

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.*

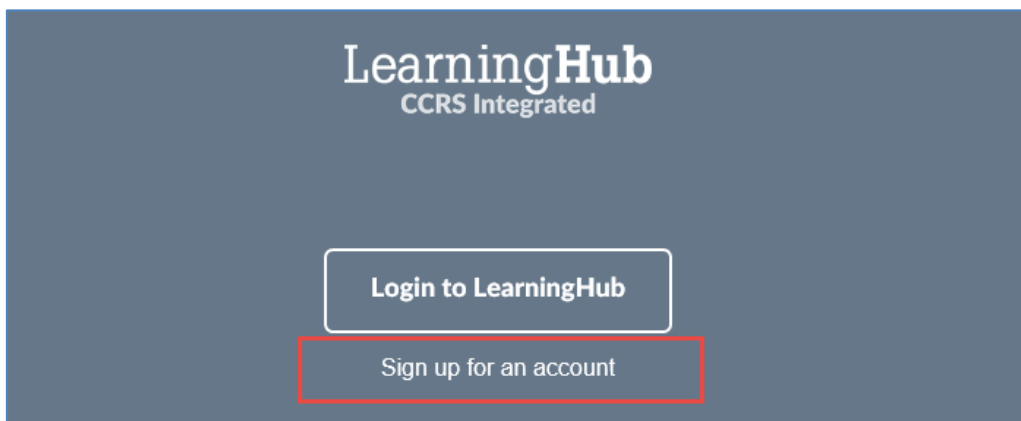
Below is a step by step process on how you can create an account – follow instructions to the bottom of the page.

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)



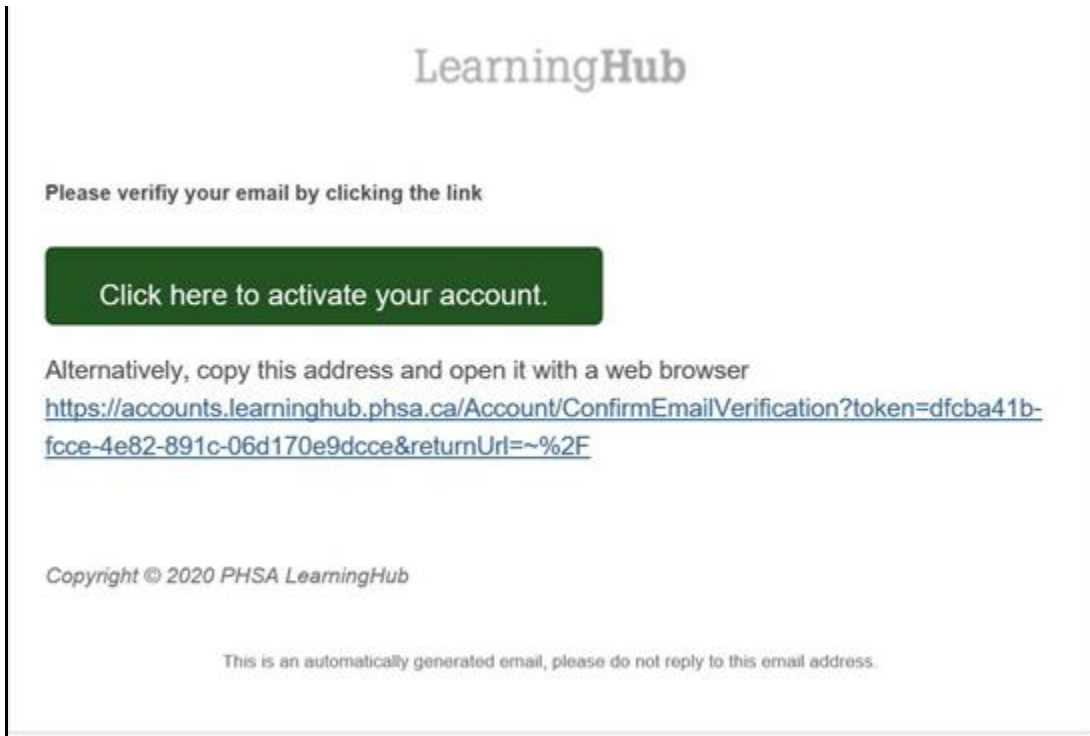
Step 3: Enter your *first and last name and email address; password*, using a mixture of numbers, capital and lowercase letters (remember or write down your password in a safe place). **Click on Create Account** (you only need to click on Create Account button once - *there is no automatic reply saying you have created an account*).

