

## HOW TO...

### Create an Account on the PHSA LearningHub and Register for the course A Guide to the Certificate of Incapability Process under the *Adult Guardianship Act*

- 1) Go to: <https://learninghub.phsa.ca/>. Your screen will look like this:
- 2) Click "Sign Up for an Account" on the right side of the main LearningHub webpage.

Provincial Health Services Authority  
Province-wide solutions.  
Better health.

# LearningHub

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The LearningHub will be unavailable on November 24th 2014 from 9:00am to 1:00pm for scheduled maintenance.

FIND A PUBLIC COURSE

GUEST  
Log in to see your [Profile](#) or [My Learning History](#)

### Welcome to PHSA LearningHub

As a learning organization, the [Provincial Health Services Authority](#) (PHSA) provides courses and other learning opportunities designed to help you continuously develop your skills, knowledge, and competencies – for today and for the future.

#### IMPORTANT LOGIN INFORMATION

[Quick Reference Guides](#) can be found on POD.

[Getting Started for Users](#)  
[LearningHub Demos](#)  
[Forgot Your Password?](#)

Minimum system requirements

**Windows users:** Internet Explorer 7, Firefox 5, Chrome  
**Mac users:** Firefox 5, Safari 3, Chrome

**eLearning courses:** Flash Player 7; Mac users require Silverlight for MediaSite content

Registered User

Please log in to see your grades and receive credits for courses.

Username  
Password

[Forgot Your Password?](#) [LOG IN](#)

Sign Up for an Account →

- 3) Click "I agree"

## LearningHub

### Create your account

By accessing this system, I agree to the following:

I understand and acknowledge that my activity is recorded in the Leadership LINX database with dates and times I accessed the site.

I consent that my activity be included in reports that may be used by BCHALDC and the Health Authorities.

I AGREE



- 4) Fill in the pieces of information requested by the “Create your account” form. Once you have entered the appropriate information, click “Complete Registration”. You will be sent to a login page – you will not be able to log in at this time. You will need to confirm your email address first.

## Create your account

Name \*

Email address \*   
Please use your health authority or school email address if possible.

Confirm Email \*

Username \*   
Please create your own username with at least 6 characters

Password \*

Confirm password \*

Contact Number

Healthcare/Health Authority User

Patient/General Public User

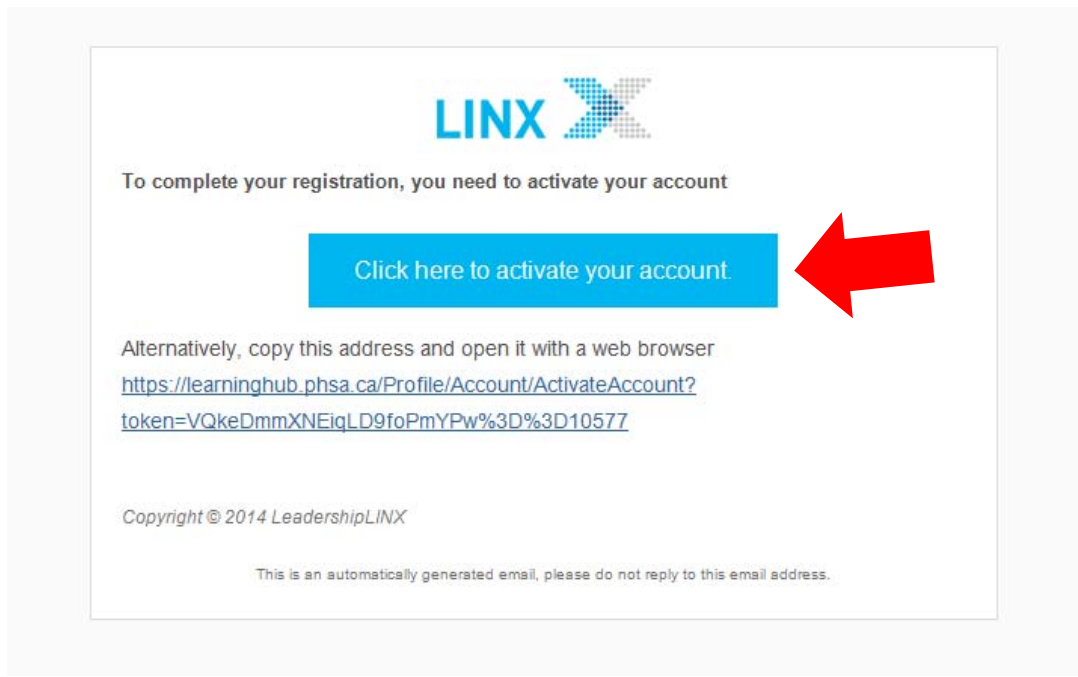
For Student/Trainee and Volunteer, please choose the Healthcare/Health Authority User option

