**ID Checker/Sponsor e-Learning Registration**

Please note that an NHSmail address is required for registration on the e-Learning portal

If you do not have an NHSmail address, please speak to your local IT team

1. Go to http://portal.e-lfh.org.uk/register

2. Complete the registration details as set out in the registration process. If your place of work is not listed in the drop down selection – just use the name of the CCG you come under

3. You will then be asked which programmes you wish to access. Find the ‘National Registration Authority and Smartcard Policy (RAP)’ course, under the Workforce-Wide or Generic section

4. Once registered, you will receive an email with your username and temporary password. Log into your NHSmail account and check your Junk folder if the email is not in your Inbox

5. Following the instructions in the email, log into your e-Learning account. You will then be asked to accept the terms and conditions, reset your password and set up your security questions.

6. Once complete, your screen should look similar to the below. Click on the National Registration Authority and Smartcard Policy (RAP) course to begin.



7. On completion of the course, please send your certificate via email to the local RA team email ensuring you include your ODS/NACS code and name in the subject line.