

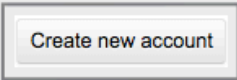
There are two ways to create a healthLearn account.

1

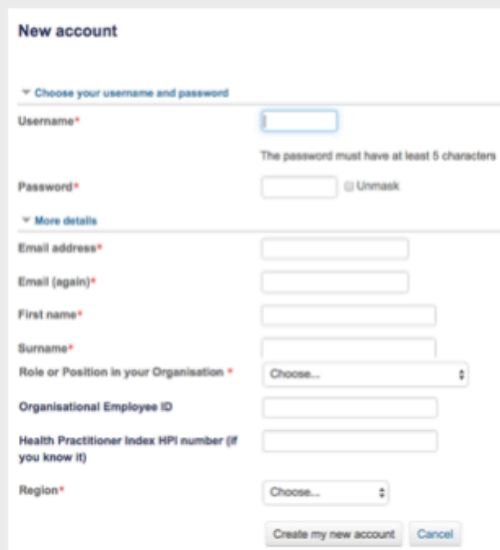
Staff from organisations who use **work supplied** email addresses

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.



The screenshot shows a 'New account' form with the following fields and sections:

- Choose your username and password:**
 - Username*
 - Password* (with a note: 'The password must have at least 5 characters' and an 'Unmask' icon)
- More details:**
 - Email address*
 - Email (again)*
 - First name*
 - Surname*
 - Role or Position in your Organisation* (dropdown menu)
 - Organisational Employee ID
 - Health Practitioner Index HPI number (if you know it)
 - Region* (dropdown menu)

Buttons at the bottom: 'Create my new account' and 'Cancel'.

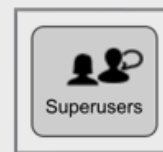
Further information on creating an account can be found below.

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 in to the healthLearn site.

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

Process for staff who use work supplied email addresses to create a healthLearn account.



Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

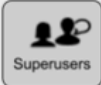
Remember username

[Forgotten your username or password?](#)


All DHB staff and health sector staff whose organisations **have signed a MOU**, can create a healthLearn account.

If you are unsure if you have a MOU, please check with your organisation first.

You can find this information by either clicking on the Superusers or approved organisations icons found on the front page of healthLearn.



Superusers



Approved organisations


Is this your first time here?

Welcome to healthLearn.


If you already have an account, you can log in to [healthLearn](#) on the left side of this page.

Please do not create another account if you have one already - as we cannot merge accounts and some of your records will be lost.


First time users - please click on any icon to find out further information.




Create new account




Signing a MOU




Approved organisations




Partners




Terms and conditions



Superusers



Copyright

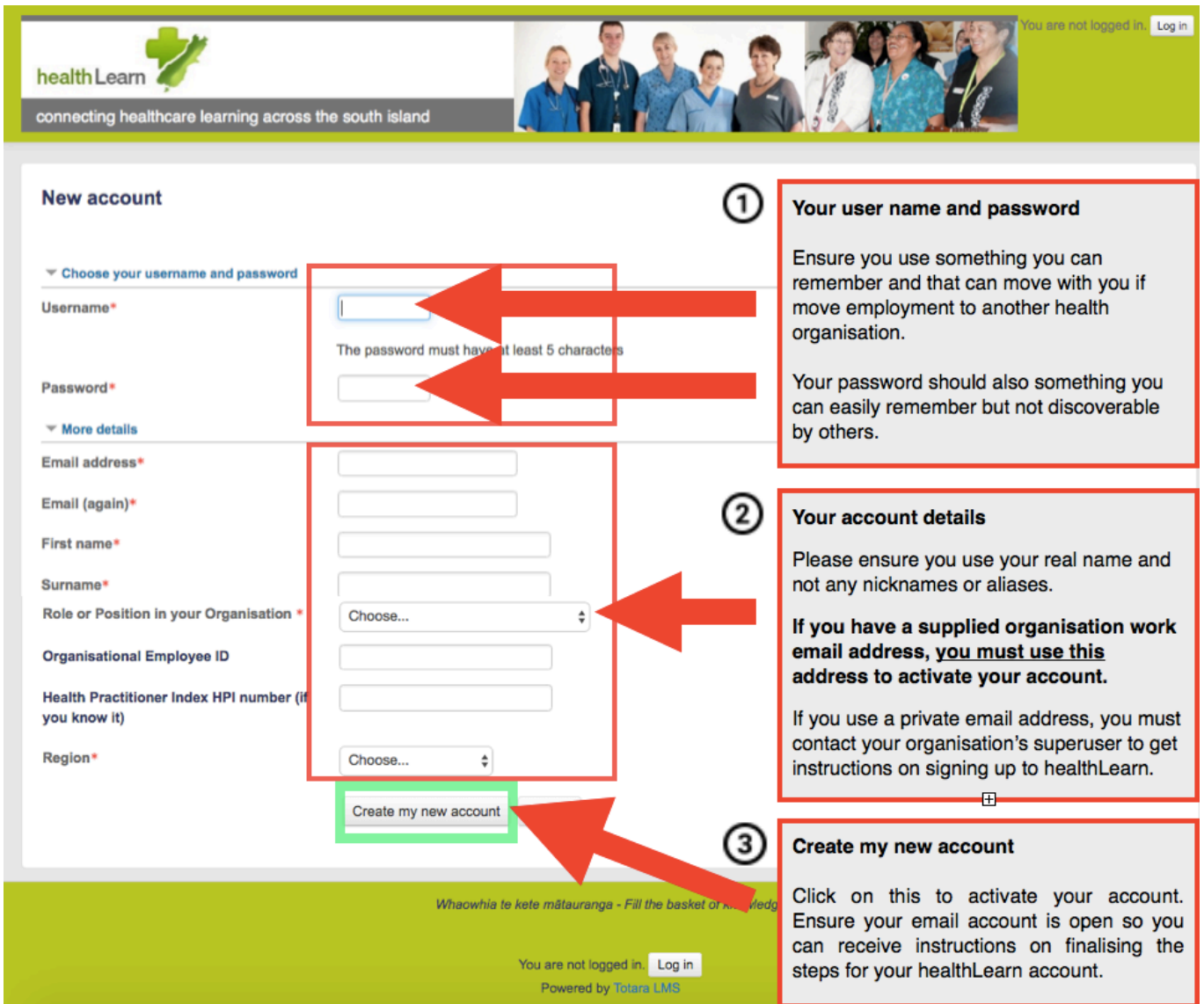


healthLearn help

①

②

Filling out the account form



1 Your user name and password

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

Your password should also 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 activate your account. Ensure your email account is open so you can receive instructions on finalising the steps for your healthLearn account.

Finish