

Sign up process for https://ytydysgu.heiw.wales

Step 1 – click 'Sign up'



NB: 'Sign in' comes later once your account has been verified

Step 2 – complete all fields

Sign up - if any of the information you have entered changes, please contact heiw.ytydysgu@wales.nhs.uk Page: 1 / 2

Forename - as appears on professional register (if applicable)

Surname - as appears on professional register (if applicable)

Email

Password - Creating a password that is long, difficult to guess and unique will help protect your account. Combining 3 random words (or more) that each mean something to you is a great way to create a password which is easy to remember for you, but hard to guess and crack. You can use uppercase letters, lowercase letters, numbers and symbols if needed. To add additional protection to your Y Ty Dysgu account, you can enable multi-factor authentication also known as MFA on your profile.

Confirm password

● 12 characters long

Next >

Step 3 – complete all fields using the drop down options

Sign up - if any of the information you have entered changes, please contact heiw.ytydysgu@wales.nhs.uk Page: 2 / 2

Profession and Job role
If any of the information you have entered changes, please contact heiw.ytydysgu@wales.nhs.uk

Select from Y Ty Dysgu...

Professional registration number type *Maximum of 100 characters*

Professional registration number type

Which health board / organisation do you mainly work in?

Which health board / organisation do you mainly work in?

Workplace name and address *Maximum of 500 characters*
Please enter the name and address of your main place of work (practice, hospital, surgery etc)

Workplace postcode *Maximum of 100 characters*

Language preference
Which language would you prefer to receive e-mail communication with?

English Cymraeg

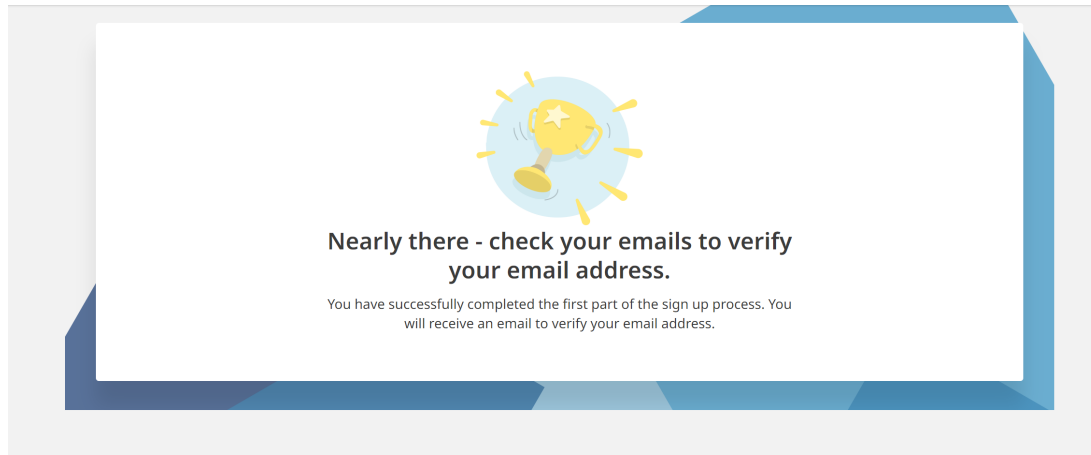
Do you accept the terms and conditions?
[Terms and conditions](#)

< Previous Submit

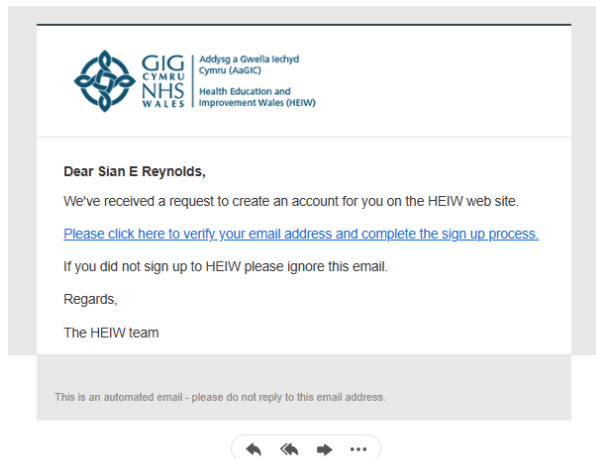
For Profession and job role, scroll down drop down list and choose 'Optometry'. Don't forget to click terms and conditions.