COMPLETE REGISTRATION

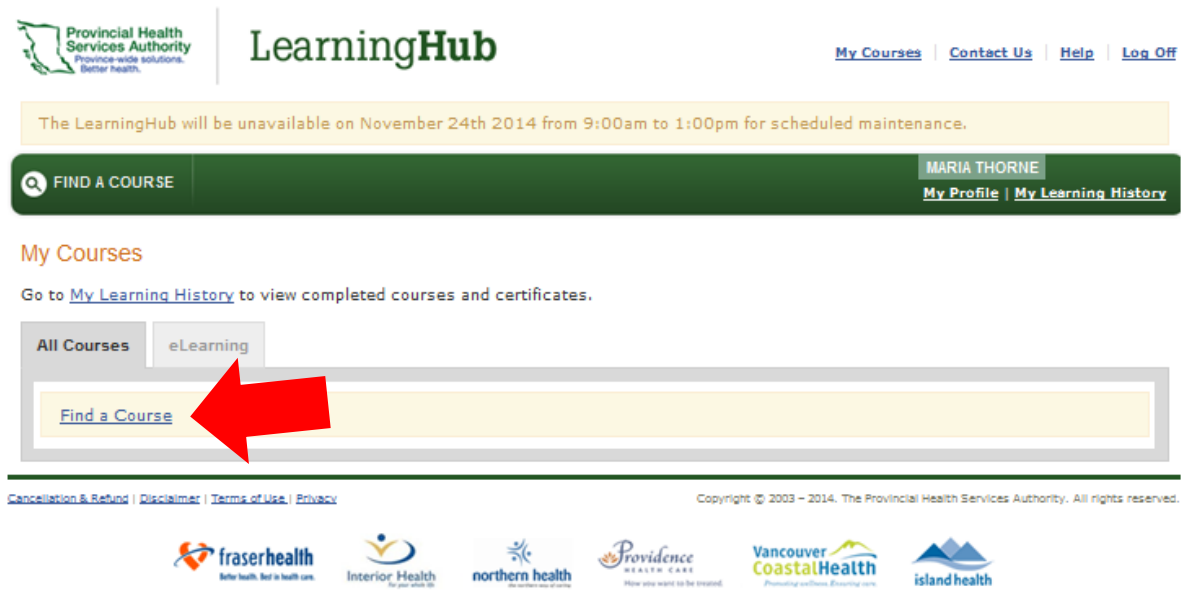


- 5) You will have received an email asking you to confirm your email address. The email body will look like this.
- 6) Click “Click here to activate your account”. This link will automatically open your home page in the LearningHub. You will know that your account is active if your name appears on the top, right hand corner of the page.

**Congratulations, you can now start taking courses!**



- 7) To look up a course, start by clicking “Find a Course” on your home page.



- 8) Next, type “A Guide to the Certificate of Incapability Process under the *Adult Guardianship Act*” in the “Course Title” field. Click “Search Course”. You will be taken to a page with a list of courses that resemble your search criteria. Select “A Guide to the Certificate of Incapability Process under the *Adult Guardianship Act*” from the list.



LearningHub

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FIND A COURSE

MARIA THORNE

[My Profile](#) | [My Learning History](#)

### Course Search

For an alphabetical listing of all courses offered to the public, click **Search Course**.

To find a public course, enter the course name or part of a course name and click **Search Course**.

A screenshot of the LearningHub course search interface. The form includes a "Course Title" field with the text "A Guide to the Certificate of Incapability Process under the Adult", a "Starting Date" dropdown menu set to "All", and an "Advanced Filters" section. The "Advanced Filters" section contains three dropdown menus: "Category" set to "All", "Agency" set to "All Hospital / Agencies", and "Course Type" with three checked options: "Classroom Course", "eLearning Course", and "Curriculum". At the bottom of the form are "RESET" and "SEARCH COURSE" buttons. A large red arrow points to the "SEARCH COURSE" button.

- 9) Click “Register” to activate your registration in the course.
- 10) Once you have clicked “Register”, click on “My Courses” in the top, right hand corner of your page.
- 11) Click “Start Course” and you will be taken into the course. Course instructions will be outlined.

12) Click on "Introduction" to start your first course module.

Course Outline

Your progress

**A Guide to the Certificate of Incapability Process under the *Adult Guardianship Act***

Please review all modules and complete the final test with a passing mark of at least 70% to pass the course.

To receive your certificate please return to your learning profile on the LearningHub and go to My Learning History.

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-  Introduction
-  Determine the N
-  Assessment
-  Health Authority Designate Decision
-  Second Assessments, Reassessments and Court Review
-  Final Test

