Warwickshire
Interactive
Learning
Management

“WILMa”

Quick Reference
Guide
Your development is important to Warwickshire County Council. We want to give you effective and innovative ways to learn and develop.

*WILMa* your Warwickshire Interactive Learning Management System can be accessed via any computer with a link to the internet.

**With **WILMa you can…**

- Access your learning anytime, anywhere!
- Search for and book training events
- Complete eLearning modules
- Track your development
- Link to more learning resources

**Some learning guidelines...**

- Discuss your training needs with your Line Manager so you know what to focus on
- Check that your Line Manager is in agreement for you to complete a module in work time
- Plan and schedule your diary for eLearning
- Put your phone on divert, avoid noisy places (where possible)
- You may need a headset when undertaking eLearning & if working in a busy office.
- Let others know you’re busy learning

*Get your training on demand with WILMa!*
What you need to know to get started...

On any computer with internet access:

Visit: warwickshire.learningpool.com

Tip... No www.necessary!

Your first visit...

When on the home screen of WILMa you will see the Login options on the right hand side.

Signing up...

You will need to click on Non WCC employees first time users create an account.
This will then direct you through onto a sign up page as below.
Please fill in all fields marked *
Choosing your position and organisation...

When choosing your position and organisation for your account, you need to click on the tabs shown below.

Once clicked a pop out tab will open as follows

From these you can expand each folder if you know where you role or organisation will sit under.

Alternatively...

You can use the search box to type in the position and organisation you are looking for.
If you Organisation is not on the system...

You may encounter difficulties and are unable to find the organisation you work for on WILMa—this is unlikely but can easily be solved!

You will need to tick the box ‘Organisation not listed’ and manually input the organisation that you work for.

We do not have an option for users to add a position to the WILMa - If you find your position is not on WILMa and you are experiencing problems signing up because of this then please contact the following:

support@learningpool.com or 0845 0744 114

Or Wilma@warwickshire.gov.uk

Complete the capture and click “Create my new account”.
**Once logged in...**

Once logged in you should receive an email similar to this one...

![Email example](image.jpg)

This will guide you through the next steps and help you navigate around! You will be able to benefit from features such as..

**Your learning in ‘My Learning’**

**WILMa** has a personalised space for each member of staff. Click on ‘My Learning’ to view yours and receive updates on your training.

![WILMa interface](image.jpg)

Click on ‘Find Courses’ to see what courses are available.

There will be specific statutory/mandatory courses you must complete. Your Learning Plan will continue to be developed to include any service specific training that you need to do.
Finding a course or event...

To find a course, click on the scrolling images on the home page, or click on ‘Find Courses’ or can use the ‘Course Search’ bar to the top right of the page.
Choose a course...

Each course has an introduction page providing information about the course, such as how long it will take.

By clicking on the course title, you will then be taken to the enrolment options page, to view more details and sessions for a course click on this button at the bottom of the page.

This will then take you onto the course page. You will receive an email welcoming you onto the course. Please note you will still have to book on to a particular session to be added onto the course as a delegate.
Forgotten your password?

There are 3 different ways to get help...

1. Click the ‘Forgotten your username or password?’ in the Login box.
2. Email the Learning Pool team at support@learningpool.com.

Your password reminder...

Write a short hint here to remind you what password you have chosen for WILMa.

Remember not to write your actual password though!

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Happy to help…

Got a question?

Frequently asked questions (FAQ’s) are available within WILMa.

Need help with a module?

Click on the ‘Help’ button.

Need technical assistance?

If you would like assistance contact Learning Pool’s helpdesk on 0845 0744 114 or email support@learningpool.com.

The Learning Pool support team is available to help you Monday to Friday, 8am to 8pm, Saturday, Sunday and Bank Holidays 9am to 5.30pm.
We hope that you have found this Quick Reference Guide a useful tool.

If you require further assistance, please contact

Support@learningpool.com
or
Wilma@warwickshire.gov.uk

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