



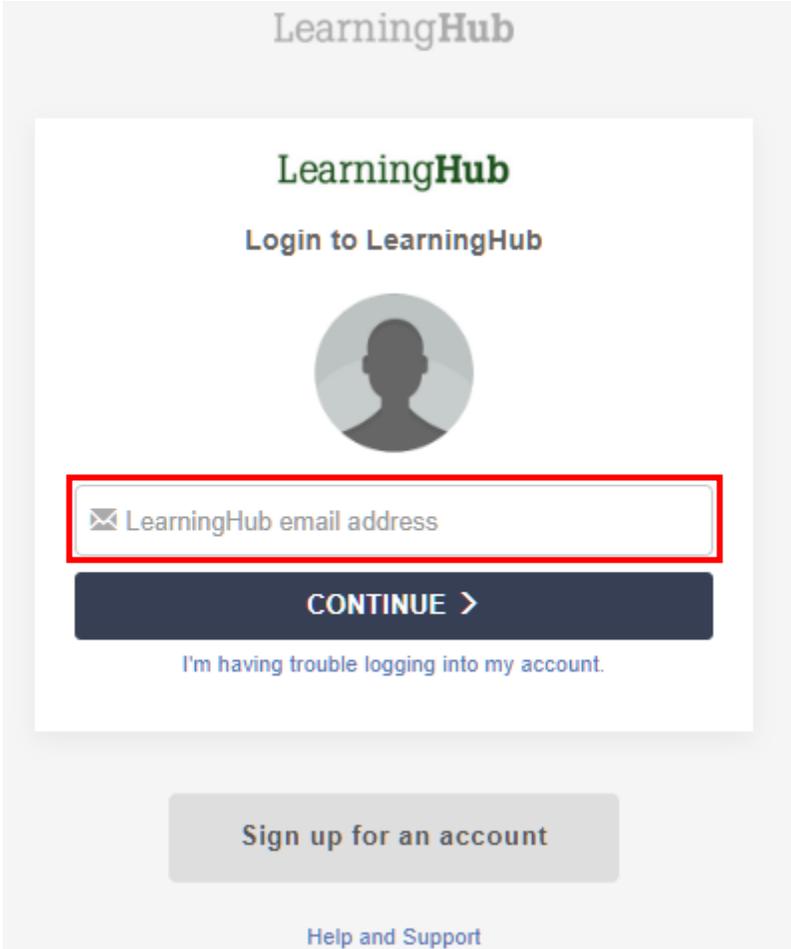
Verify your LearningHub Account

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

Verifying your account ensures 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 Fraser Health email.



LearningHub

LearningHub

Login to LearningHub



CONTINUE >

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

[Sign up for an account](#)

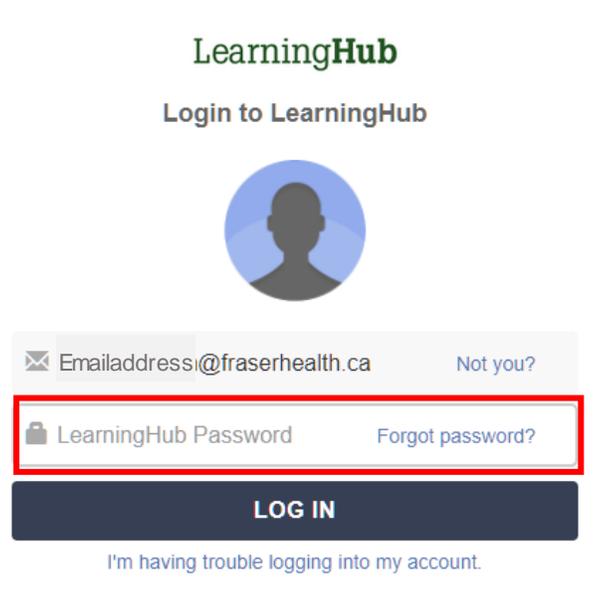
[Help and Support](#)

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



Step 2

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



LearningHub
Login to LearningHub



✉ Emailaddress@fraserhealth.ca [Not you?](#)

