

Everything you need to know about the **Learner Hub**



Learner Hub

The Learner Hub acts as a single place for you to access all of your training, including historical results and completion certificates. If you manage staff, you can view and track your teams results from Team View.

Are you a team leader? View and track results in Team View.

How to access your training from Learner Hub:

1

Welcome email

When you're next scheduled for training, you'll receive a "Welcome to the Learner Hub" email, which will link directly to the Learner Hub to access your training.

2

Bookmark URL

Its important to bookmark the Learner Hub URL. Each email reminder will also have a link to it again. You may also find this available on your intranet.

3

Login with your work email

If your organisation has enabled single sign on (SSO) you will be directed to your organisations login page. If SSO is not enabled you will be sent a verification code to your email address. Enter the code once received to complete your login

4

Accept the user policy

The first you log into the Learner Hub you'll need to accept the Training Disclosure notification to access your courses.

5

Visit the course tab

From the course tab, Learners can start scheduled training, view and download their training completion certificates.



6

Revisit the Learner Hub

When you've been assigned a new course, or have course that you haven't completed, you'll be sent an email notification to let you know to revisit the Learner Hub