



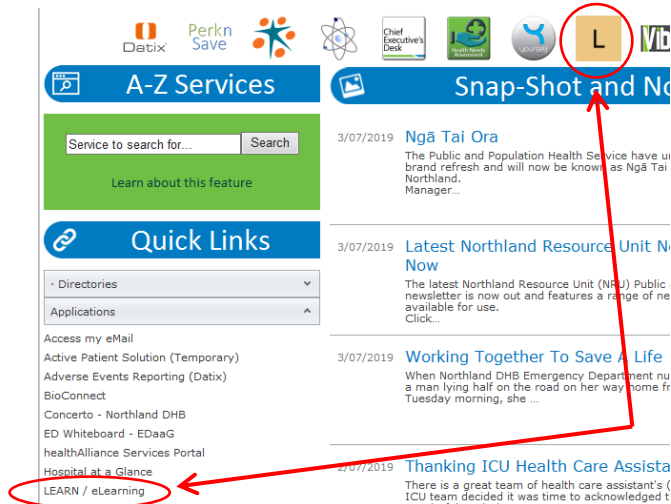
LEARN - CREATING YOUR NEW ACCOUNT (NDHB employees and authenticated partners)

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](#)

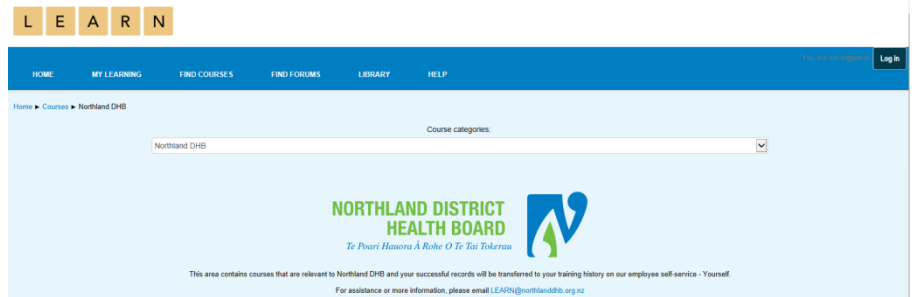
Look in Find Courses for Northland DHB



Click on the



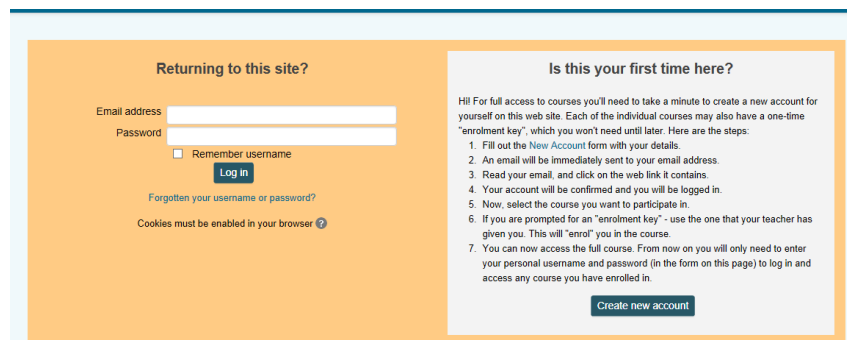
button

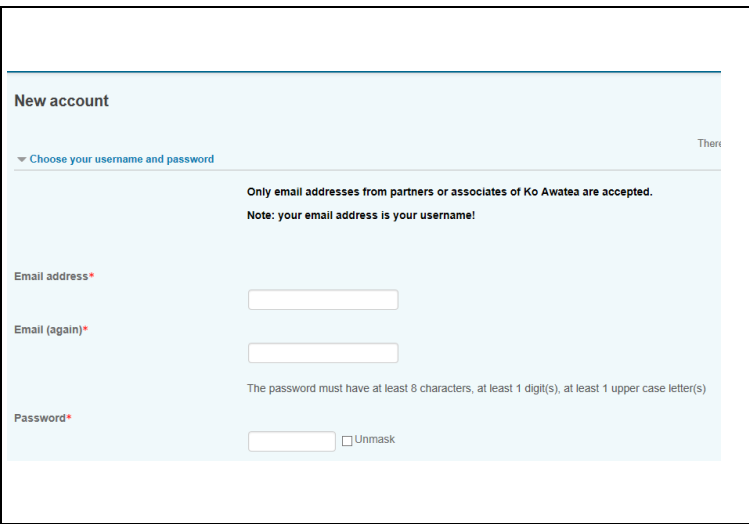
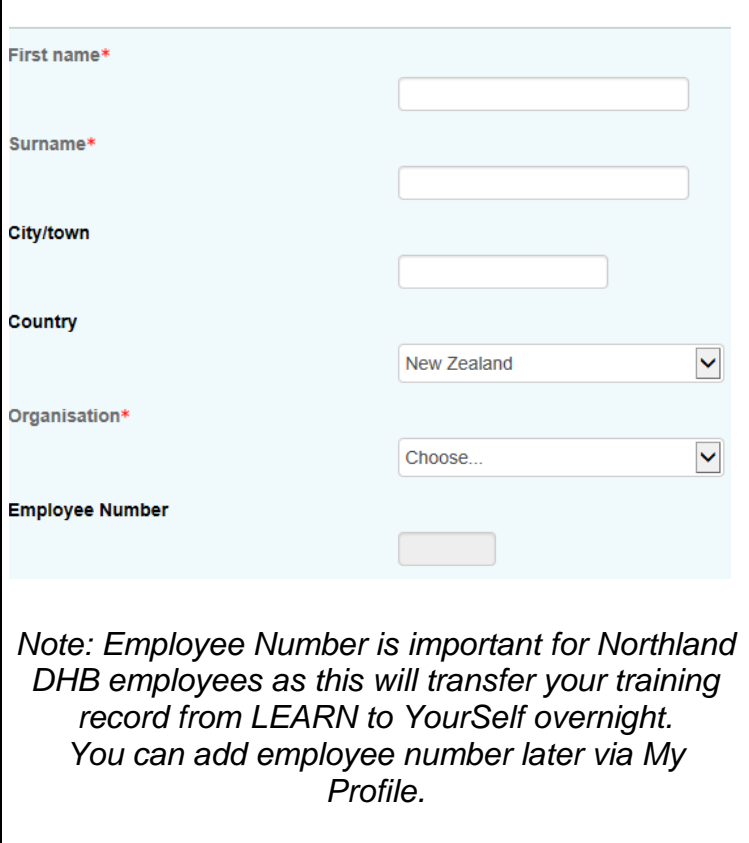
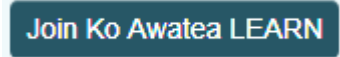
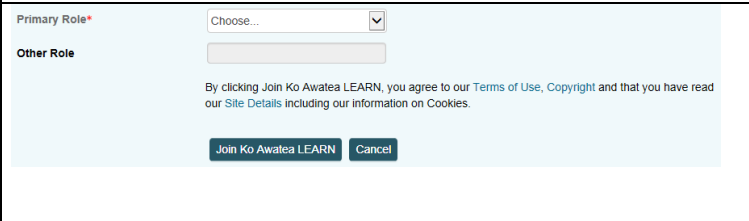


Click on the

Create new account

button



<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@northhavenhospice.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.</p> <p>All others enter ZZ, i.e non-employees of Northland DHB - PHO, Hospice, NorthTec etc</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>