

## Create Password

1) Please click on the link on your welcome email - <http://lms.learnbyee.co.uk>

Press forgotten password button in red.

You are not logged in.

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**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser)

Username

Password

Remember username

[Forgotten your username or password?](#)

Some courses may allow guest access

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**Contact Us**  
Environmental Essentials Ltd  
Unit 3 Arlington Court  
Cannel Row  
Silverdale Enterprise Park  
Newcastle-under-Lyme  
Staffordshire, ST15 6SS  
Phone: 0800 054 2354  
Fax: 0845 456 8954

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2) You will be redirected to the screen below. Please key in your username which will be on your original email  
(Generally this is firstnamelastname all lower case with no gaps. e.g. Rosie Greer is rosiegreer )

You are not logged in. (Login)

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Home > Login > Forgotten password

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

**Search by username**

Username

**Search by email address**

Email address

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- 3) You will then be sent an email below. (if your original login details were sent to you by a Manager/Administrator the email will go to them as they will be set up as the email recipient)

Hi Rosie,

Someone (probably you) has requested a new password for your account on 'Environmental Essentials'.

To confirm this and have a new password sent to you via email, go to the following web address:

[http://lms.learnbyee.co.uk/login/forgot\\_password.php?p=omTDvhl4PXsDumA&s=rosiegreer](http://lms.learnbyee.co.uk/login/forgot_password.php?p=omTDvhl4PXsDumA&s=rosiegreer)

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Learnbyee Admin  
[admin@learnbyee.co.uk](mailto:admin@learnbyee.co.uk)

- 4) Please click on the link and you will be sent a second email which will allow you to change your password to your own preference.

Hi Rosie,

Your account password at 'Environmental Essentials' has been reset and you have been issued with a new temporary password.

Your current login information is now:

username: rosiegreer

password: MC;:QKz4qz

Please go to this page to change your password:

[http://lms.learnbyee.co.uk/login/change\\_password.php](http://lms.learnbyee.co.uk/login/change_password.php)

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

Cheers from the 'Environmental Essentials' administrator,

Learnbyee Admin  
[admin@learnbyee.co.uk](mailto:admin@learnbyee.co.uk)