How to register for Workday:

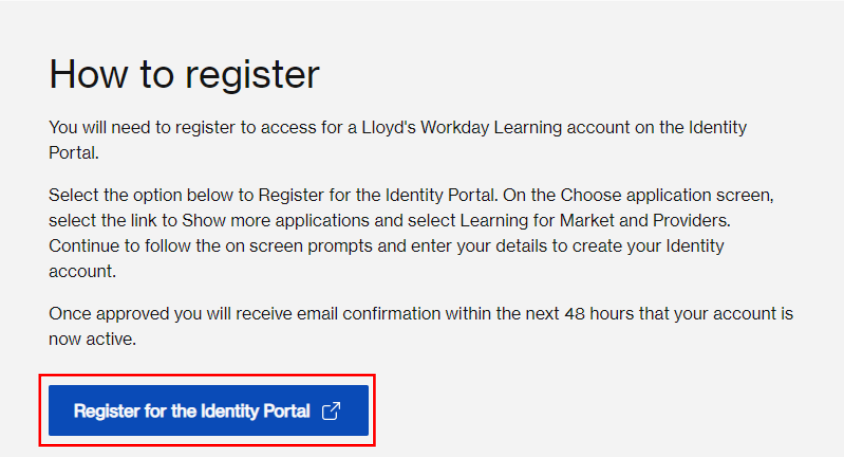
Step 1:

- Access the Lloyd's learning page by clicking the below link:

[Lloyd's Workday Learning (lloyds.com)]

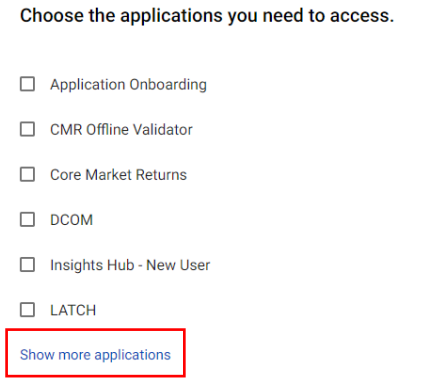
Step 2:

- Click on 'Register for the Identity Portal'



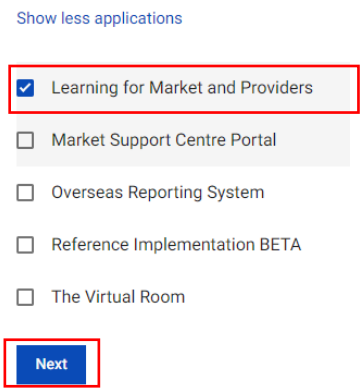
Step 3:

- Click on 'Show More applications'



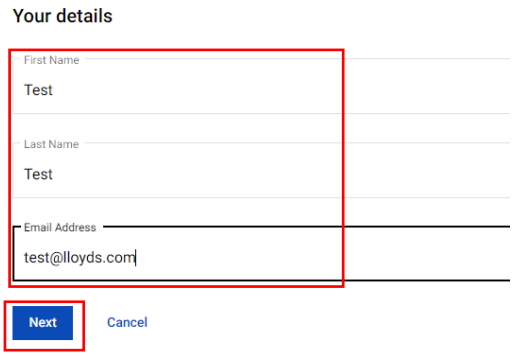
Step 4:

- Click on 'Learning for Market and Providers'
- Click 'Ok'



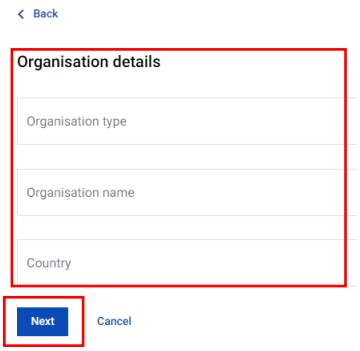
Step 5:

- Fill in your details
- Ensure that you use **your work email address, it is not a shared / generic email address and it must match your email address under you Lloyd's Agency portal.**
- Click on 'Next'



Step 6:

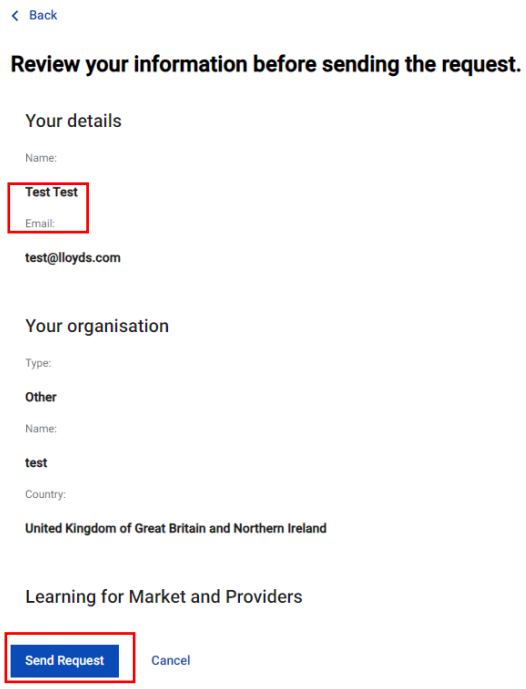
- Fill in your Organisation details
- Click 'Next'
- Please make sure you select **Lloyd's Agent** as organisation type otherwise your request will be rejected by the system



Step 7:

- You will now be asked to confirm you request
- Click 'Start'

- Click ‘Send Request’



Once you have sent your request you will need to do the following:

1. You will receive two emails immediately after sending the request. One will be an acknowledgement of the request and one will be a password reset. **The Password Reset cannot be used until you have received an acceptance email.** Please do not try to reset your password before this comes.
2. Email lloyds-agency-network@lloyds.com advising you have completed the registration
3. Allow 24 – 72 hours for access to the system to be granted. You will receive an email stating you have been accepted and then you can use the password reset email mentioned previously
4. Allow 24 - 72 hours to be added to the unique security group so that you are able to see the required learning