

The following step-by-step guide will show you how to log into your account on the [Blended Learning system](#) if you do not have access to an LTHTR network account. If you have an LTHTR network account then refer to the [LTHTR Staff Login Guide](#). If you do not have an LTHTR network account and have been issued with account details, you will select the **Non-LTHTR Staff** button and then enter your *Blended Learning* account's username and password.

## HOW TO LOG ON

Multi Factor Authentication (MFA) is required for all *Non-LTHTR Staff* accounts. See the [Setting up the Multi-Factor Authentication \(MFA\)](#) section for details.

1. Navigate to the [Blended Learning system](#) (<https://elearning.lthtr.nhs.uk>).

The first screen asks you to select between **LTHTR Staff** and **Non-LTHTR Staff** using buttons on the right-hand side.

2. Select the **Non-LTHTR Staff** button.
3. Enter your *Blended Learning* account's *Username* and *Password* and then select **Log in**

**Note:** Your username must be entered in lower case!

If you cannot log into your Non-LTHTR account, please see the [Resetting your Non-LTHTR Staff Account Password](#) section.

4. Unless you are within your account's grace period you will be presented with the **2-step verification** panel which defaults to verifying your identity by using the authenticator app code. If you have not set up MFA refer to the [Setting up the Multi-Factor Authentication \(MFA\)](#) section.

5. Launch the authenticator app on your device  
If you have more than one account on the authenticator app you will need to select the one for *Blended Learning*.

**LTHTR Staff / OneLSC Staff**  
Select here to sign in with SSO. ▶

**Non-LTHTR Staff**  
Select here to sign in below. ▶

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Log in

[Password Reset \(for Non-LTHTR Staff\)](#)

### 2-step verification

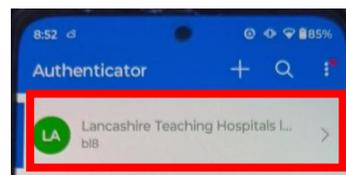
To keep your account safe, we need to check that this is really you.

 **Verify it's you by mobile app**  
Use the authenticator app in your mobile device to generate a code.

Enter code

Trust this device for 4 hours.

Continue



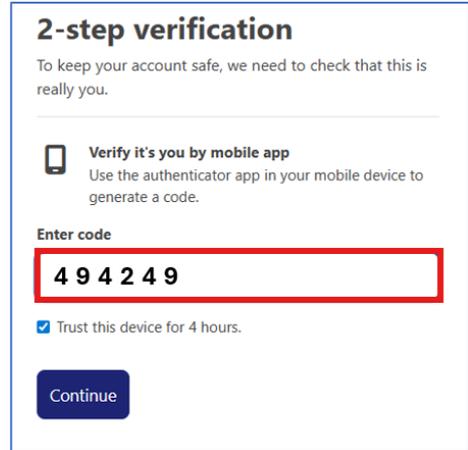
## Logging into your Blended Learning Account for Non-LTHTR Staff (version 15/12/2025)

- A 6-digit one-time password code will be displayed.  
Note: a new passcode is generated every 30 seconds.



- Enter the 6-digit code (from the app) into the **Enter code** field and select **Continue**.

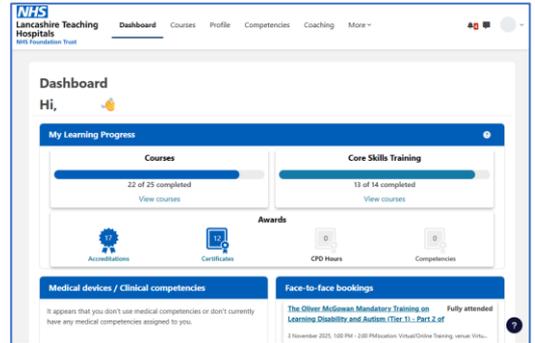
Note: There is an option to **Trust this device for 4 hours**. This means that you will not be asked to use MFA for this amount of time on this device. If the device you are using is likely to be used by others, please deselect this option!



- If the verification codes match (or you are within your account's grace period) you will then be taken to your Blended Learning account's Dashboard.

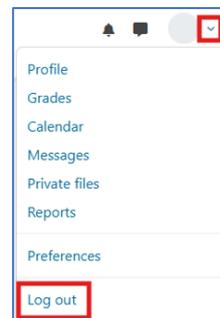
If the codes do not match you will be asked to try again.

