

Creating an Account on Discover - Membership



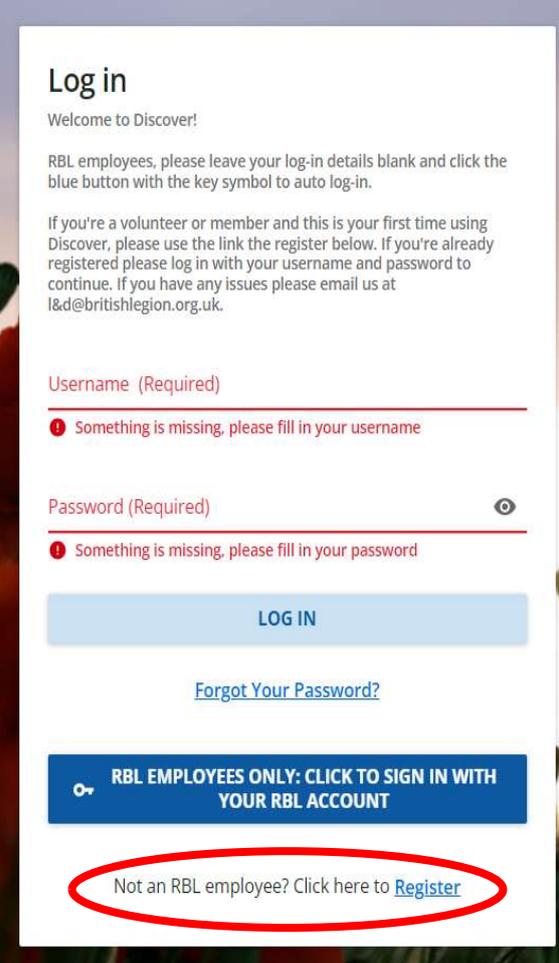
What is Discover?

Discover is the 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 web address:
<https://learn.britishlegion.org.uk/learn/signin>. 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.



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.

Email:

Enter your email address.

Confirm Email:

Re-enter the same 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.

Register

Please remember to use your email address as your username!

1 User profile

2 Additional fields

Email (required)

Confirm Email (required)

First name (required)

Last name (required)

Language (required)

County/District/Area Code (required)

I agree to the terms of the privacy policy [View privacy policy](#) (required)

Already registered? [Log in](#)

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 must select at least one, up to a possible four.

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. If you do not require any special requirements, please leave blank.

Register

Please remember to use your email address as your username!

✓ User profile

2 Additional fields

Membership Role (required)



Membership Role 2 (Optional)



Membership Role 3 (Optional)



Membership Role 4 (Optional)



Branch Community Support Volunteer? (required)



Special requirements for training (If none, leave blank)

Already registered? [Log in](#)

[PREVIOUS](#)

[REGISTER](#)

Step Four

Once you have clicked register you will receive an email (this may go into your junk) which will provide you with a temporary password for the system, along with a link.

Thank you for signing up to Discover.

To complete the registration process, please click on the link below, select "Sign In", and use your email address and temporary password to log in. You will then be asked to create your own password which you will need to remember going forward.

The temporary password is case-sensitive, so we recommend **copying** it and **pasting** it on the sign in page.

<https://learn.britishlegion.org.uk/learn/user/confirm-registration/9a02dde4270e4cde0b172d2548e8789e>

Email: [redacted]@hotmail.co.uk

Temporary Password: LUCww8k4c5

Click on the link which will ask you to input your username and temporary password. Once you have done that it will then ask you to input your temporary password again and then choose your own password which will be the one that you then use moving forward. 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.

Please ensure that you choose a password that you will remember and save it somewhere. If you do forget your password, please click the 'forgot your password?' button on the sign in page.

If you do not receive an email, please email L&D@britishlegion.org.uk.

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 Spain North	Norfolk	Suffolk
District Spain South	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