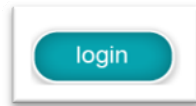


Instructions for using the LearningHUB Portal

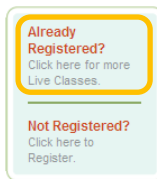
Note: The portal should only be used if you have already registered with the LearningHUB, have an active account, and have been provided with a user name and password.

1. Go to www.learninghub.ca

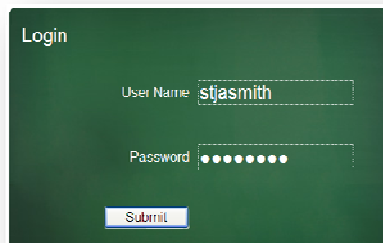
2. Click on the blue **login** button.



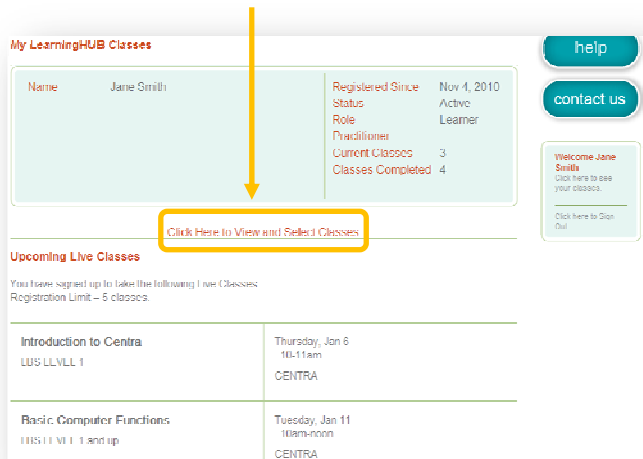
3. Below the three blue buttons on your right side of the screen, click on **“Already Registered? Click here for more Live Classes.”**



4. In the boxes provided, enter your username and password (supplied by your LearningHUB Practitioner when you registered) and click **Submit**.

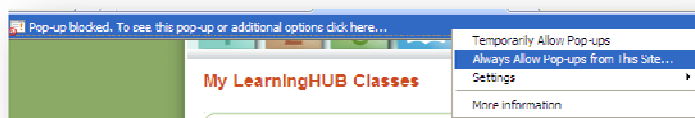


5. When you see the following **“My LearningHUB Courses”** screen you have successfully logged into your account. Click on the **“Click Here to View and Select Courses”** link below your personal information.



My LearningHUB Classes	
Name: Jane Smith	Registered Since: Nov 4, 2010 Status: Active Role: Learner Prerequisites: Current Classes: 3 Classes Completed: 4
Click Here to View and Select Courses	
Upcoming Live Classes	
You have signed up to take the following Live Classes: Registration Limit – 5 classes.	
Introduction to Centra LUS LLVLL 1	Thursday, Jan 6 10L-11am CENTRA
Basic Computer Functions LUS LLVLL 1 and up	Tuesday, Jan 11 100am-noon CENTRA

6. Depending on the settings on your computer, you may see a pop-up warning bar at the top of the screen. You must allow the pop-up to complete the course selection process. Click on the bar and select the second option **“Always Allow Pop-ups from This Site”** from the list. Click **“Yes”** in the next window to confirm the action.



- The course selection window will appear in front of the main LearningHUB window. Here you can browse courses by type (i.e. Live Classes) in one of the following categories:
 - Reading & Writing
 - Math
 - GED Prep
 - Essential Skills
 - View All Courses

For this demonstration, I will select “Live Classes” below the “Reading & Writing” category.



- A list of available courses will appear and you can click on the green plus sign (+ Add Course) to add the course to your list. (Repeat this step until you have added all your courses.)



- To review what courses you added, click on the link that says: “Welcome ‘Your Name’, Click here to see your classes.” (You can go back and forth to add courses until your available spaces are filled.)

- Before you close the window, remember to sign out of your account by clicking on the “Click here to Sign Out” link.