**Warning:** You only have 10 attempts before your account is locked see [Locked Account – Unable to authenticate](#) for details.



## LOGGING OUT OF A BLENDED LEARNING ACCOUNT

If you need to log out of a *Blended Learning* account, select the down arrow next to the account's name and then select **Log out**



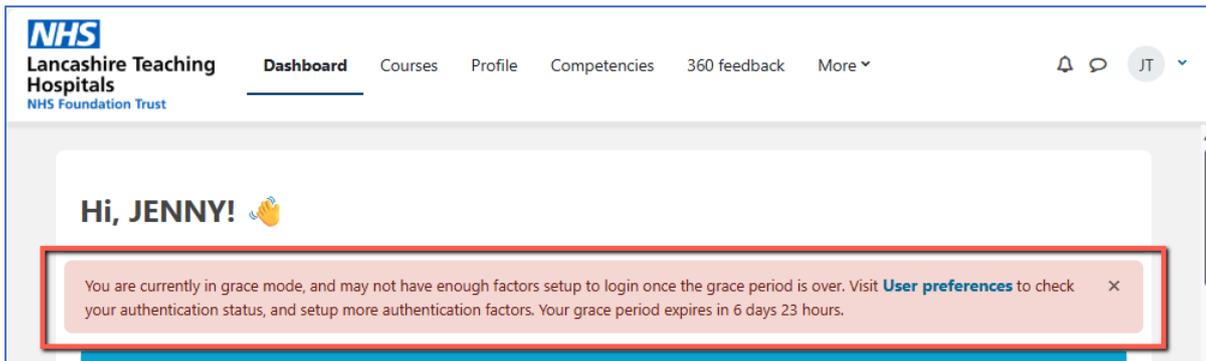
## MULTI-FACTOR AUTHENTICATION (MFA)

From 10/12/2025 Multi Factor Authentication (MFA) will be required for all *Non-LTHTR Staff* accounts. MFA registration is required register to maintain compliance with the Trust's Cyber Security policies.

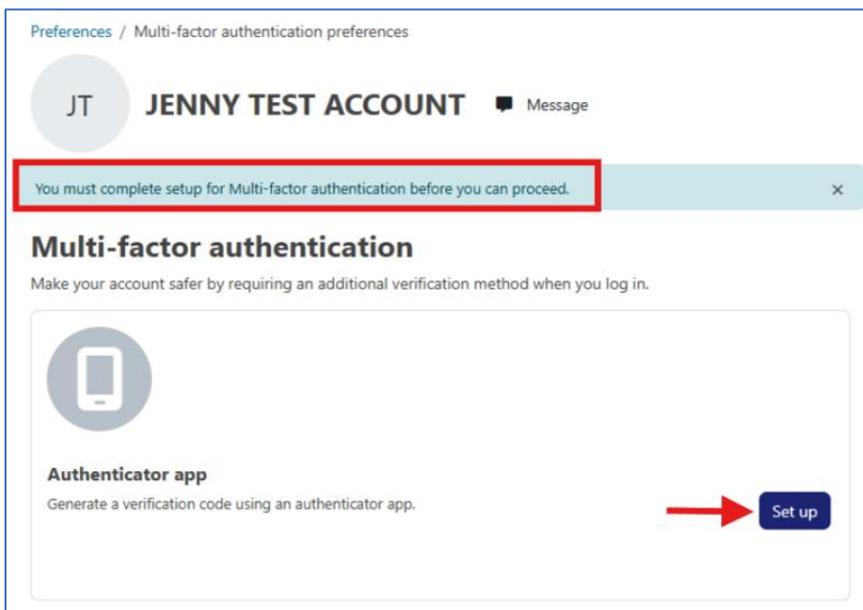
### MFA Grace Period

New and existing accounts will have a 7-day grace period where they can log into their accounts using only *username* and *password*.

A message will be visible at the top of the screen with a countdown.



After the 7-day grace period expires, you will not be able to access the site until you set up MFA.

