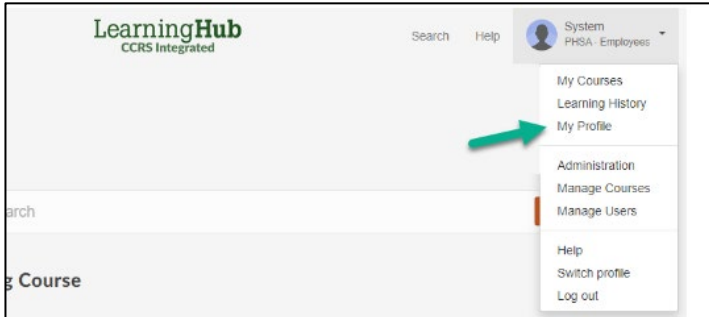


To Change Your Account Type from General Public to Affiliate/Contractor

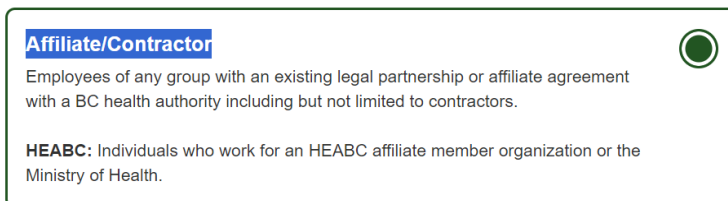
1. Sign into the [Learning Hub](https://learninghub.phsa.ca/) website (<https://learninghub.phsa.ca/>)
2. In the top right hand corner, you will see your name and your account type, if it says General Public, **click on your name** to open a drop down menu and click on **My Profile**



3. A new screen will pop up with your profile information and the System Manager message below. Click on **Upgrade to Health Organization Account**.



4. Select the Health Authority you are working in. If you don't know your Health Authority, select **Provincial Health Services Authority** and click **Continue**. You may need to scroll down the list to see all Health Authorities.
5. Select **Affiliate/Contractor** and click **Continue**



6. You will get a warning message saying "You are creating a new Affiliate/Contractor profile under [the health authority you choose]. This cannot be undone. Do you want to continue?" click **CREATE NEW PROFILE**.
7. Log out of the Learning Hub (click on your name at the top right and click **Log Out** from the drop-down menu). Log in again and register for the [Seizure Rescue Intervention Training for Non-Medical School Staff](#) course.