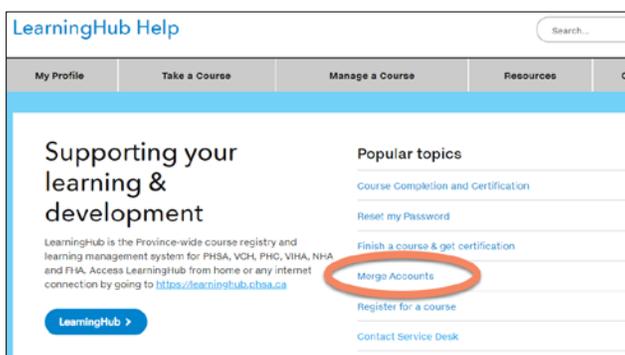


Merging Learning Hub accounts

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



3. Click on Merge Accounts.



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



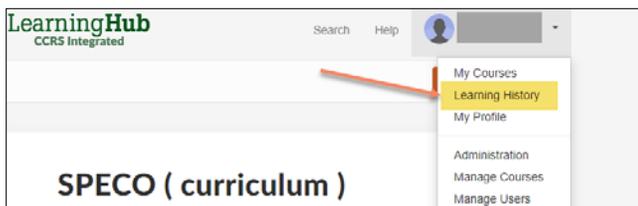
6. Enter the required information in the fields.
 - a. For Health Authority, choose **Vancouver Coastal Health**.
 - b. Issue Subject – I have two accounts that need to be merged into one
 - c. Description – list name and emails of the two accounts in which you wish merged into one
 - d. State in the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