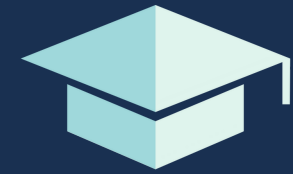


Everything you need to know about the **Learner Hub**



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.

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 so you can easily access again.

You may also find this available on your intranet.

3 Login with no password

The Learner Hub uses password-less authentication. You will be sent a verification code once you enter your email address on the login page

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 jump back into the Learner Hub