

# A Guide to Using the Learning Hub as an HEABC Affiliate

LearningHub is the province-wide course registry and learning management system for health care. It is used by most health authorities to provide staff, patients, and clients with a variety of education materials.

Employees of HEABC affiliate employers are now able to create LearningHub accounts as affiliates of HEABC and access a wide range of provincial courses, including the *Provincial Violence Prevention Curriculum*.

## Create a New Account

1. Use your browser to go to <https://learninghub.phsa.ca>, where you will be given the option to log in using an existing account or create a new account.

**Note:** Learning Hub and the courses within it work best when using Google Chrome as your browser.

2. Click **Sign up for an account** to go to the *Create your LearningHub Account* window.

LearningHub  
LearningHub  
Login to LearningHub  
LearningHub email address  
CONTINUE >  
I'm having trouble logging into my account.  
Sign up for an account  
Help and Support

3. Enter your **first name, last name, email address**, and a password. While any email address will work, it's best to use your work email address for your *LearningHub* account.

4. Click **CREATE ACCOUNT**.

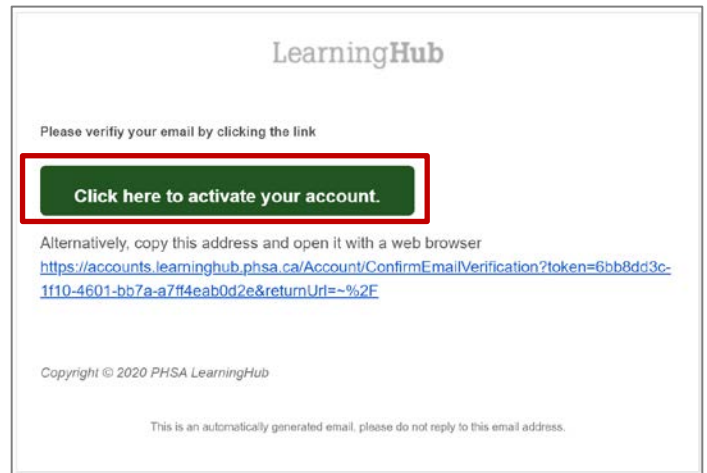
LearningHub  
Create your LearningHub Account  
Name \* First name Last name  
Email address \* john.smith@example.com  
Please use a health organization or school email address if possible  
Confirm Email \* john.smith@example.com  
Password \*  
Verify password  
CREATE ACCOUNT  
Already have an account?

5. *LearningHub* sends you a confirmation email.

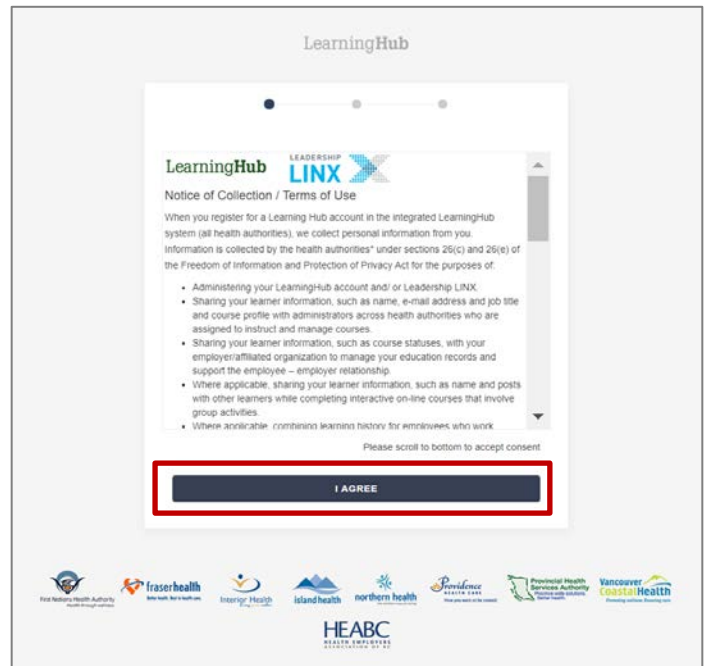
**Note:** If you do not receive a confirmation email, click **RESEND ACTIVATION EMAIL**.

An email confirmation has been sent to your email address silkoziol@gmail.com. Please follow the link in the email to complete the sign up.  
RESEND ACTIVATION EMAIL

- Go to the email account you used to set up your LearningHub account.
- Click the link in the body of the message or copy the URL and paste it into a browser.

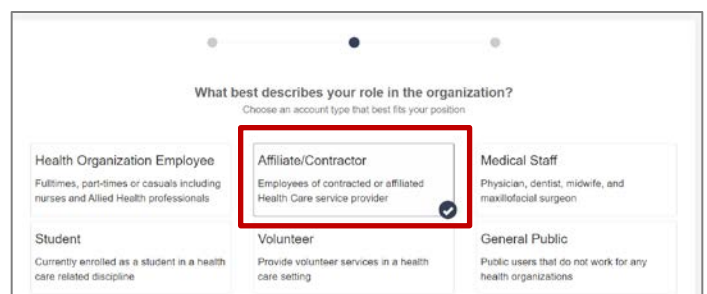


- Review the *Terms of Use*.
- Click **I AGREE**.

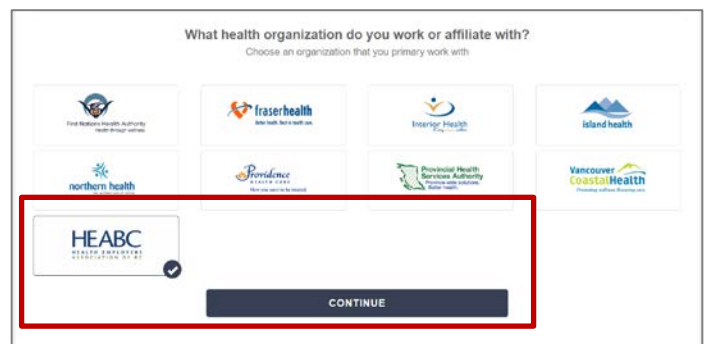


- Select the account type that best describes your role.

For employees of HEABC Affiliate organizations, select **Affiliate/Contractor**.



- Select **HEABC** as the organization.
- Click **CONTINUE**.



13. Verify your **Name** (required field).
14. Enter a **Preferred Name** and an **Alternate Work Email** address if appropriate.

15. In the **Affiliated Organization** field, select your organization from the drop down list.  
**Note:** *If your organization is an HEABC member and does not appear on this list, please email [workshops@heabc.bc.ca](mailto:workshops@heabc.bc.ca).*

16. Enter your **Job Title** (required field).
17. Complete all other fields as appropriate.
18. Click **COMPLETE PROFILE**.

19. View your profile.
20. Click the **Back to LearningHub** link to go to the main **My courses** page.