

Sign In Help

Have you forgotten your username?

- If your Midland Learning account was already created for you, the username will be the first 4 letters of your first name and first four letters of your last name. Eg the user Cold Power would become **coldpowe**, the user Tom Smith would become **tomsmit**
- If you created the account yourself, it may be that you used your full name eg **coldpower** or **tomsmith**

Have you forgotten your Password?

Your password will be 8 characters with

- at least one capital letter (A)
- at least one lowercase letter (a)
- at least one number (1)

This is a **strong** password which means it is more difficult for some to try and guess. An example of a strong password is **Mfcwbi1995** made from the sentence “My first child was born in 1995” or maybe **ImJiD2006** made from the sentence “I married Jenny in December 2006”. A sentence may be easier to remember than a random set of characters and numbers.

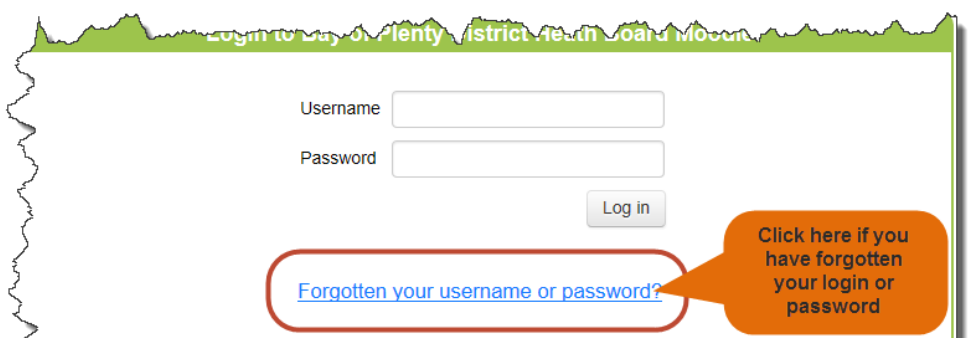
A weak password is usually made up of a series of full words such as **letmein**, **password** or a combination of keyboard keys together such as **querty** or **abcdefg**. Too easy to guess!

Once you have created a Midland Learning password you can easily remember, it will never expire. So you don't have to change it – ever!

How to request a new password

At the login prompt for Midland Learning there is a link for you to request a new password.

This link allows you to enter either
 Your username
 OR
 Your personal email address
 OR
 Your BOPDHB email address



If you are entering an email address, make sure it is the email address in your Midland Learning Profile.

Once you do this, an email will be sent to the email address shown in your profile. The forgotten password email is only active for **30 minutes** as a security measure. If you don't respond in this time, you will have to click the “Forgotten your username or password?” link again.

If you cannot remember either your profile email address or username, **do not** use the option to create a new account, contact Learning Technology Support for assistance using the email in this document.

How to match usernames – Midland Learning with BOPDHB network login

If you would prefer for your Midland Learning username to match with your BOPDHB network username, please send an email request to our Learning Technology Support online.learning@bopdhb.govt.nz

In your email, please provide your first and last names, your employee number and your BOPDHB network username.

Editing your Midland Learning profile

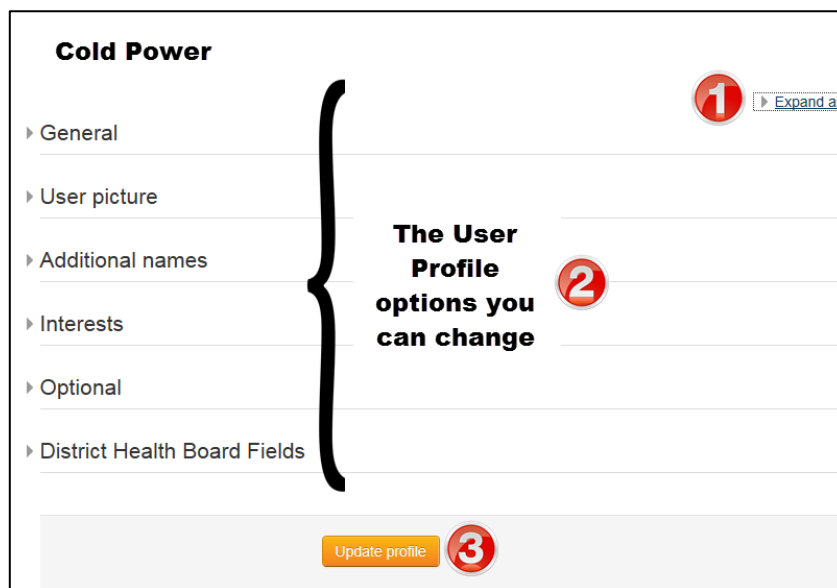
To add a photo, edit your employee number, change your email address or reset your password, click on "About me" under My Learning on the Home page.



Then click on Edit Profile in the Administration block on the left of the screen



This will open a new screen where you can change your email address, add your employee number etc.



- 1 – Click on Expand All to open up all the different options
- 2 – Make your changes
- 3 – Remember to click on Update profile so all your changes will be saved

Need more help?

Using Midland Learning Online Help

Click on HELP on the home page.

Midland Learning



For course test resets

Your course facilitator can do this. Contact details are in each course.

For technical issues

Please contact Learning Technology Support, send an email to online.learning@bopdnh.govt.nz