The image shows a web form for creating a LearningHub account. At the top, the LearningHub logo is displayed in green. Below it, the heading "Create your LearningHub Account" is centered. The form consists of five numbered steps, each with a red circular icon containing a white number:

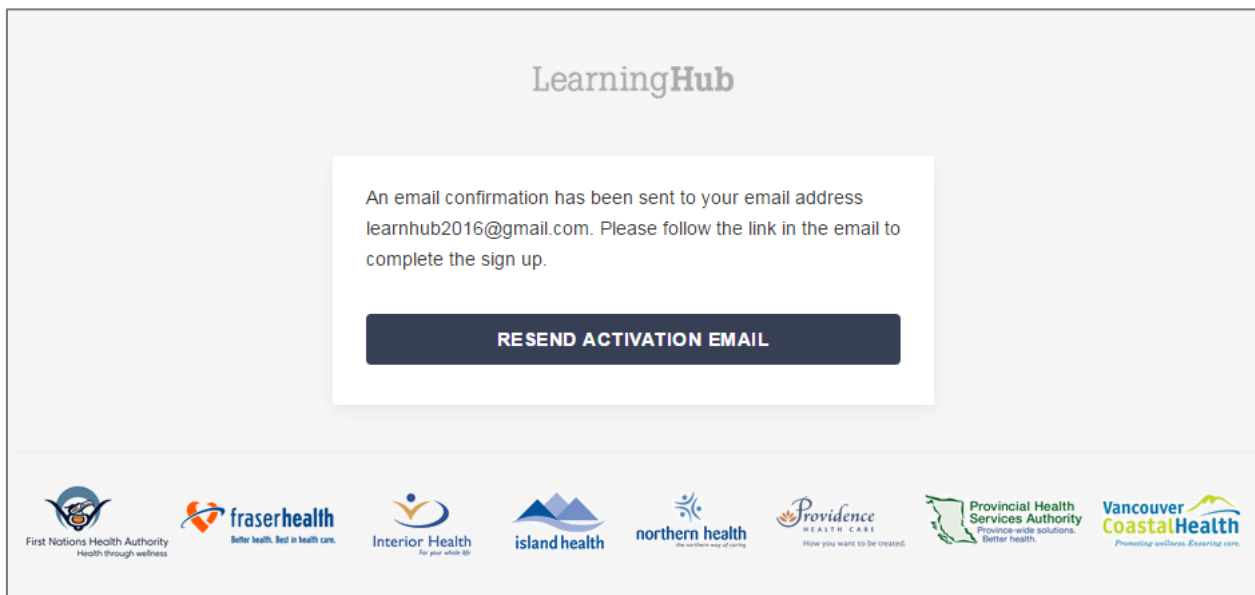
- 1 Name ***: Two input fields for "First name" and "Last name".
- 2 Email address ***: One input field containing "john.smith@example.com". Below the field is the text: "Please use a health organization or school email address if possible".
- 3 Confirm Email ***: One input field containing "john.smith@example.com".
- 4 Password ***: One empty input field.
- 5 Verify password**: One empty input field.

At the bottom of the form is a dark blue button with the text "CREATE ACCOUNT" in white. A green arrow points to the button from the bottom-left. Below the button is a blue link that says "Already have 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.

LearningHub LEADERSHIP **LINX**

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 LINX.
- Sharing your learner information, such as name, e-mail address and job title and course profile with administrators across health authorities who are assigned to instruct and manage courses.
- Sharing your learner information, such as course statuses, with your employer/affiliated organization to manage your education records and support the employee – employer relationship.
- Where applicable, sharing your learner information, such as name and posts with other learners while completing interactive on-line courses that involve group activities.
- Where applicable, combining learning history for employees who work across

Please scroll to bottom to accept consent

I AGREE

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

What best describes your role in the organization?

