



Learner Login process

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1.0 Learner login requirements



1.1 To access Plan-it learners need:

- Access to the Internet
- First name
- Surname
- Date of birth
- OR username (for returning learners)
- Password (passwords are set during the initial import of learners)

The Plan-it website address for learners is: <https://planit.s-cool.co.uk/learner>

2.0 Step-by-step learner login

2.1 Login page

Learners login to Plan-it at: <https://planit.s-cool.co.uk/learner>

2.2 First-time users

Learners are required to enter a username and password to access Plan-it.

If a learner is logging in for the first time, they need to create their username and password.

To create a username, click the '[create your username here](#)' link on the login page.

privacy policy'. Below this, it says 'If you haven't got a Plan-it username please [create your username here](#)'. At the bottom of the login box, there is a blue link with a question mark icon: 'Forgot password?'. At the bottom of the page, there is a 'privacy policy' link and a small 'plan-it' logo." data-bbox="458 587 871 839"/>

2.0 Step-by-step learner login

continued



2.3 Learner enters full details

To create a username for their Plan-it profile, the learner needs to enter the following details, as set by the provider in their import template:

- First name
- Surname
- Date of birth
- Password

If the learner is having issues entering these details correctly, please refer them to the details found through the 'Plan-it Learner Username Report' in the supervisor area.

2.4 Choosing a username

Once the details have been entered, the learner is able to set their own username and secure password.

The username must be unique, such as the first part of their own email address.

Please note: the password field is case sensitive.

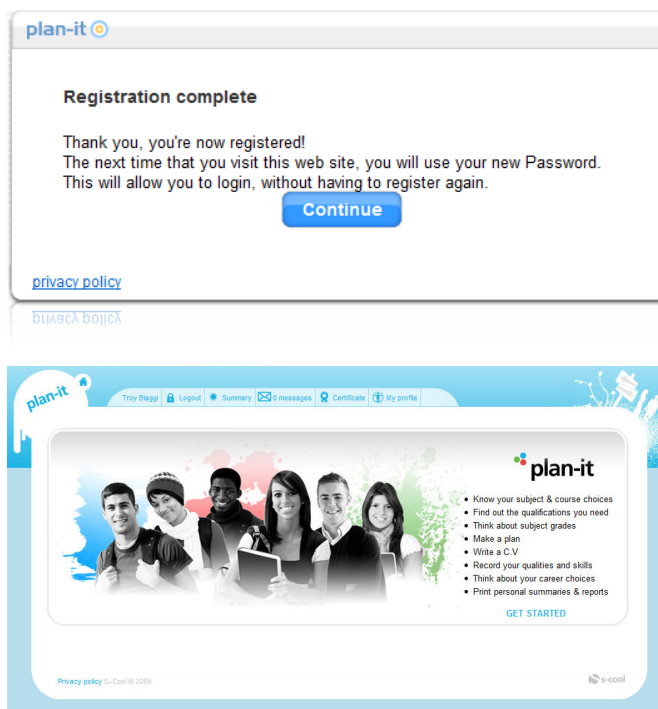
2.0 Step-by-step learner login

continued



2.5 Process complete

Registration is complete, and the learner can now access their Plan-it profile.

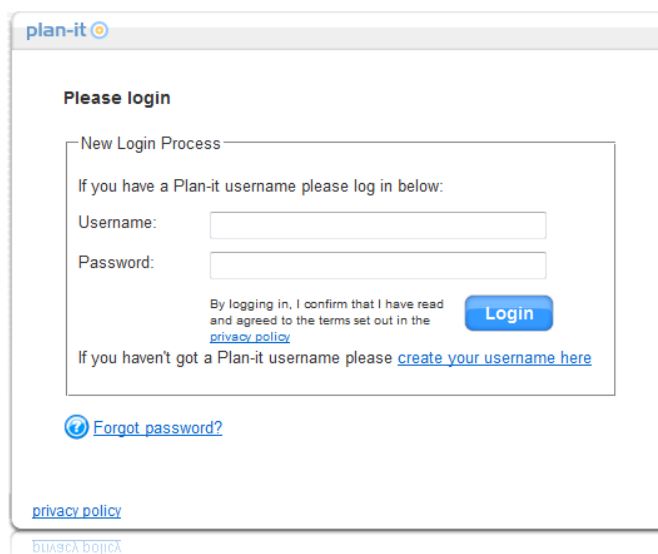


3.0 Learners returning to Plan-it

3.1 Learners who used Plan-it in a previous academic year

Once a learner has set up their username and password, they must use these details to login to Plan-it each and every time.

When accessing Plan-it at the start of a new academic year, they continue to use their password from the previous year. If they have forgotten it, their password can be reset by a member of staff using the '[Forgot password?](#)' link on the login page. Please see Handbook documents for more details.



4.0 S-cool Work Experience users



4.1 Learners who have already created a username for S-cool Work Experience

If a learner has already logged into the S-cool Work Experience system and created a unique username they can login to Plan-it using the same details.

4.2 Login process for learner using Plan-it and WEX

