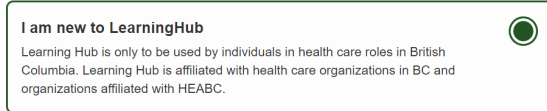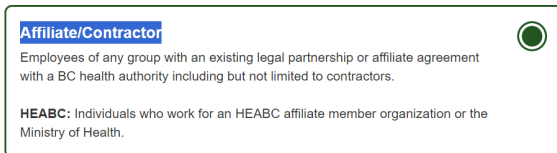## To Create an Account:
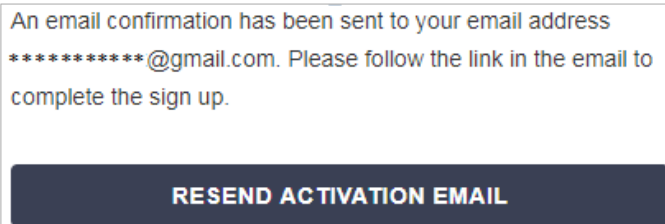
1. Go to the Learning Hub website https://learninghub.phsa.ca/ and click on **New to LearningHub? Sign up for an account**
2. Select **I am new to LearningHub** and click **Continue**

> **I am new to LearningHub**
> Learning Hub is only to be used by individuals in health care roles in British Columbia. Learning Hub is affiliated with health care organizations in BC and organizations affiliated with HEABC.

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

> **Affiliate/Contractor**
> Employees of any group with an existing legal partnership or affiliate agreement with a BC health authority including but not limited to contractors.
>
> **HEABC:** Individuals who work for an HEABC affiliate member organization or the Ministry of Health.

5. Enter in your Name, Email Address, and Password and click **Create Account.**
6. You will then get a pop up on your screen to say:

> An email confirmation has been sent to your email address ***********@gmail.com. Please follow the link in the email to complete the sign up.
>
> **RESEND ACTIVATION EMAIL**

7. Sign into your email, open the email called "Verify your LearningHub account email" and click the "Click here to activate your account" button.
8. Read the "Notice of Collection / Terms of Use" and click the "I Agree" button.
9. Complete the three areas required areas marked with * (name, affiliated organization, and job title). For affiliated organization, enter **BC Children's Hospital**.
10. Click **COMPLETE PROFILE**.
11. Click "**Back to Learning Hub**" at the top of the screen and follow the instructions in the next section.

To Find the Course:

1. Login to your LearningHub account
2. In the search box near the top of the page (where it says "Enter course code, title, or keywords to search") type in Seizures and click **Search Courses**
3. Click on the **Seizure Rescue Intervention Training for Non-Medical School Staff** course.
4. Click on **Register Course** [Register Course]
5. Click on **Start Course** [Start Course]
6. If you receive a message saying that you cannot Self-Enroll, just click on the course name again and it should take you right into the course.

To Start the Course After Registration:

1. Log onto the Learning Hub.
2. On the left hand side of the page under the My Courses Navigation bar, click **All Enrollments**

> 📖 My Courses
>
> **All Enrollments**

3. Click on the **Seizure Rescue Intervention Training for Non-Medical School Staff** course and then click **Start Course** [Start Course]
4. If you receive a message saying that you cannot Self-Enroll, just click on the course name again and it should take you right into the course.