

**LEARN - Creating your new account (NDHB employees and authenticated partners)**

**Authenticated partners are: NorthTec, North Haven Hospice, etc**

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| 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 the    button |  |
| Click on the  button |  |



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| For our organisation users, your work or student email address is now your username  e.g. [joe.bloggs@northlanddhb.org.nz](mailto:joe.bloggs@northlanddhb.org.nz) is Joe’s email address and username.  Or [joeb@northhavenhospice.org.nz](mailto: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 Zealand  Choose **Northland District Health Board** from the pick list as your organisation  Enter 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 the    button |  |
| Check your email for the confirmation | Click the confirmation link in your email to confirm the new account. |

