

Set up a LearningHub Account

Create an Account

Welcome to the LearningHub! Your first step is to create a New Account if you have not done so already.

If you have an existing account, which could include an account you created as a student or as an employee from another Health Authority, please contact your Health Authority LearningHub Help Desk rather than creating a new account so that we can keep your Learning History in one account.

Depending on your role within the Health Care field or with a Health Authority, there are multiple account types to select from.

Employee Account

If you have a PHSA Employee ID, create an employee account or update your account with your PHSA Employee ID so your mandatory course will be included in Employee reporting.

Note: If you don't link your LearningHub account with your Employee ID, you may show up on the reports as incomplete.

Student Account

Currently enrolled as a student in a health care related discipline.

Volunteer Account

Providing volunteer services in a health care setting.

Medical Staff

Physicians, dentists, midwives, nurse practitioners, maxillofacial surgeons. If you are a Medical Staff employee with a Health Authority, please register with an Employee Account instead.

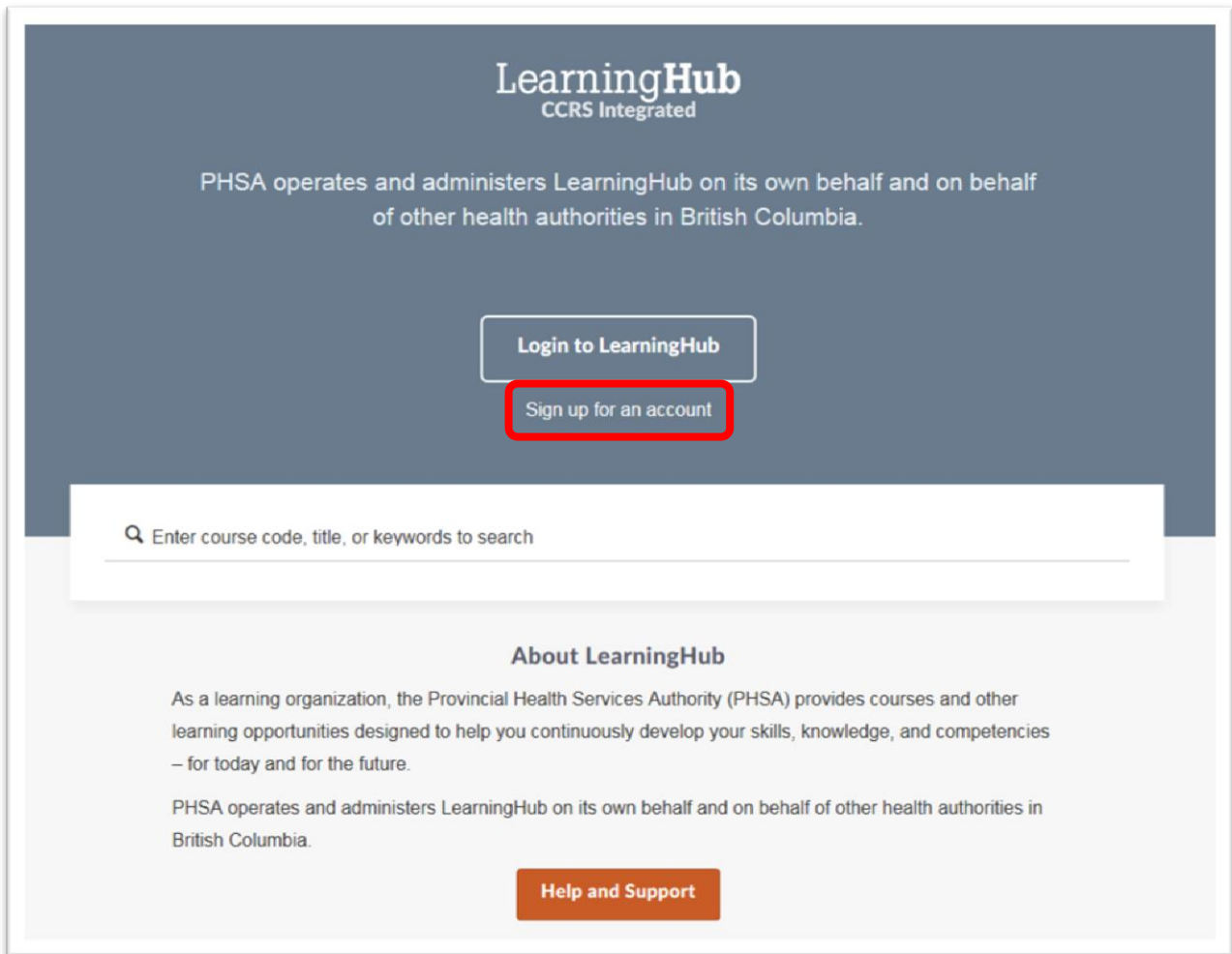
Affiliate/Contractor Account

- Employees who do not have their employee ID established yet may create this account first and upgrade to an Employee account later.
- PHSA Volunteers, students, researchers, clinicians.
- Health care workers from other BC Health Authorities

General Public Account

Members of the public and patients.

