

**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](https://koawatealearn.co.nz/course/index.php?categoryid=72)Look in Find Courses for Northland DHB |    |
| Click on thebutton |  |
| Click on the button |  |



|  |  |
| --- | --- |
| For our organisation users, your work or student email address is now your usernamee.g. joe.bloggs@northlanddhb.org.nz is Joe’s email address and username.Or joeb@northhavenhospice.org.nz Enter **email address** (twice) and choose a **password**Note: click on unmask to check that your password is correct |  |
| Enter your **first name, surname** and **city/Town****Country** is selected for you – default is New ZealandChoose **Northland District Health Board** from the pick list as your organisationEnter your employee numberif **Northland DHB staff or leave it blank if unknown or unsure. Don’t guess!**All others enter **ZZ, i.e** **non-employees of Northland DHB - PHO, Hospice, NorthTec etc** | *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.* |
| Choose your **primary role** from the pick list.  | If its not there, Choose Other… and enter your role in the Other role field |
| Then click on thebutton |  |
| Check your email for the confirmation | Click the confirmation link in your email to confirm the new account. |

