "Membership Role 3", and "Membership Role 4". Below these is a dropdown for "Branch Community Support Volunteer? (Required)" and a text input field for "Special requirements for training". At the bottom left, there is a link "Already registered? Log in". At the bottom right, there is a "REGISTER" button. At the bottom left of the form area, there is a "PREVIOUS" button.

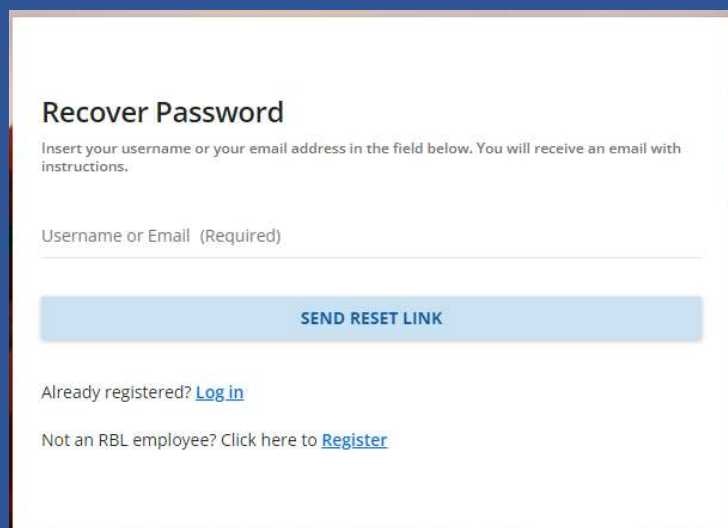
Step Four



Once you have clicked register, your application will be sent to a member of staff at RBL for confirmation. Please note that this will mean that if you sign up over the weekend you will not gain access to Discover until the next working day. If you are registering on a weekday, please allow up to two hours for your request to be approved. If you do not receive an email, please email L&D@britishlegion.org.uk.

Step Five

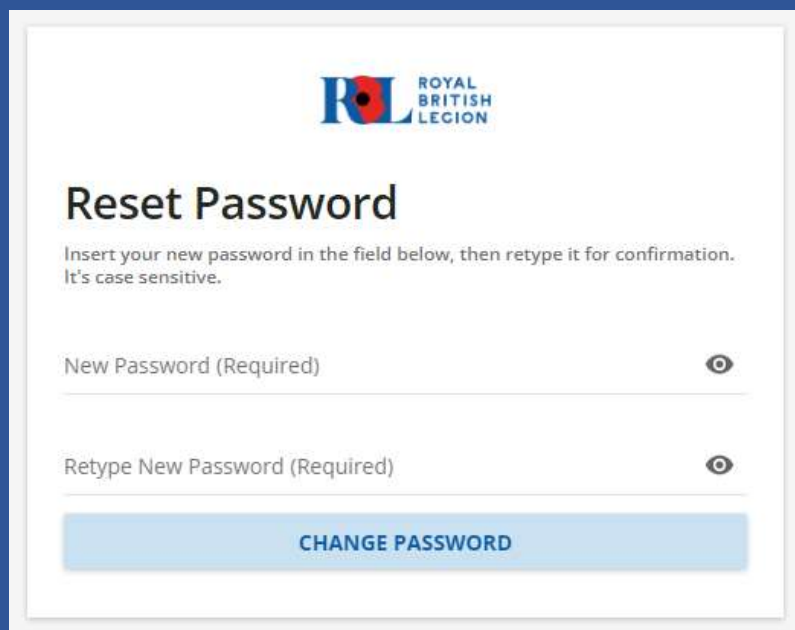
Once your account has been approved you should receive an email requesting you to reset your password, this may have been sent to your junk mail. Click on the reset password link. This will land you on a page that asks you to re-enter your username or email, type in the email that you registered with. This will then send you another email requesting you to reset your password, this email may fall into your junk box.

A screenshot of a web form titled "Recover Password". Below the title is a short instruction: "Insert your username or your email address in the field below. You will receive an email with instructions." There is a text input field with the placeholder text "Username or Email (Required)". Below the input field is a blue button with the text "SEND RESET LINK". At the bottom of the form, there are two links: "Already registered? [Log in](#)" and "Not an RBL employee? Click here to [Register](#)".

Step Six

You should now have an email requesting you to re-set your password, click on the link which should land you on the page pictured below. You should ensure that the password you choose has the following characteristics:

- At least ten characters,
- Contains both letters and numbers,
- Be different from the last three passwords used,
- Not be the same as your username.



The screenshot shows a web form titled "Reset Password" for the Royal British Legion. At the top left is the RBL logo. Below the title, there is a instruction: "Insert your new password in the field below, then retype it for confirmation. It's case sensitive." The form contains two input fields: "New Password (Required)" and "Retype New Password (Required)", each with a toggle icon to the right. At the bottom of the form is a blue button labeled "CHANGE PASSWORD".

Any queries

If you have any queries regarding Discover, please send them to the L&D team on L&D@britishlegion.org.uk.

Annex A

When you type in your county or district it must be written in the same way that Discover has it saved. Please see a list of counties as they are entered into Discover.

Bedfordshire	Hampshire	Northumbria
Berkshire	Herefordshire	Nottinghamshire
Buckinghamshire	Hertfordshire	Overseas
Cambridgeshire	Isle of Man	Oxfordshire
Cheshire	Isle of Wight	RoI
Cornwall	Kent	Shropshire Somerset
Cumberland	Lancashire	South & West Yorkshire
Derbyshire	Leicestershire	South East Wales
Devon	Lincolnshire	South West Wales
District Germany	National	Staffordshire
District North Spain	Norfolk	Suffolk
District South Spain	North & East Yorkshire	Surrey
Dorset	North Wales	Sussex
Essex	Northamptonshire	Warwickshire
Gloucestershire	Northern Ireland	West Lancashire
Greater London		Wiltshire
Greater Manchester		Women's Section
Gwent		Worcestershire