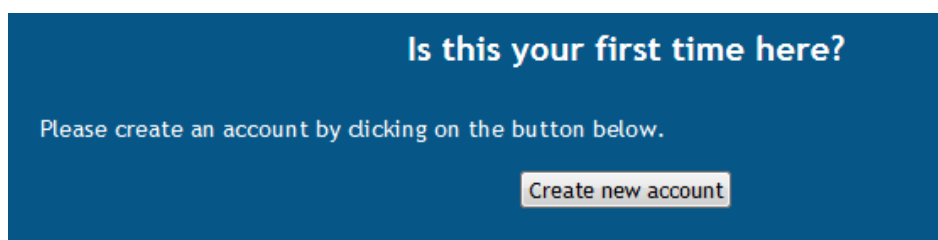


# How to register as an external user on LEO

**Please note:** This is for new users. You only need to register once for LEO. If you have forgotten your username and/ or password, or are unsure if you have already registered select *Forgotten your username or password?*

1. Go to the LEO home page at <https://qldhealth.lms.elmolms.com/>
2. Click the link *Create new account*.



3. Complete all required sections of the registration form, with your name and email address. Choose a password. Your email address becomes your username upon registration. For the bottom section of the registration form select the following:

Location/Employer\*

Facility\*

Work Unit/Area

Stream\*

Employment status\*

Select *Create my new account*.

4. Within a few minutes of registering you will receive an automated email containing a validation link from Elearning Support [noreply@elmolearning.com.au](mailto:noreply@elmolearning.com.au). If the email does not appear in your inbox, check your junk mail folder.
5. As a final security step you must confirm your account by activating the link sent to your nominated email address. Follow the instructions in the email.
6. Once registered you can log in from the home page using your username (email address) and password.