How to Create an Account using Learning Management System (LMS) Learning Hub

Hello,

Registration for any upcoming virtual or in-person sessions in the Yakimovich Wellness Centre (YWC) you need to create an account in **LearningHub (LMS).** If you have already created an account you do not need to create another account – this information is for people who have not already created an account.

This document provides step by step instructions on how to create an account so that you can register for any upcoming sessions in the Yakimovich Wellness Centre. *NOTE – if there are two+ people living in your household who attend sessions in the Wellness Centre – each person needs to create an account if you attend separately.*

Below is a step by step process on how you can create an account – follow instructions to the bottom of the page.

Please note: There are many Account Types listed, but you will want to select **General Public.** If you are a volunteer within Island Health, select "**Volunteer"** for your account type.

HOW TO CREATE A LMS ACCOUNT

Step 1: click https://learninghub.phsa.ca/Learner/Home

Step 2: click *Sign up for an Account* (you will find this under the Login to Learning Hub rectangular box)
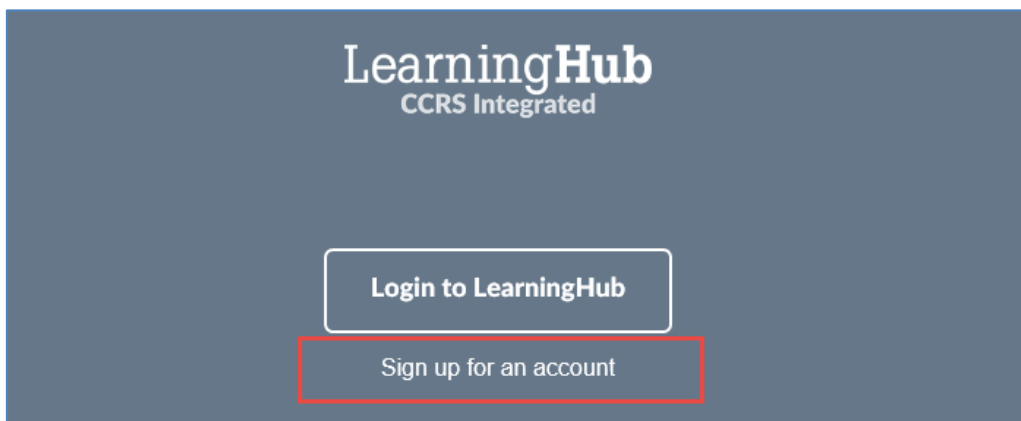
Step 3: Enter your *first and last name and email address; password*, using a mixture of numbers, capital and lowercase letters (remember or write down your password in a safe place). *Click on Create Account* (*you only need to click on Create Account button once - **there is no automatic reply saying you have created an account***).

