

# 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 an Health Authority, please register with a 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.

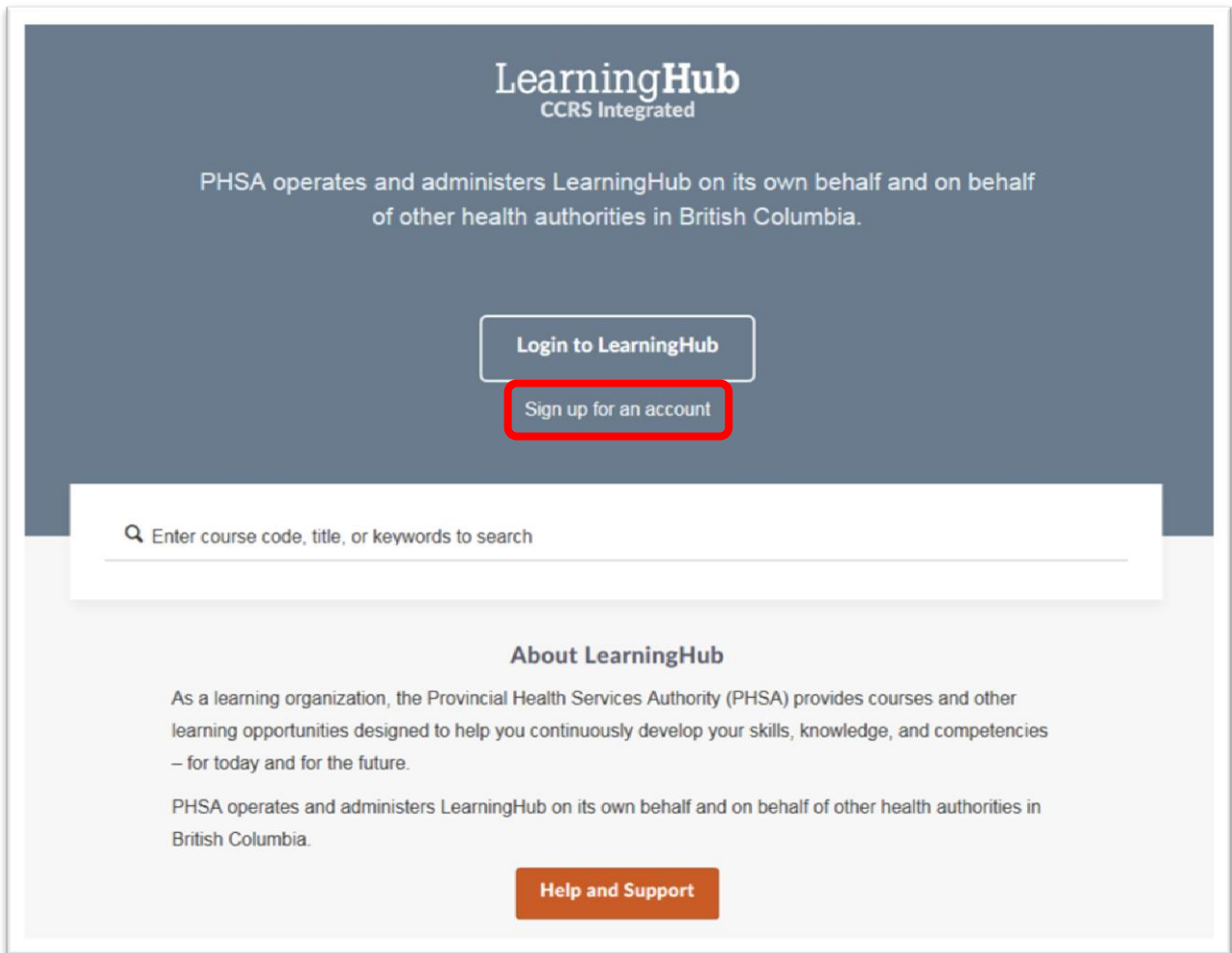
- PHSA Volunteers, students, researchers, clinicians.

- 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.

LearningHub

LearningHub

Create your LearningHub Account

Name \*

Email address \*   
Please use a health organization or school email address if possible

Confirm Email \*

Password \*

Verify password

**CREATE ACCOUNT**

[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.

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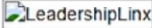
An email confirmation has been sent to your email address learnhub2016@gmail.com. Please follow the link in the email to complete the sign up.

**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.

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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** 

## 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.

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## 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.



Complete your profile



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

Type the code

Name \*

Work Information

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.