



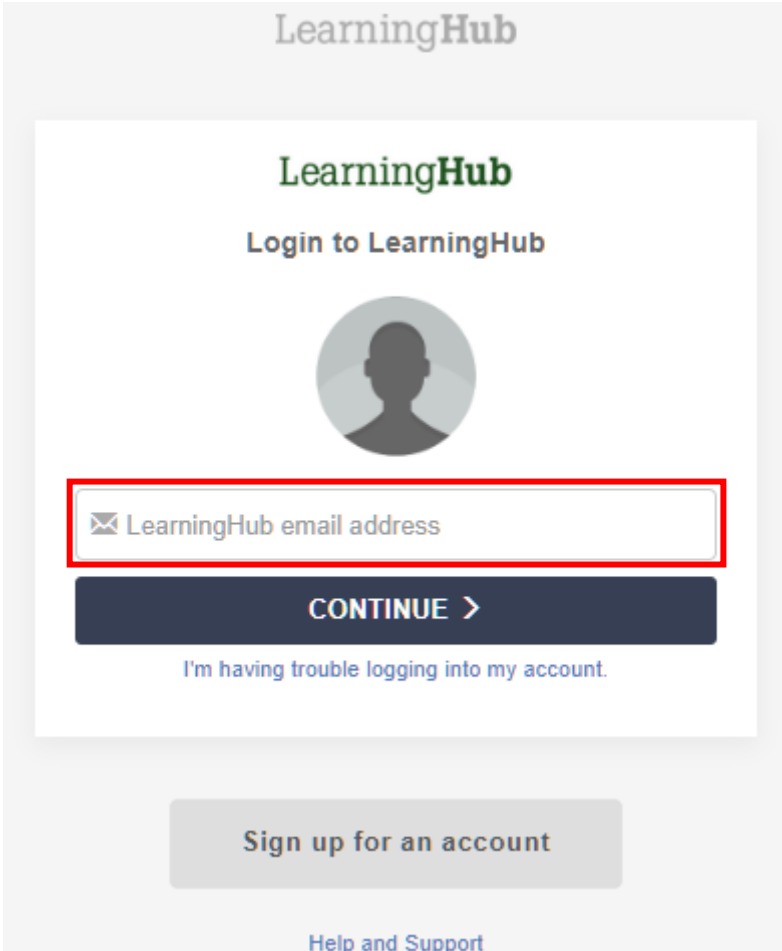
# Changing your LearningHub Account email

Here is a quick step-by-step guide to help you update your account.

Updating your LearningHub email to your FHA email address ensures that all of your learning history can be tracked in one place. This is important to ensure you are enrolled in your corresponding Advance training curriculum and you will be able to register as soon as registration opens.

## Step 1


[Log in to LearningHub](#) with your credentials.



LearningHub

LearningHub

Login to LearningHub



**CONTINUE >**

[I'm having trouble logging into my account.](#)

**Sign up for an account**

[Help and Support](#)

If you encounter any issues registering for your classroom session please email us at:  
[FHAdvanceTraining@fraserhealth.ca](mailto:FHAdvanceTraining@fraserhealth.ca)



## Step 2

The next screen will prompt you to enter your password as highlighted below then click on “**LOG IN**”.

