

# User Guide to access CPFT Academy Account & set Password

1. Visit the Academy home page at <https://learning.cpft.nhs.uk>

The CPFT Academy online is available from any computer with an internet connection, including home computers or public computers in places like public libraries.

If you have started in post before induction & already have your CPFT ICTS account, the Academy can be accessed directly through the Citrix Applications folder on your desktop which should appear as this symbol:



2. From the homepage, leave both Username & Password fields empty & click: [Forgotten Password?](#)

3. Enter your email address & click the Search button to receive instructions on how to set your password & log in.

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\*As a new starter, your Academy account email address will be the personal address you provided to recruitment. Your account will be updated with your CPFT email address following induction.

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4. Click the link/web address provided in the password change confirmation email & following the password criteria, enter a password for your account & click [Save Changes](#).

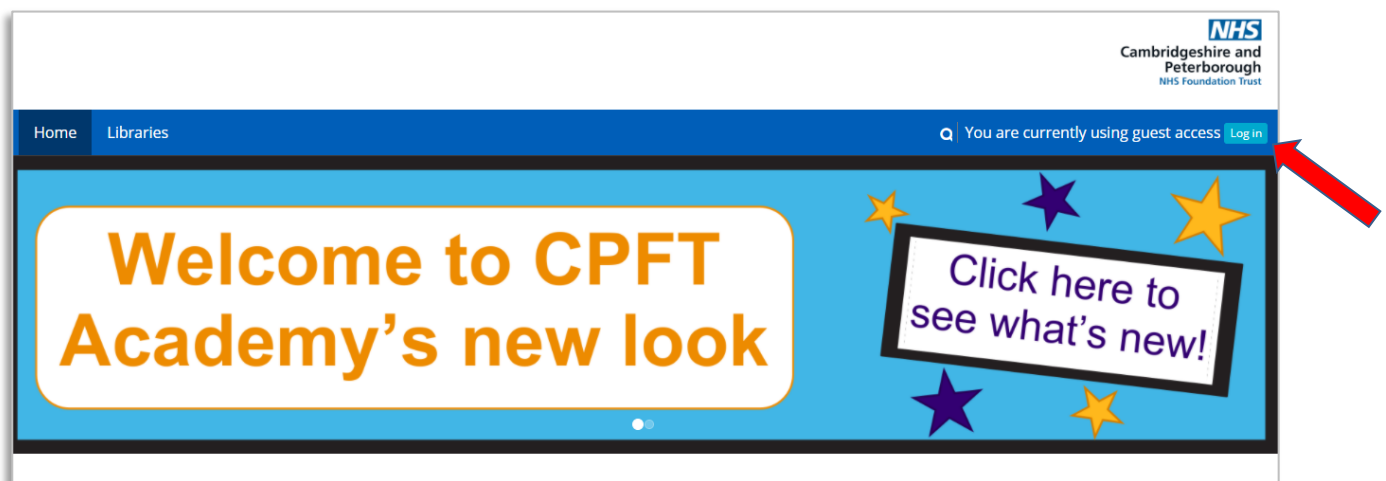
The password must have at least 10 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

New password\*

New password (again)\*

[Save changes](#) [Cancel](#)

Once your password has been set, you will be directed to the Home page of the Academy where you can log in to view your mandatory training requirements & navigate the site using either the tabs menu or the provided search bar.



Following the week of induction once all attendance data has been collated, your username to the academy (if a personal email address has been used) will be updated to your CPFT email address ([example@cpft.nhs.uk](mailto:example@cpft.nhs.uk)) which you will receive notification of.