



LEARN - CREATING YOUR NEW ACCOUNT (NDHB employees and authenticated partners)

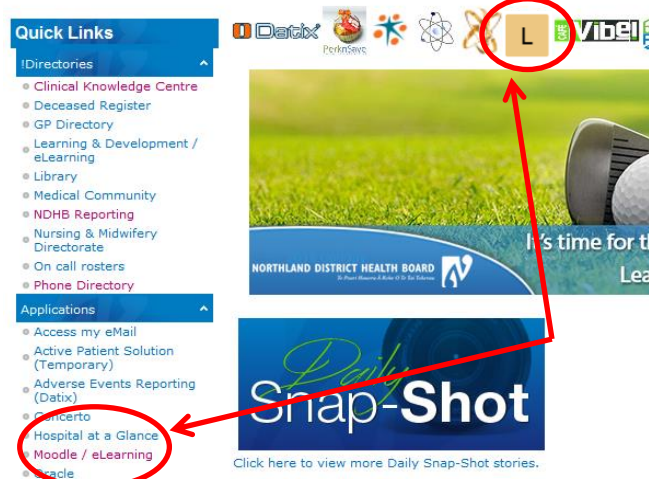
Authenticated partners are: NorthTec, North Haven Hospice, etc

From Staff Central click on either of the links,

Alternatively click on this hyper link

[Northland LEARN](#)