Ignore the drop down boxes for 'secondary profession' and 'mental health workforce'

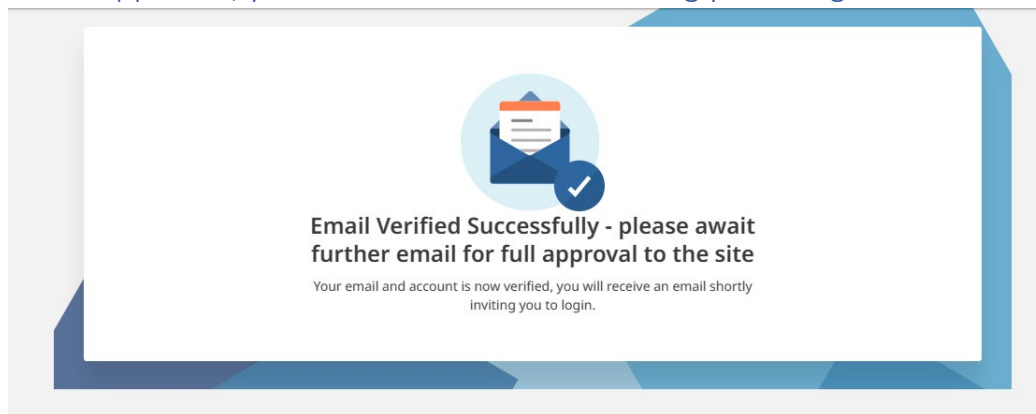
Step 4 – you will need to go to your emails to verify your email address



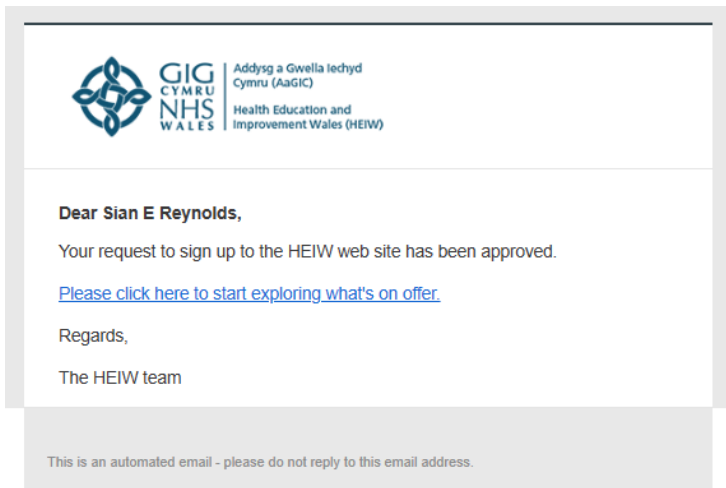
Step 5 – you will receive this email... click the link to verify your email address



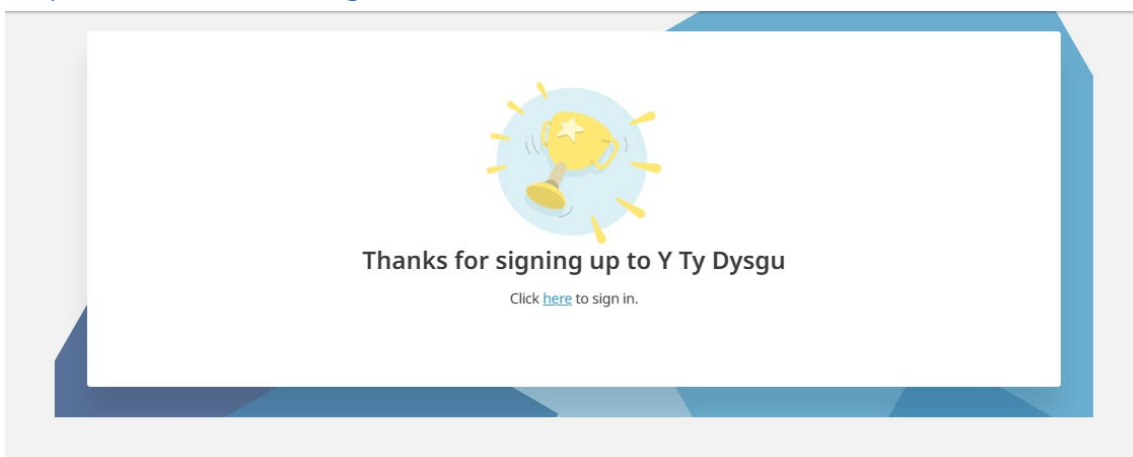
Step 6 – HEIW will now need to 'approve' your account. Approval may take up to 1 working day. When approved, you will receive an email inviting you to log in.



Step 7 - you will receive this email... click the link to finalise the sign up process and log into Y Ty Dysgu



Step 8 – Click ‘here’ to sign in



Step 9 – read and accept the terms and conditions



Step 10 - You have reached your dashboard and can now start navigating the site!

