



Merging Learning Hub accounts

- 1. Login to the Learning Hub: <u>https://learninghub.phsa.ca/</u>
- 2. Click on **Help** located at the top right-hand side of the page. This will take you to the Learning Hub Help page.

LearningHub CCRS Integrated	Search	Help
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3. Click on Merge Accounts.

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My Profile	Take a Course	Manage a Course	Resources	
Suppo learnir develo	orting your ng & opment	Popular topics Course Completion ar Reset my Password	i Id Certification	
LearningHub is learning manag and FHA. Acces connection by g LearningHub	the Province-wide course registry ement system for PHSA, VCH, PHG is LearningHub from home or any joing to <u>https://earninghub.phsa</u> .	and Finish a course & got of , VIHA, NHA Merge Accounts Ga Register for a course Contact service Desk	pertification	

- 4. Click on the Learner Support ticket link.
- 5. Scroll down to the section called "Submit a Help Ticket" and click on Learner Support.



- 6. Enter the required information in the fields.
 - a. For Health Authority, choose Vancouver Coastal Health.
 - b. Issue Subject I have two accounts that need to be merged into one
 - c. Description list name and emails of the two accounts in which you wish merged into one
 - d. State in the Description section that your legal name and school email are to be listed in your updated account.





Accessing SPECO

- 7. Once completed and merged, login to the Learning Hub, then in the search, type **SPECO Curriculum**.
- 8. The modules that need to be completed will appear on the page. Click **Start Course** next to the first available course.
 - a. Note: if you already completed a module, it will indicate it next to the clock icon, and "Start Course" will not be visible.
 - b. To restart a module that you've already started, click Cancel Course.



9. Once completed, SPECO Curriculum will appear in you course completed history. To access it, click on your profile icon in the top right corner and click on Learning History in the drop-down menu.



10. Click on **Certificate** next to the course. Print or download your SPECO Curriculum completion certificate and send to your school for their records.