

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.

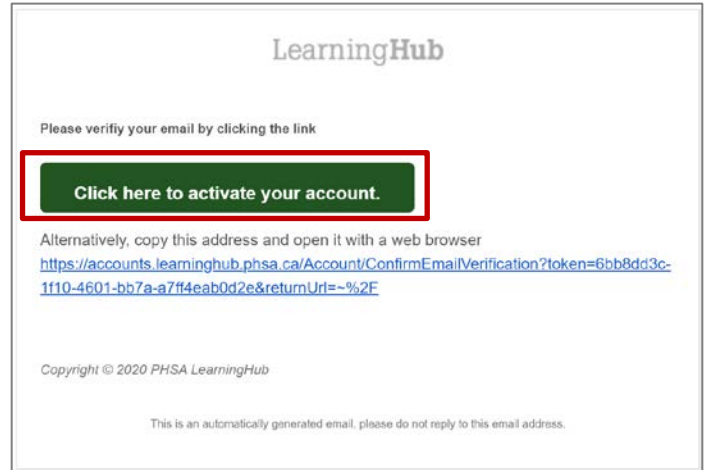
3. Enter your **first name, last name, email address**, and a password. While any email address will work, it's best to use your work email address for your *LearningHub* account.

4. Click **CREATE ACCOUNT**.

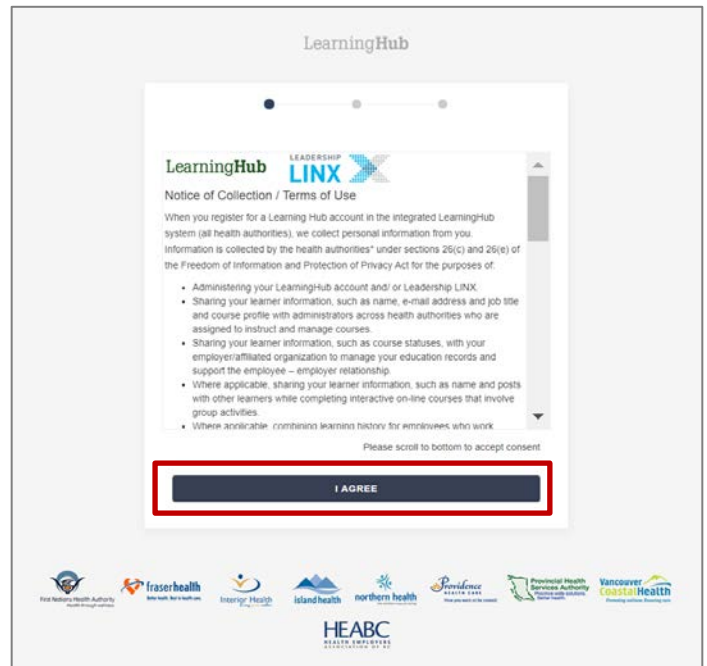
5. LearningHub sends you a confirmation email.

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

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.

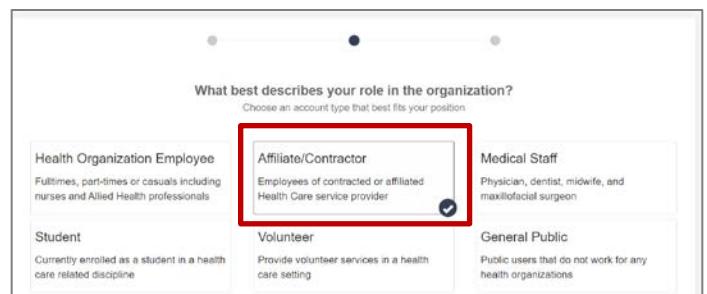


8. Review the *Terms of Use*.
9. Click **I AGREE**.

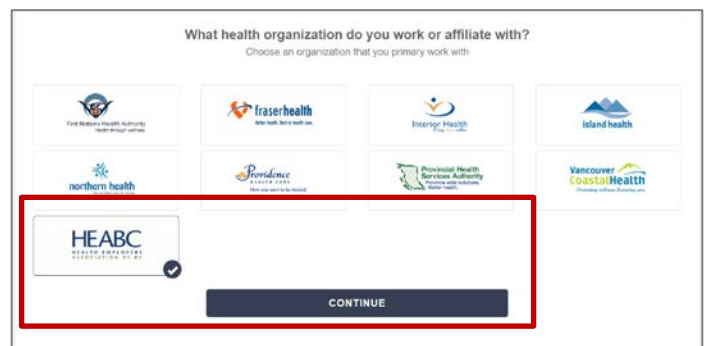


10. Select the account type that best describes your role.

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



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.

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).
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.