

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



Learner Hub

The Learner Hub acts as a single place for you to access all of your training, including historical data 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:

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

### 1 Welcome Email

When you are next scheduled for training, you'll receive a "Welcome to the Learner Hub email."

This email 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 code

The learner hub is password-less. You will receive a verification code once you enter your email address on the login page.

### 4 Accept the user policy

Is this your first time logging in?

You will be directed to the user policy. You must accept this first.

### 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