

How to book onto the new Learning Management System (LMS)

Our new LMS platform is now live. You can view and book Guest Speaker sessions and webinars directly through the system. To book a session, just follow the steps below.

1. Go to: <https://signup.essexworkingwell.co.uk/>
2. Sign in using your work details including name, email address and your unique organisational details:

Organisation name: Essex University

Organisation code: NE36

3. Select “Book the course” icon

Tip: If the page shows “No events found”, click the search icon. When the side panel opens, click on the “Clear filters” button to show all events.

4. Select the Guest Speaker session you wish to book
5. Select “Book now”
6. Select the time slot and choose “Continue”
7. On the “Booking Confirmed” screen, click continue to return to the home screen

You can download a calendar file at this step (choose “iCal file” for Outlook), but you will still need to copy and paste the MS Teams link from the booking confirmation email into your calendar.

8. Once returned to the home screen the LMS will send you a booking confirmation like the one below

Your Booking Details

Session: Supporting your partner with menopause

Date: 19 May 2026

Time: 12:30pm

Join link: [Microsoft Teams meeting link](#)

Format: Virtual

Please join the session 5 minutes before the start time to ensure a prompt start.

Cancellation Policy

If you are not able to attend, please cancel your booking or your workplace may be charged a £15 cancellation fee. You can use the cancel button below to do this. To rearrange your booking, contact us using the details above.

Cancel Booking



VIDEO TUTORIAL

LMS SIGNUP
<https://signup.essexworkingwell.co.uk>

If you have any questions, please contact provide.workingwelltraining@nhs.net or speak to one of your workplace champions.