Choose an account type that best fits your position

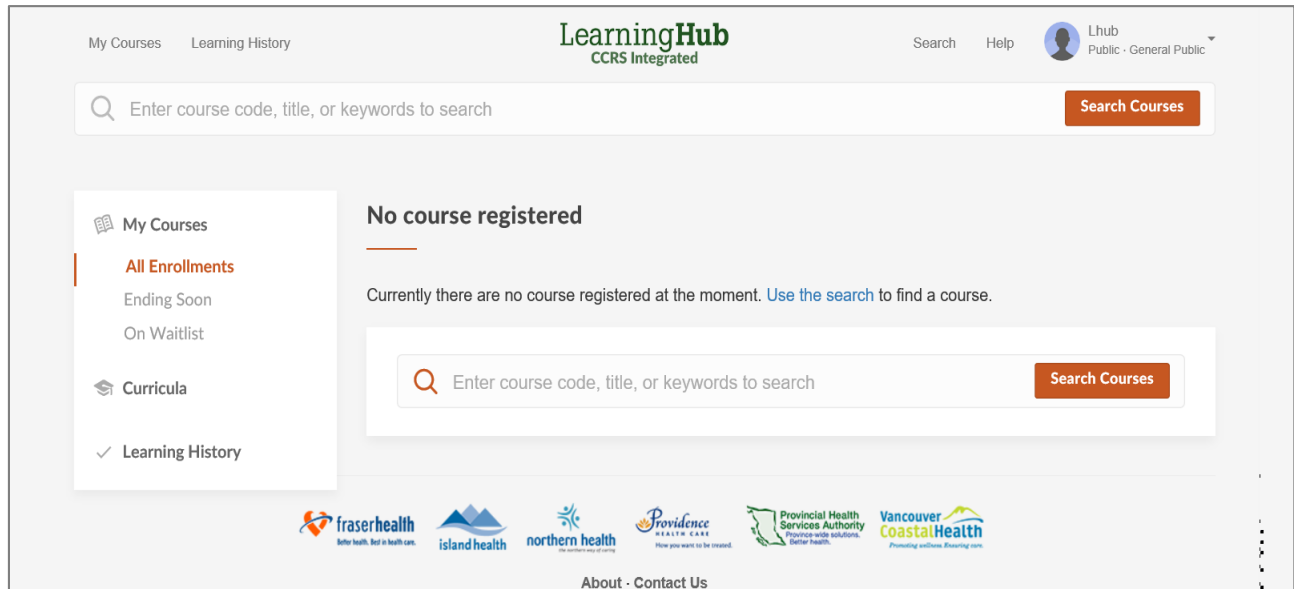
Health Organization Employee Fulltimes, part-times or casuals including nurses and Allied Health professionals	Affiliate/Contractor Employees of contracted or affiliated Health Care service provider	Medical Staff Physician, dentist, midwife, and maxillofacial surgeon
Student Currently enrolled as a student 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

CONTINUE

Return to My Account

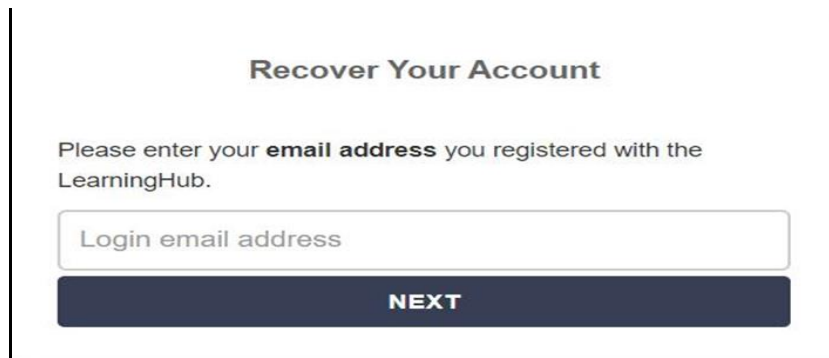
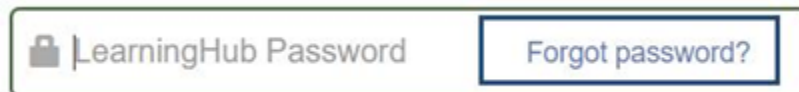
Congratulations – you have now created an account on LMS.

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