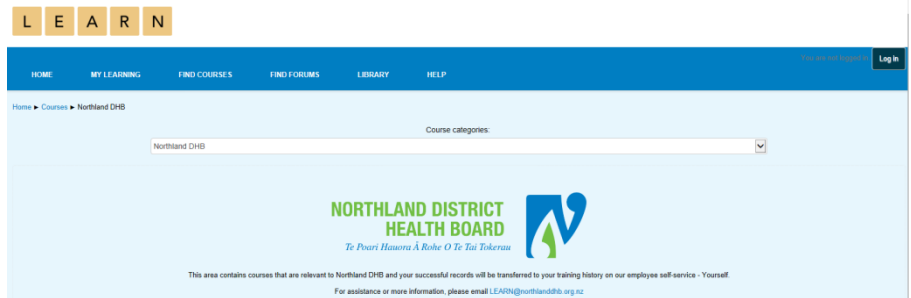
Look in Find Courses for Northland DHB



Click on the



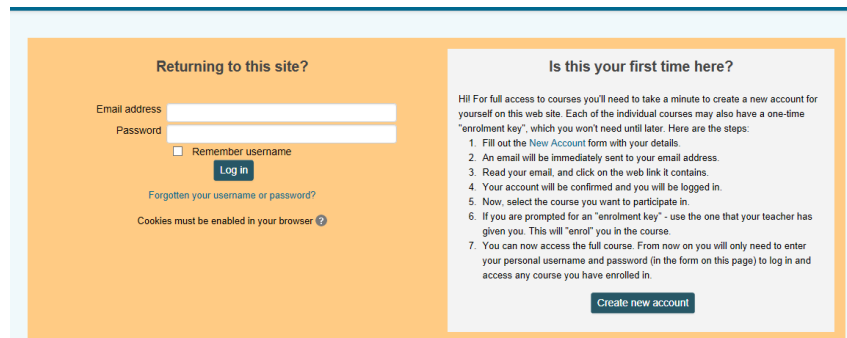
button

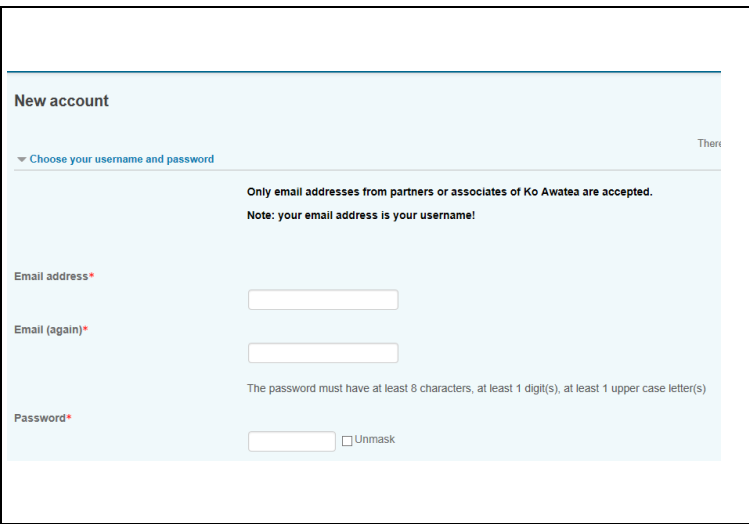
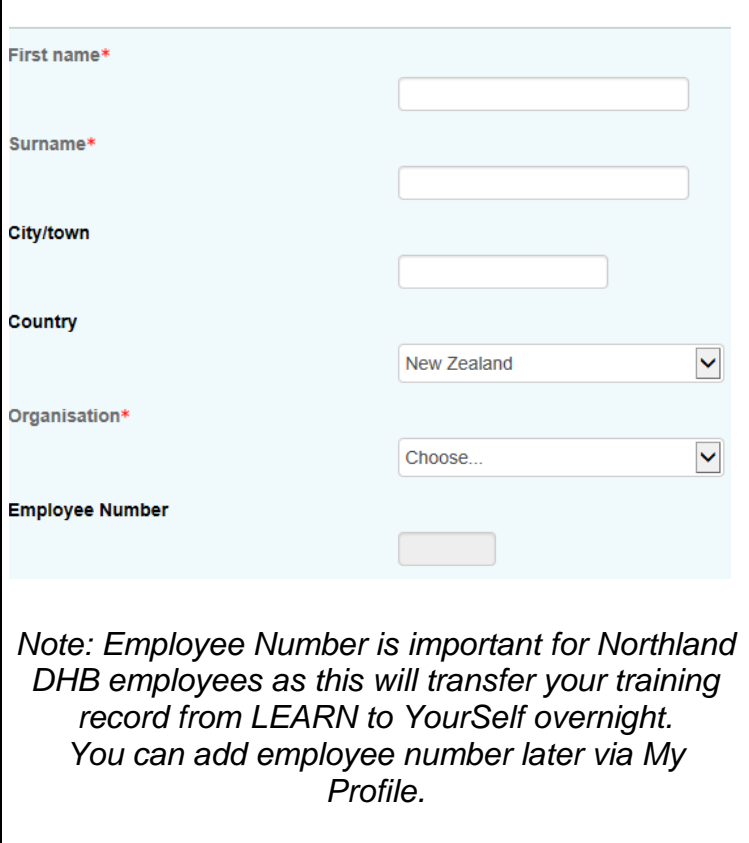
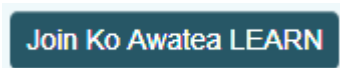
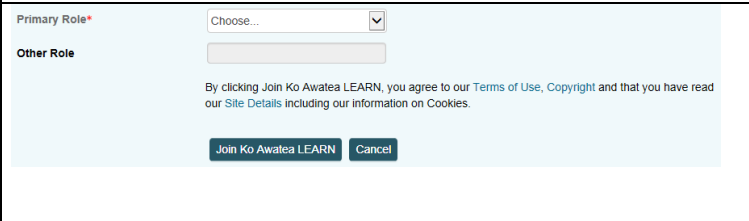


Click on the

Create new account

button



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|---|---|
| <p>For our organisation users, your work or student email address is now your username</p> <p>e.g. joe.bloggs@northlanddhb.org.nz is Joe's email address and username. Or joeb@northhospice.org.nz</p> <p>Enter email address (twice) and choose a password</p> <p>Note: click on unmask to check that your password is correct</p> |  |
| <p>Enter your first name, surname and city/Town</p> <p>Country is selected for you – default is New Zealand</p> <p>Choose Northland District Health Board from the pick list as your organisation</p> <p>Enter your employee number if Northland DHB staff or leave it blank if unknown or unsure. Don't guess!</p> <p>All others enter ZZ, i.e non-employees of Northland DHB - PHO, Hospice, NorthTec etc</p> |  <p><i>Note: Employee Number is important for Northland DHB employees as this will transfer your training record from LEARN to YourSelf overnight. You can add employee number later via My Profile.</i></p> |
| <p>Choose your primary role from the pick list.</p> | <p>If its not there, Choose Other... and enter your role in the Other role field</p> |
| <p>Then click on the</p>  <p>button</p> |  |
| <p>Check your email for the confirmation</p> | <p>Click the confirmation link in your email to confirm the new account.</p> |