How do I find my institution when I register?

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If you are a teacher and want to register with the Richmond Learning Platform, first you have to check if your institution (college, school, university) is already registered. If you are already registered, you should contact the **Training Manager** (the administrator of the Richmond Learning Platform at your institution) to get your login information. If you are not sure, search for your institution and then register.

To find your institution, enter part of the institution name and select **Search**. For example, to find "University College London", you can enter "University", "College" or "London". You will see a list of institutions that contain the word(s) you entered. Select your institution from the list, and click **Next**. If your institution is registered, please contact the corresponding **Training Manager** to register you on the platform with all the permissions.
Here are some tips that can help you find your institution:

- Check the spelling
- Use the official name of the institution. (Institutions show in our database with the full official name; usually the name that shows on the college or university website. Check the website if you are not sure of the official name
- Do not use initials or acronyms like 'IES' or 'UTP'. Enter the full official nam
- Do not just enter the state or region where your institution is located, "Manaus
- Remember: if your school, college, or university has more than one campus, you may have to enter the name of the campus (International House Zaragoza

If you cannot find your institution, it may not be registered with the Richmond Learning Platform. Select **Register a new institution** to register on the platform. If your institution is already registered but you cannot find it in the list, please contact your **Training Manager** or contact us.

If you would like to learn more about the use of the platform, please visit our knowledge base at the following link: https://rlp-ug.knowledgeowl.com/help/teacher