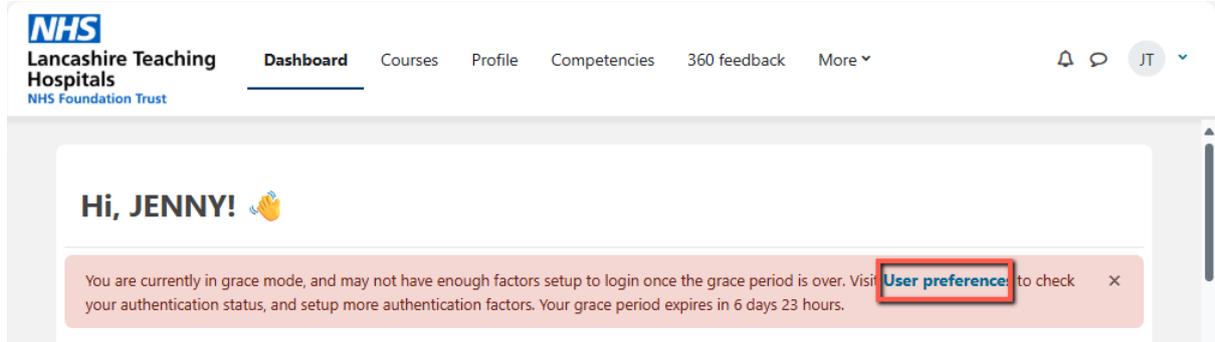


You will be advised that *you must complete set up for Multi-factor authentication before you can proceed*, select the **Set up** button and then follow step 2 onwards in the [Setting up the Multi-Factor Authentication \(MFA\) for Non-LTHTR Staff users only](#) section.

## Setting up the Multi-Factor Authentication (MFA) for Non-LTHTR Staff users only Authenticator App

A smartphone or tablet is required to be able to download & use an Authenticator app.

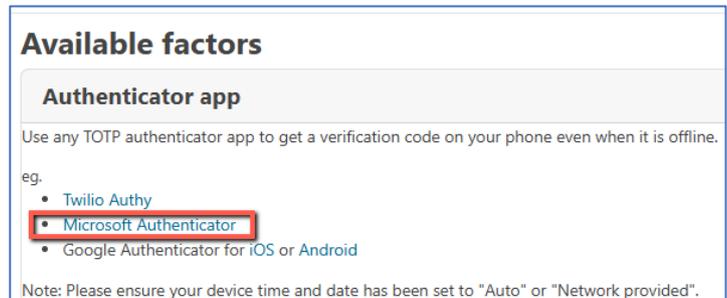
1. Click the **User Preferences** link to start setting up the MFA



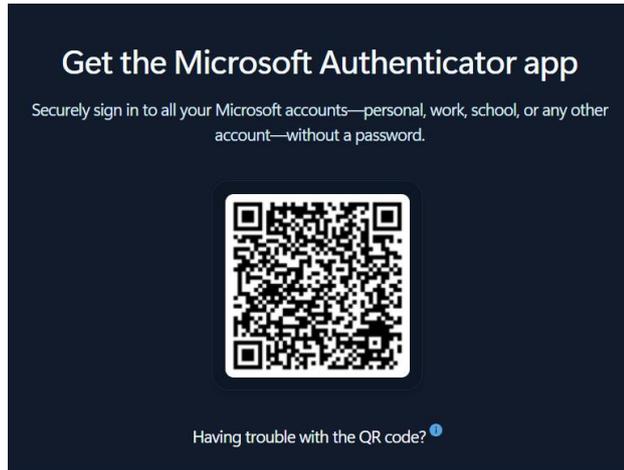
2. The site supports various Authenticator apps, however the Trust is currently using the **Microsoft Authenticator** app and the instructions below will guide you through this process.

3. If you need to download the authenticator app on your device, click the **Microsoft Authenticator** link and then **Download the app**.

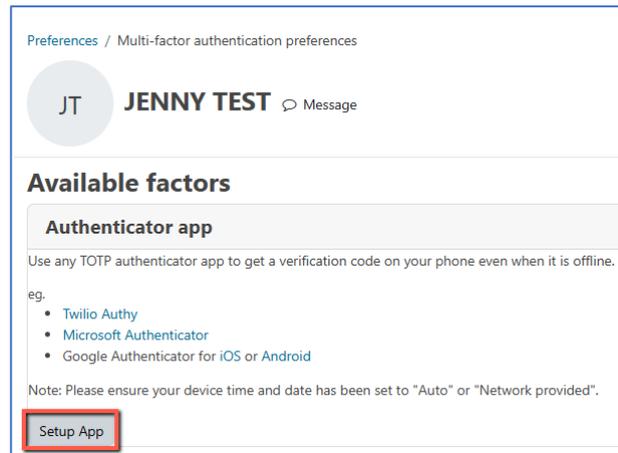
If you already have an authenticator app jump to step 5.



