**How to Transfer learnPro Account**

Logon to your learnPro account [http://nhs.learnprouk.com](http://nhs.learnprouk.com/lms/user_level/MyNavigator.aspx).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | Click on **Profile** tab on the learnPro tool bar | |
|  | | | Location and Role   * Location: click on **Change** | |
|  | | | | Set Location   * Click on NHS Lothian * Click on Hospital / Base * Click on Ward / Department * Click on **Save Changes** |
|  | | | | Location and Role   * Role: click on **Change** |
|  | Set Role   * Click on your job role * Click on **Save Changes** | | | |
|  | Identification   * learnPro ID Number – click on **change** | | | |
|  | | Set Identification Number   * Add your NHS Lothian **learnPro ID number** in the box * Click on **Save** | | |

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