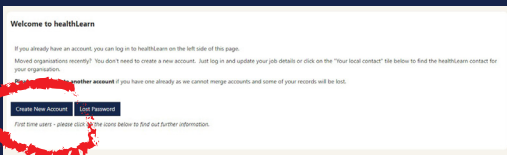


There are two ways to create a healthLearn account

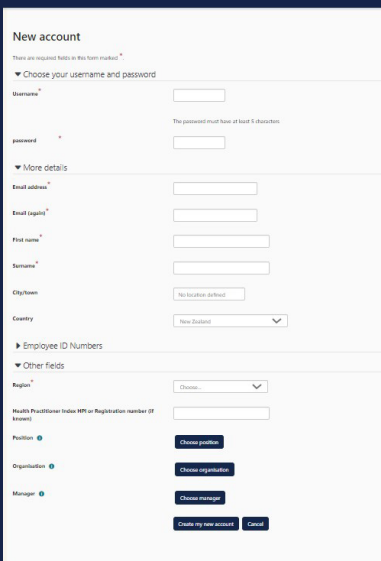
1 Staff from organisations who use work supplied email addresses

You will be able to create an account directly on the healthLearn site, verify your account yourself and then be able to access the healthLearn system immediately.

If you are on the front page of healthLearn, click on:



Fill out the form with your details including your correct organisational email address.

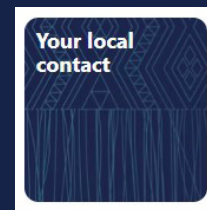


Further information on creating an account can be found below.

2 Staff from organisations who use personal email addresses

You will be given a link to an online form to enter account creation information from your organisation.

Your organisation's superuser will be able to direct to the form. If you don't know who your superuser is you can click on the superuser icon to find out who they are.

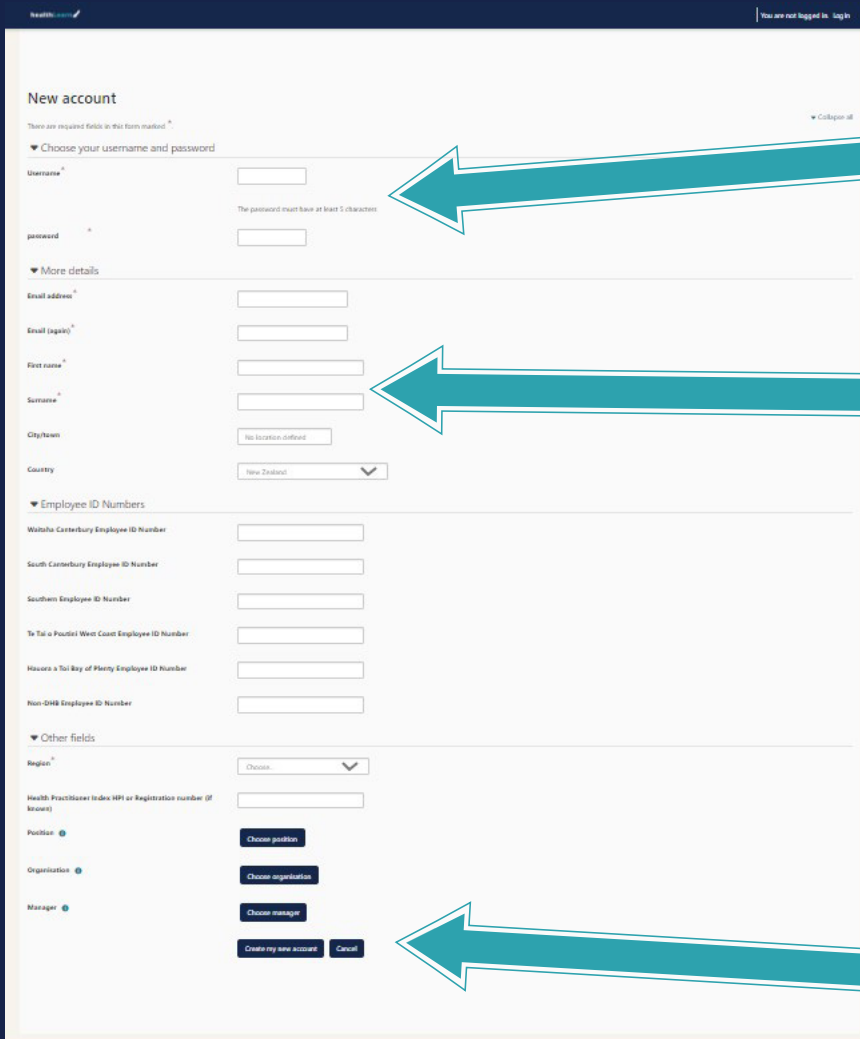


This information will be entered into the healthLearn system weekly to create your account. It may take up to 3 days before the account is activated.

Once an account is created, a notification is sent to you with a temporary password to log into the healthLearn site.

For security purposes, the online form will not be located on the healthLearn site.

Filling out the form



The screenshot shows the 'New account' registration form on the healthLearn website. The form is divided into several sections: 'Choose your username and password', 'More details', 'Employee ID Numbers', and 'Other fields'. The 'Choose your username and password' section includes fields for 'Username' and 'password'. The 'More details' section includes fields for 'Email address', 'Email (apple)', 'First name', 'Surname', 'City/town', and 'Country'. The 'Employee ID Numbers' section includes fields for various regional employee ID numbers. The 'Other fields' section includes a 'Region' dropdown, a 'Health Practitioner Index (HPI) or Registration number (if known)' field, and buttons for 'Choose position', 'Choose organisation', and 'Choose manager'. At the bottom of the form are buttons for 'Create my new account' and 'Cancel'. Three teal arrows point to the 'Choose your username and password' section, the 'More details' section, and the 'Create my new account' button.

1 Your Username and password

Ensure you use something you can remember and that can move with you if you move employment to another health organisation.

Your password should also be something you can easily remember but not discoverable by others.

2 Your account details

Please ensure you use your real name and not any nicknames or aliases.

If you have a supplied organisation work email address, you must use this address to activate your account.

If you use a private email address, you must contact your organisation's superuser to get instructions on signing up to healthLearn.

3 create my new account

Click on this to create your account. Ensure your email account is open so you can receive instructions on finalising the steps for your healthLearn account.