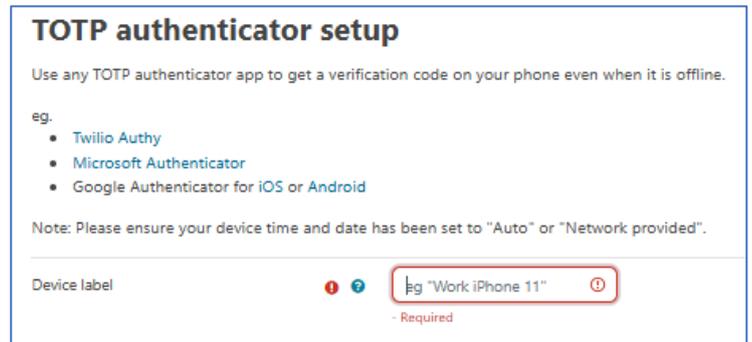
4. **Scan the QR code** with your smartphone or tablet and follow the onscreen instructions on your device to download the app.



5. Once you have an authenticator app set up on your device select **Setup App** on your Blended Learning screen.

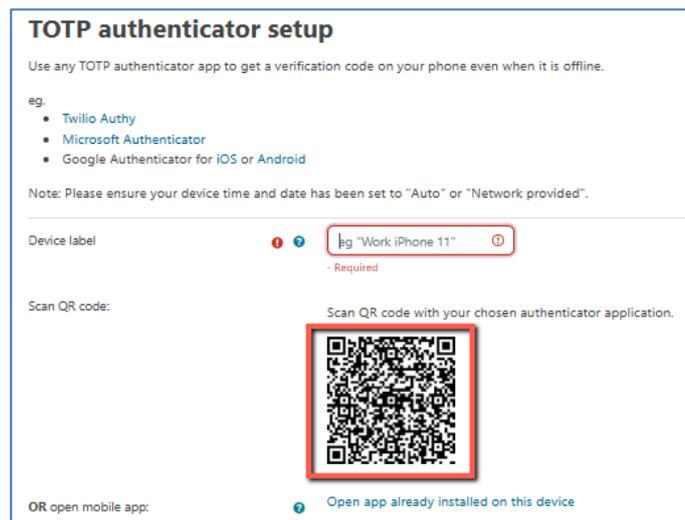


6. Under **Device label** enter a specific name to identify the smartphone or tablet you are using.

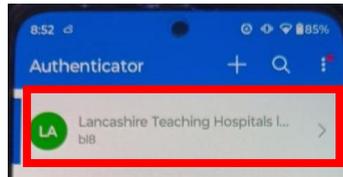


7. Open the authenticator app on your mobile device **scan the QR code** displayed on the Blended Learning page.

If you are using the same mobile device to access the *Blended Learning* system and run the authenticator app there is an option to *open app already installed on this device*.

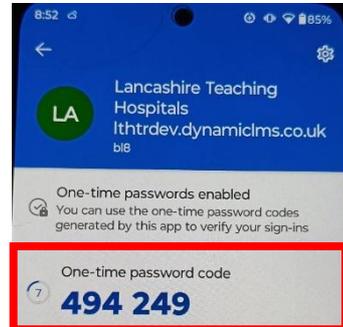


8. Once you have scanned the QR code a new account will be added called something like *Lancashire Teaching Hospitals elearning.lthtr.nhs.uk*. This is what will be used to generate authentication codes.

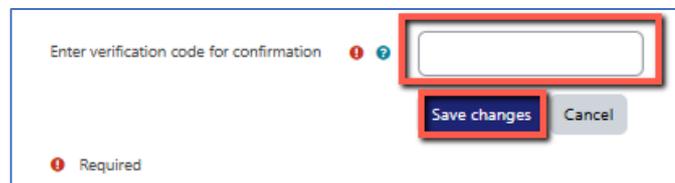


9. To generate an authentication passcode select the LTHTR account.

10. A one-time passcode will be displayed. Note: The passcode changes every 30 seconds.



11. Return to the TOTP *authenticator setup* screen on the *Blended Learning* system and type the code (from the previous step) into the **Enter verification code for confirmation** field.