Step 4: Go to your email inbox to check to see if you have received an email from LearningHubadmin@phsa.ca. *Click here to activate your account* button.
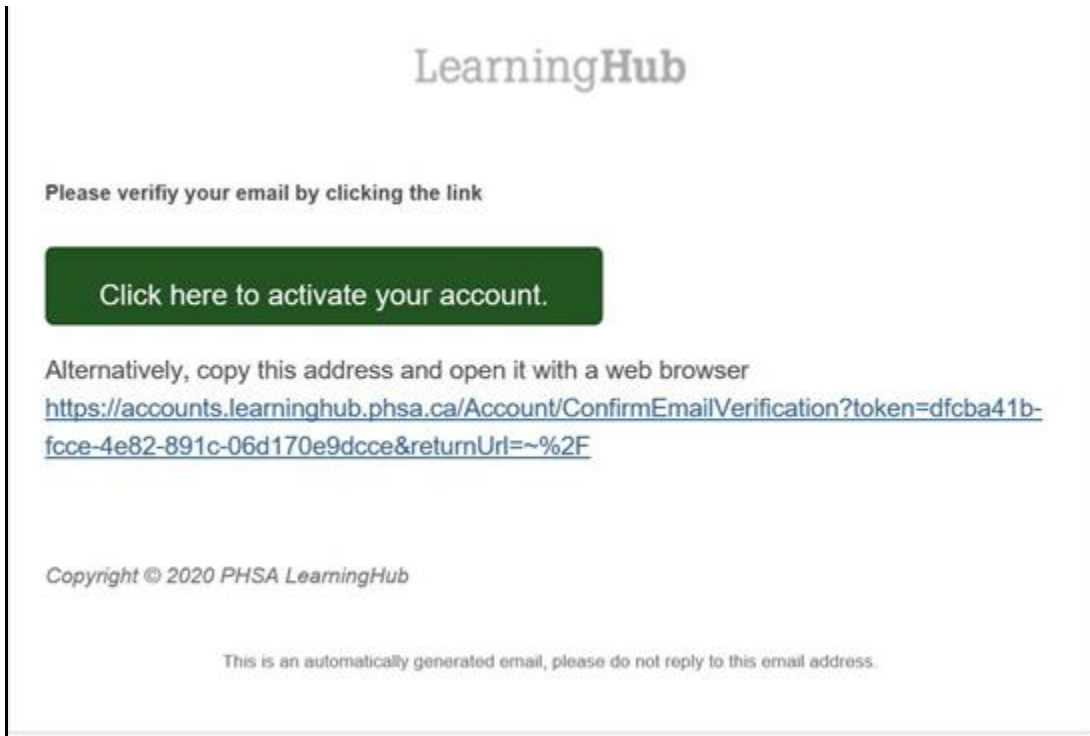
If the email is not in your general inbox, check your junk mail folder/box. If you still have not received an email click the *Resend Activation Email* button, as shown below.
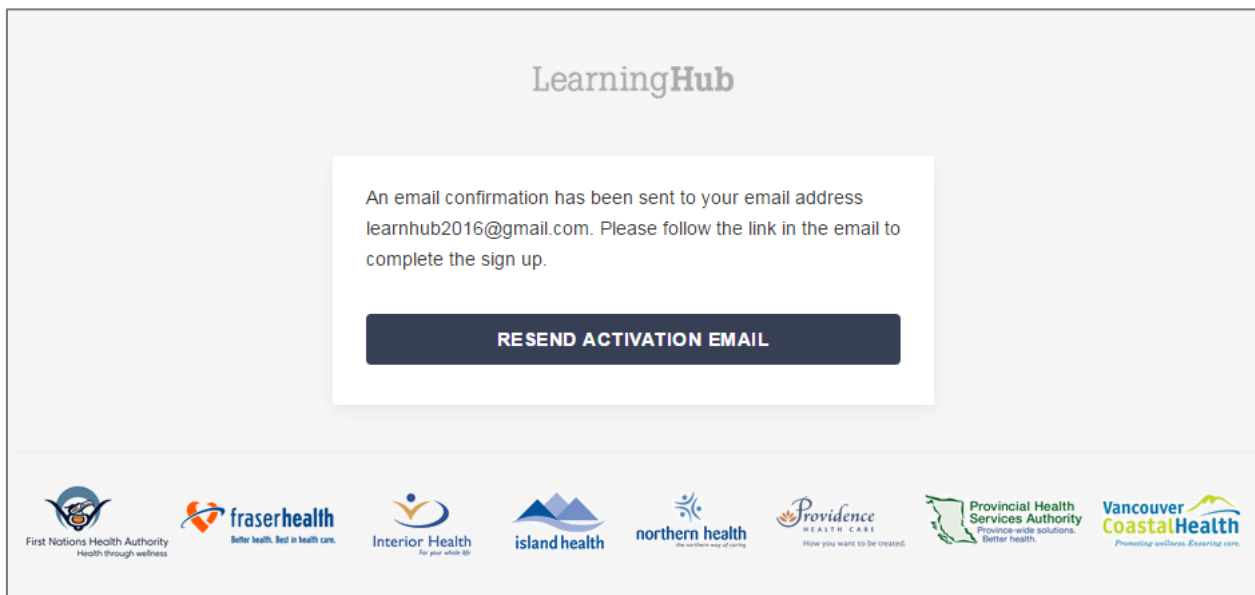
Step 5: Review the notice of consent and click the *I Agree* button.

Step 6: On the **What best describes your role in the organization** screen, select *General Public* and then click *CONTINUE.*

Congratulations – you have now created an account on LMS.