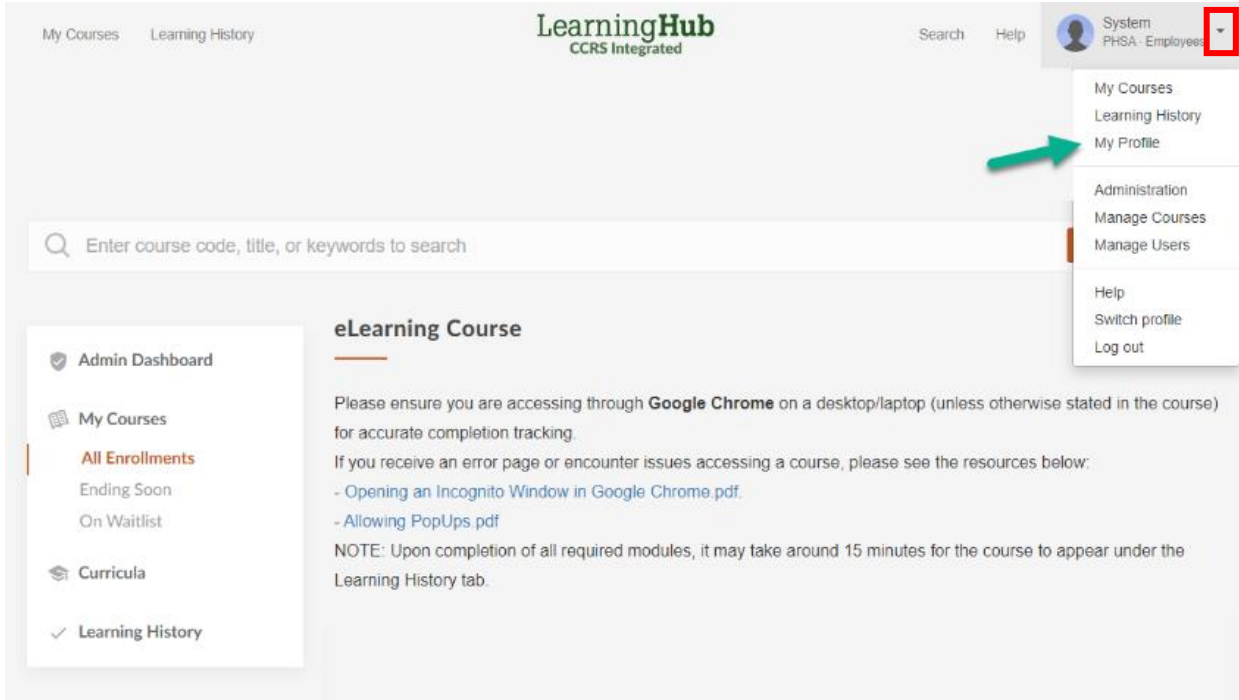
## Step 3

If more than one option is listed in the ‘Welcome Back’ screen, please ensure you select your FHA account.

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## Step 4

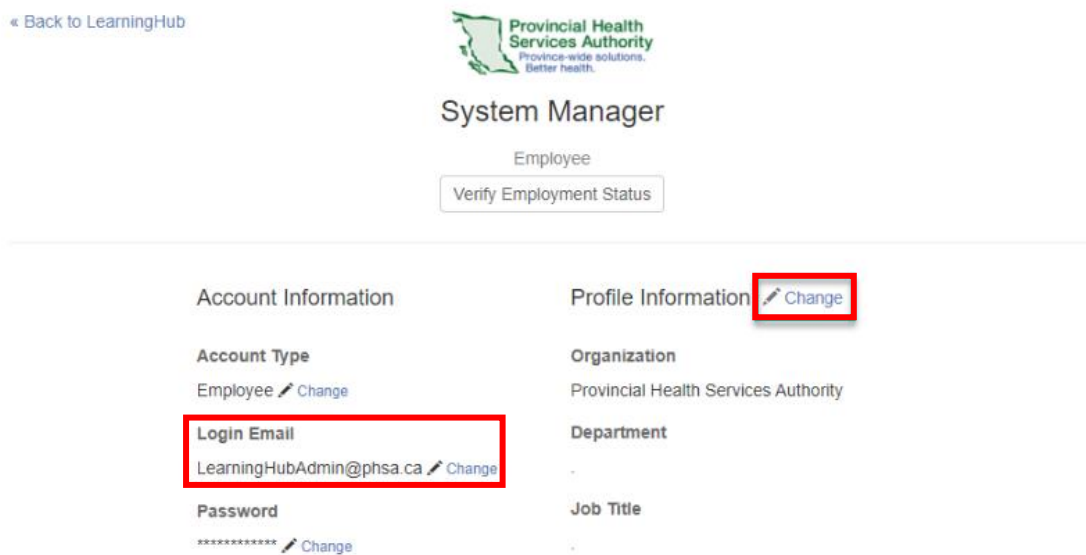
Once logged in, click on the drop down menu on the top right corner and click on **'My Profile'**.



The screenshot shows the LearningHub interface. At the top right, there is a user profile icon with a dropdown menu. The dropdown menu is open, showing options: My Courses, Learning History, My Profile, Administration, Manage Courses, Manage Users, Help, Switch profile, and Log out. A red box highlights the dropdown menu, and a green arrow points to the 'My Profile' option. Below the dropdown menu, there is a search bar with the text 'Enter course code, title, or keywords to search'. On the left side, there is a sidebar with navigation options: Admin Dashboard, My Courses (with sub-options: All Enrollments, Ending Soon, On Waitlist), Curricula, and Learning History. The main content area is titled 'eLearning Course' and contains instructions for accessing the course through Google Chrome and links to PDFs for troubleshooting.

## Step 7

Click on the pencil icon under **'Login Email'** and update this to your FHA email. Next click on **'Change'** beside **Profile Information**.



The screenshot shows the System Manager interface. At the top, there is a link to 'Back to LearningHub' and the Provincial Health Services Authority logo. Below the logo, the text 'System Manager' is displayed, followed by 'Employee' and a 'Verify Employment Status' button. The main content area is divided into two columns: 'Account Information' and 'Profile Information'. The 'Account Information' column contains fields for 'Account Type' (Employee), 'Login Email' (LearningHubAdmin@phsa.ca), and 'Password' (masked with asterisks). The 'Profile Information' column contains fields for 'Organization' (Provincial Health Services Authority), 'Department', and 'Job Title'. A red box highlights the 'Login Email' field, and another red box highlights the 'Change' button next to the 'Profile Information' header.


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## Step 8

In the pop-up screen please add your **'Employee Number'** and click on **'Verify'**. Next click on **'Update Profile'**.

« Back to My Account

### Update your profile



Employee Number

Name \*

Preferred Name

Password Recovery Email

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#### Work Information

Agency

Department \*

Job Title \*

Facility/Site/Hospital

Location

Contact Number

Manager

Manager's Email

**Please Note:** If you have **verified your Employee ID**, some fields will be **greyed out**. These fields cannot be manually changed as the information comes from the Health Authority's employee database. Please contact your manager/HR Department to correct any issues. If you have a new position with the same Employee ID, the fields will automatically update a few days after your start date.

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