Then select **Save changes**.

Note: If you are not quick enough your passcode will expire. If this happens return to the app and get a new code.

**12. Your Authenticator has now been set up.**

## Locked Account – Unable to authenticate



**Warning:** If you have been unable to authenticate into your account after the 10<sup>th</sup> attempt your account will lock and you will need to email the Blended Learning team and ask for the authentication to be reset. This will clear all authenticator details on your account and you will have to set up the authentication again from Step 4 in the instructions above.

### Unable to authenticate

We couldn't confirm your identity sufficiently to meet this sites authentication security policy.

This may be due to:

- 1) Steps being locked - please wait a few minutes and try again.
- 2) Steps being failed - please double check the details in each step.
- 3) Steps were skipped - please reload this page or try logging in again.

If you are still unable to login, or believe you are seeing this in error, please send an email to the following address for support:

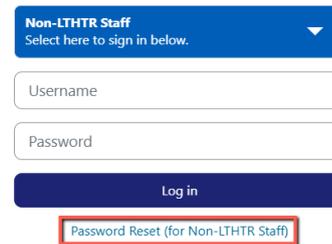
**BlendedLearning@lthtr.nhs.uk**

Log out

## RESETTING YOUR NON-LTHTR STAFF ACCOUNT PASSWORD

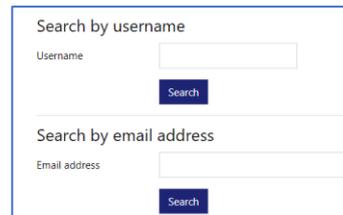
If your *Blended Learning* account is not linked to an LTHTR Network account, you can reset your own password.

1. Select the **Non-LTHTR Staff** button
2. Select the **Password Reset (for Non-LTHTR Staff)** link

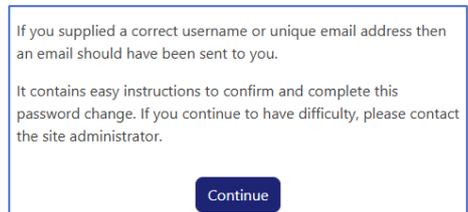


3. To reset your password, you need to enter either your *username* or *email address* and then select **Search**

If the system can find you in the database, an email will be sent to your email address, with instructions how to get access again.



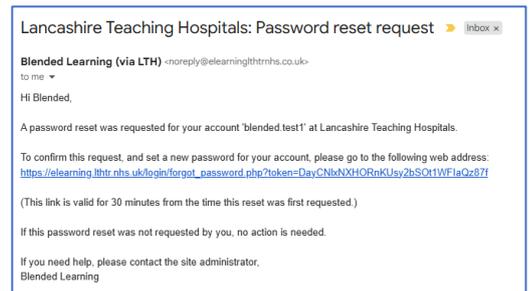
4. If you supplied a correct username or email address, then an email should be sent to you that contains easy instructions to confirm and complete this password change.



5. The *Password reset request* email will include a link for you to set a new password.

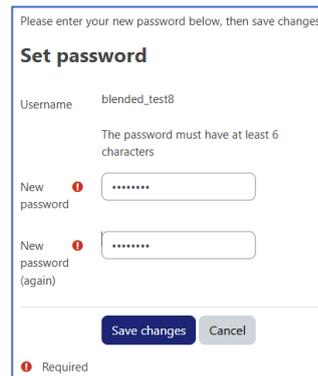
Select the **reset** link.

Note that the link is only valid for 30 minutes from the time the reset was first requested.

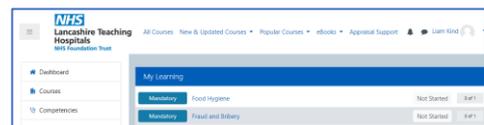


6. Enter and confirm a *New password* and then select **Save changes**

**Note:** Non-LTHTR Staff account passwords must have at least 6 characters



7. You will then be taken to your Blended Learning account's Dashboard.



**Warning:** This process will not work if you have a Blended Learning Account linked to an LTHTR network account.