

Login Guidance for the New LPDS Teaching and Learning Website

(Formerly the Lancashire Grid for Learning and LPDS Websites)

To book a course, order a publication or order a subscription you must now be logged in.

Headteachers from all Lancashire Schools have been set up by our team. If you have not received your password, please visit the [login page](#) and select 'forgot password'. Enter your registered email into both the username and email address fields to reset your password.

All accounts can book a course or browse the website, but only Headteacher and School Business Manager accounts can order or authorise publication or subscription orders. Where a teacher identifies a publication or subscription they need, they can request this item through the site, which will then send an email to the Head or Business Manager to authorise.

If you are a teacher and you don't yet have an account, please ask your Headteacher or School Business Manager to add you in the 'My Account > Manage Account > Manage User Accounts' section. Alternatively, if you wish to purchase an item for yourself outside of your school, you can set up a personal account.

By logging in it means that you don't have to enter your delivery and billing address every time you make an order. It also gives you access to [premium areas of the website](#) that you/your school subscribe(s) to, as well as exclusive areas for account holders. Users can continue to browse the website without logging in, but will miss out on the benefits above.

Once registered you can control your own account, including reset of passwords through the 'forgot password' link on the login page.

Headteachers or School Business Managers - setup teachers in your school...

by logging in and then selecting 'My Account' in the top right-hand corner. Here – select 'Manage User Accounts', followed by 'Add new Teacher' and populate the five fields on screen. Once registered, Teachers will control their own login details, including reset of passwords.

To give a teacher access to a subscription, select 'My Account', 'Manage Account' and then 'Manage Subscriptions'. Here you will see a list of school subscriptions and can select which staff have access by clicking 'Manage Users'. If a staff member requests access to a subscription or publication you will receive an email notification.