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 <u>https://learninghub.phsa.ca</u>, 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.



- 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**.

5. LearningHub sends you a confirmation email.

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

| | Learning Hu | b |
|---|---|---|
| Create y | our LearningHu | ib Account |
| Name * | First name | Last name |
| Email address * | john.smith@example.com | |
| | Please use a heal school email addre | th organization or ess if possible |
| Confirm Email* | john.smith@example.com | |
| Password * | | |
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- 6. Go to the email account you used to set up your LearningHub account.
- 7. Click the link in the body of the message or copy the URL and paste it into a browser.

- 8. Review the Terms of Use.
- 9. Click I AGREE.

10. Select the account type that best describes your role.

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

- LearningHub

 Please verify your email by clicking the link

 Click here to activate your account.

 Alematively, copy this address and open it with a web browser

 https://accounts.learninghub.phsa.ca/Account/ConfirmEmailVerification?token=6bb8dd3cc-t10-4601-bb7a-a7ff4eab0d2e&returnUrl=~%2E

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 This is an automatically generated email, please do not reply to this email address.

 LearningHub
 - . . 0 LearningHub Notice of Collection / Terms of Use When you register for a Learning Hub account in the integrated LearningHub system (all health authorities), we collect personal information from you. Information is collected by the health authorities' under sections 26(c) and 26(e) of the Freedom of Information and Protection of Privacy Act for the purposes of Administering your LearningHub account and/or Leadership LNX
 Sharing your learner information, such as name, e-mail address and job tille and course profile with administerios across health authorities who are assigned to instruct and manage courses.
 Sharing your learner information, such as course statuses, with your Shalling your learners instruments, source as course subjects, mini your employer/antibiated organization to manage your education records and support the employee – employer relationship. Where apprease, sharing your learner information, such as name and posts with other learners while completing interactive on-line courses that involve group activities. sup activities. sere annicable, combining learning history for employees who work. Please scroll to bottom to accept of IAGREE Values restrict Activity Activ HEABC





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

- 13. Verify your Name (required field).
- 14. Enter a Preferred Name and an Alternate Work Email address if appropriate.
- 0 0 . Complete your profile HEABC Name * Sandra Test Preferred Name Sandra Test Alternate Work Email Work Information Affiliated Organization * A.S.K. Friendship Society for Seniors Aberdeen House Department Aberdeen House Adanac Park Lodge Adaha House AIDS Vancouver AIDS Vancouver Island Alberri Valley Drug and Alcohol Prevention Service Alouethe Addictions Services Auxones Job Title *

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Arrow and Slocan Lakes Co Arthritis Society Austin Harris Residence Avoniea House B.C. Schizophrenia Society Baryan House Barbary Lodge Barday Lodge COMPLETE PROFILE

Argyll Lodge Arrow and Slocan Lakes Community Services

Location

Manager Manager's Email

Contact Number

- 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.

- 16. Enter your Job Title (required field). Affiliated 17. Complete all other fields as appropriate. Organization ⁴ 18. Click COMPLETE PROFILE. Department Job Title*
- Work Information ~ Affiliated Organization field is req E.g. Corporate Office Office Assistant The Job Title field is requi Location E.g. 899 W 12th Ave, Vancouver Contact Number Extension Manager First name Last name Manager's Email COMPLETE PROFILE

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