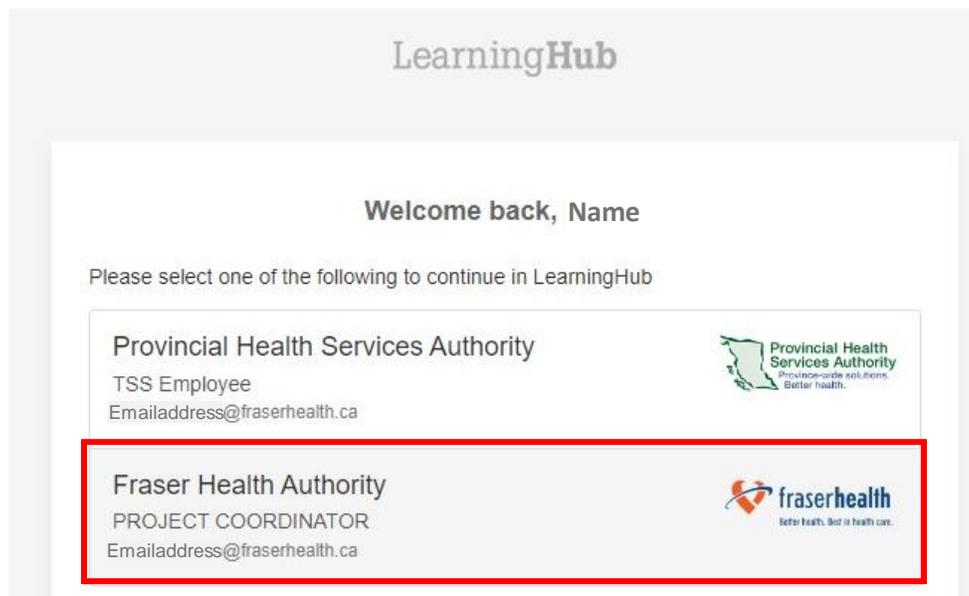
LearningHub Password [Forgot password?](#)

LOG IN

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

Step 3

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



LearningHub

Welcome back, Name

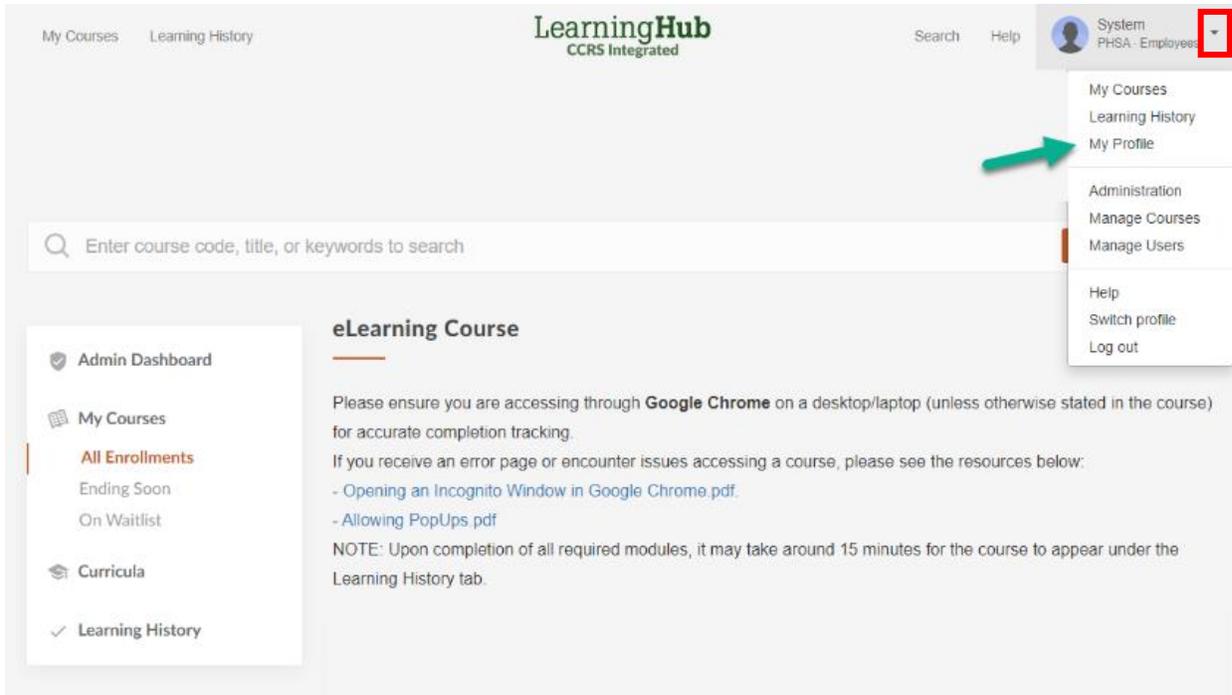
Please select one of the following to continue in LearningHub