The below image is an example of what your home page will look like.
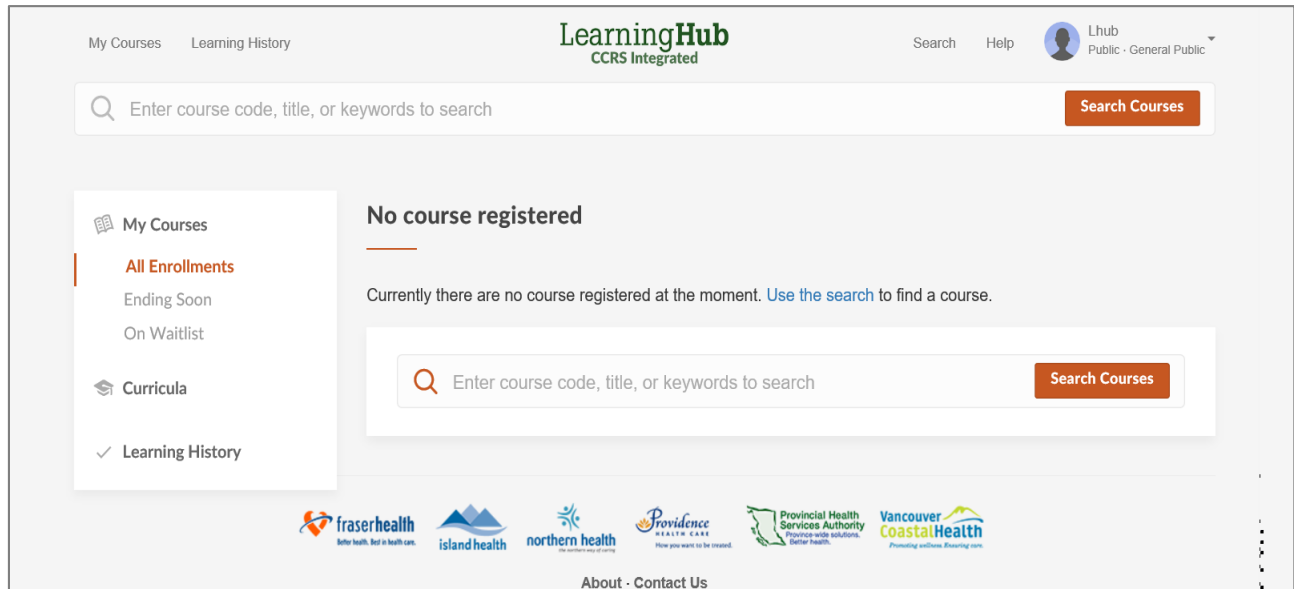
In summary:
- Logging into the Learning Hub link: https://learninghub.phsa.ca/Learner/Home
- **User name**: is your email address
- **Password:** type in your password
  - *If you forgot your password* – click on the forgot password button; you will be asked to put in your email address, then check your inbox for new password
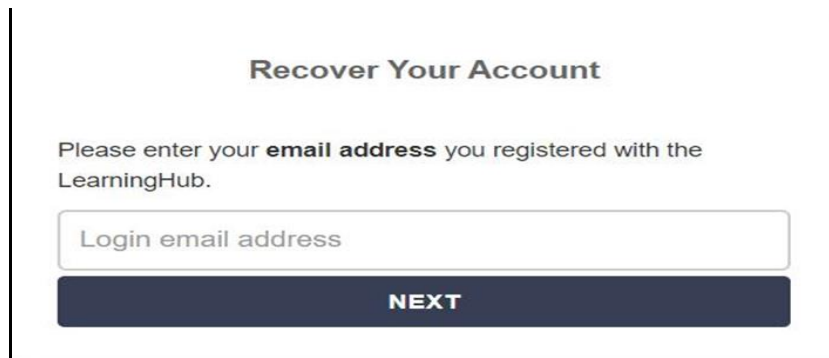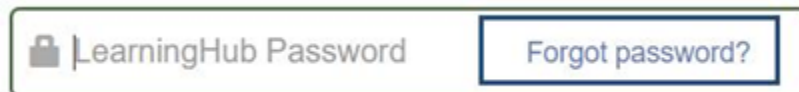
Stay tuned for upcoming communications on "**How to Register**" for sessions in YWC

If you need assistance to create an account:

Contact: Liz McCarter – Elizabeth.McCarter@viha.ca or call 250-580-3034