1. Go to <https://learninghub.phsa.ca>



2. Click **Sign Up for an Account**.
3. Enter your Name, Email Address, and choose a Password.

The screenshot shows the LearningHub account creation interface. At the top, the LearningHub logo is displayed. Below it, the heading "Create your LearningHub Account" is centered. The form includes several input fields: "Name" with sub-fields for "First name" and "Last name", "Email address" (containing "first.last@vch.ca"), "Confirm Email" (also containing "first.last@vch.ca"), "Password", and "Verify password". A note below the email field states: "Please use a health organization or school email address if possible". At the bottom of the form is a dark blue button labeled "CREATE ACCOUNT". Below the button is a link that says "Already have an account?".

4. Log into the email that you entered. If you did not receive the email, check your junk mail folder or click the "**Resend Activation Email**" button.

The screenshot shows the LearningHub email confirmation page. At the top, the LearningHub logo is displayed. Below it, a message states: "An email confirmation has been sent to your email address learnhub2016@gmail.com. Please follow the link in the email to complete the sign up." At the bottom of the page is a dark blue button labeled "RESEND ACTIVATION EMAIL".

5. In the confirmation email, click the "**Click here to activate your account**" button. Read the Notice and Consent and click "**I Agree**" button.

LearningHub

By registering a new account, you will have access to the LearningHub and Leadership LINX systems. You will need to consent to the following in order to create your account.

LearningHub

LeadershipLINX

LEARNING HUB NOTICE AND CONSENT

Collection and Use of Personal Information

PHSA is authorized to collect personal information under sections 26(c) and 26(e) of the Freedom of Information and Protection of Privacy Act for the purposes of providing learning opportunities, administering LearningHub and its educational programs, course registration, communicating with users, planning, evaluating and improving LearningHub, safety and reporting to government agencies for statistical purposes.

PHSA may disclose personal information to other BC health authorities* for the purposes of planning and evaluating LearningHub. PHSA may use and disclose de-personalized user information (such as survey responses) for research purposes, including research publications.

For questions regarding the collection or use of personal information by PHSA, refer to the Privacy Policy.

Please scroll to bottom to accept consent

I AGREE

6. Select your role that best describes your position and which organization you are affiliated with.

LearningHub

What best describes your role in the organization?

Choose an account type that best fits your position

Health Organization Employee

Fulltimes, part-times or casuals including nurses and Allied Health professionals

Affiliate/Contractor

Employees of contracted or affiliated Health Care service provider

Medical Staff

Physician, dentist, midwife, nurse practitioner, maxillofacial surgeon

Student

Currently enrolled as a student in a health care related discipline

Volunteer

Provide volunteer services in a health care setting

General Public

Public users that do not work for any health organizations

What health organization do you work or affiliate with?

Choose an organization that you primary work with



My health organization is not listed

CONTINUE

7. If you are an Island Health employee, please verify your employee number. If you do not know your employee number, you can click "**remind me later**" button to enter it in when you receive it.

LearningHub

Complete your profile



Provincial Health
Services Authority
Province-wide solutions.
Better health.

Verify your employment status with your health organization employee number

Do you have an employee number with your health organization? All employees are required to have their employee number in their LearningHub account in order to have learning histories reported to the manager.

If you have your employee number, please take a minute to update your account. Employee number can be found on your **payroll stub**

Employee Number

Verify

Type the code

Z9VVHZk

Name *

Test

Account

Work Information

REMIND ME LATER

VERIFY EMPLOYMENT

8. Enter in the rest of your information to complete your Profile.

LearningHub

Complete your profile



Employee Number

Name *

Alternate Work Email

Work Information

Agency

Department *

Job Title *

Facility/Site

Contact Number

Manager

Manager's Email

COMPLETE PROFILE

9. Click on "Complete Profile" to save your changes.