Provincial Health Services Authority TSS Employee Emailaddress@fraserhealth.ca	
Fraser Health Authority PROJECT COORDINATOR Emailaddress@fraserhealth.ca	

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Step 4

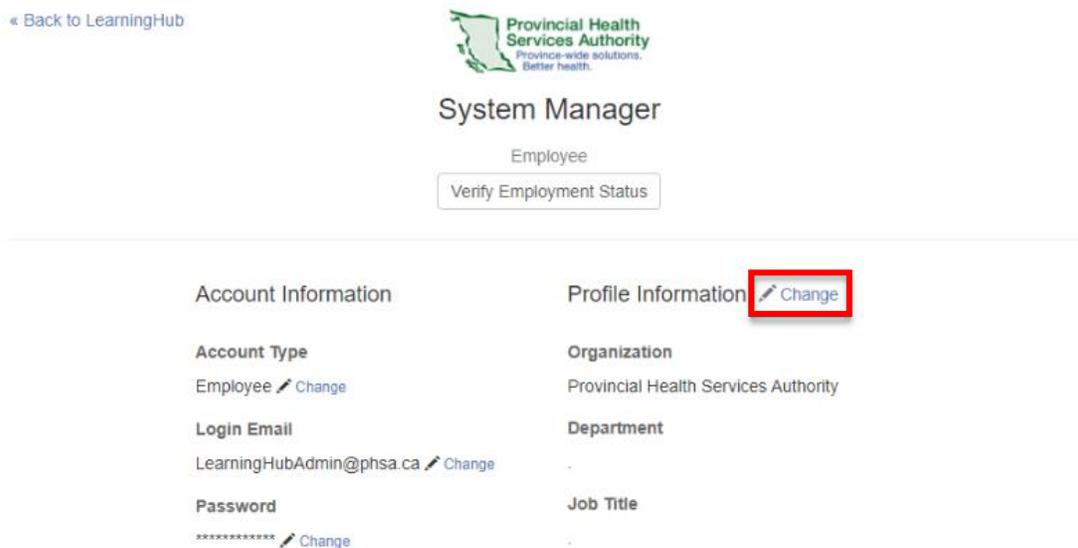
Once logged in, click on the drop down menu on the top right corner and click on **'My Profile'**.



The screenshot shows the LearningHub interface. At the top right, there is a user profile dropdown menu for 'System PHSA - Employees'. A red box highlights the dropdown arrow, and a green arrow points to the 'My Profile' option in the menu. The menu also includes options for 'My Courses', 'Learning History', 'Administration', 'Manage Courses', 'Manage Users', 'Help', 'Switch profile', and 'Log out'. Below the menu is a search bar and a sidebar with navigation options like 'Admin Dashboard', 'My Courses', '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.

Step 7

Next click on **'Change'** beside **Profile Information**.



The screenshot shows the 'System Manager' profile page for an 'Employee'. At the top left is a 'Back to LearningHub' link. The page features the Provincial Health Services Authority logo and a 'Verify Employment Status' button. Below this, there are two columns of profile information. The 'Profile Information' column has a red box around the 'Change' link next to it. The 'Account Information' column includes fields for 'Account Type' (Employee), 'Login Email' (LearningHubAdmin@phsa.ca), and 'Password' (masked with asterisks). The 'Profile Information' column includes fields for 'Organization' (Provincial Health Services Authority), 'Department' (empty), and 'Job Title' (empty).

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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

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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