

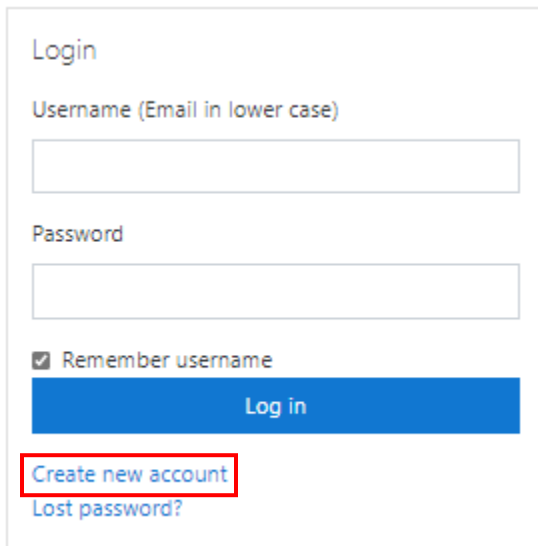
Canada's Patient Safety Online Learning Centre

How to create an account and enroll in a course

1. Create new account

To create a new account, access [Canada's Patient Safety Online Learning Centre](https://learning.patientsafetyinstitute.ca/) at <https://learning.patientsafetyinstitute.ca/>

Click the "Create new account" link below the "Log in" button on the right panel.



Login

Username (Email in lower case)

Password

Remember username

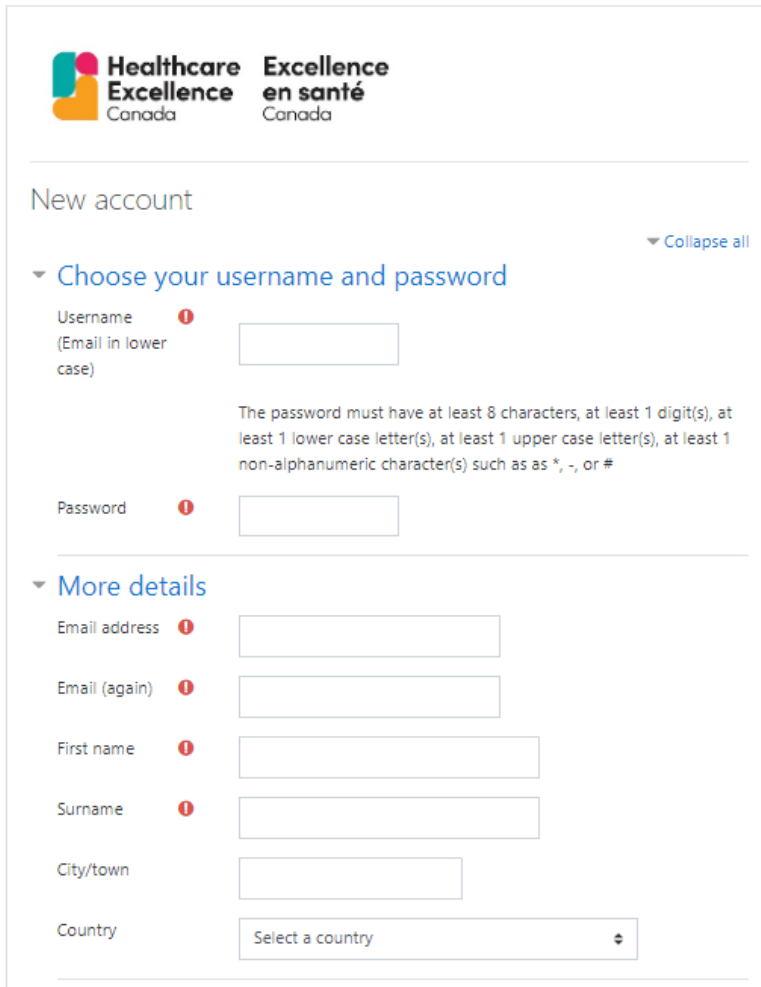
[Log in](#)

[Create new account](#)

[Lost password?](#)

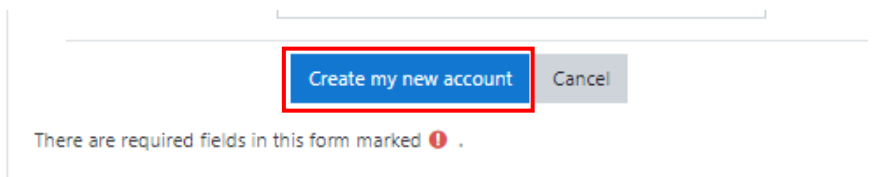
2. Complete the new account signup form

Complete the displayed new account signup form. *Note that fields marked with an ! are required.*



The screenshot shows the 'New account' form for Healthcare Excellence Canada. The form is titled 'New account' and has a 'Collapse all' link. It is divided into two main sections: 'Choose your username and password' and 'More details'. The 'Choose your username and password' section includes a 'Username' field (with a red exclamation mark icon and the note '(Email in lower case)') and a 'Password' field (with a red exclamation mark icon). A password requirement note states: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #'. The 'More details' section includes fields for 'Email address', 'Email (again)', 'First name', 'Surname', 'City/town', and a 'Country' dropdown menu (with the text 'Select a country').

3. Click the “Create my new account” button at the bottom of the form.

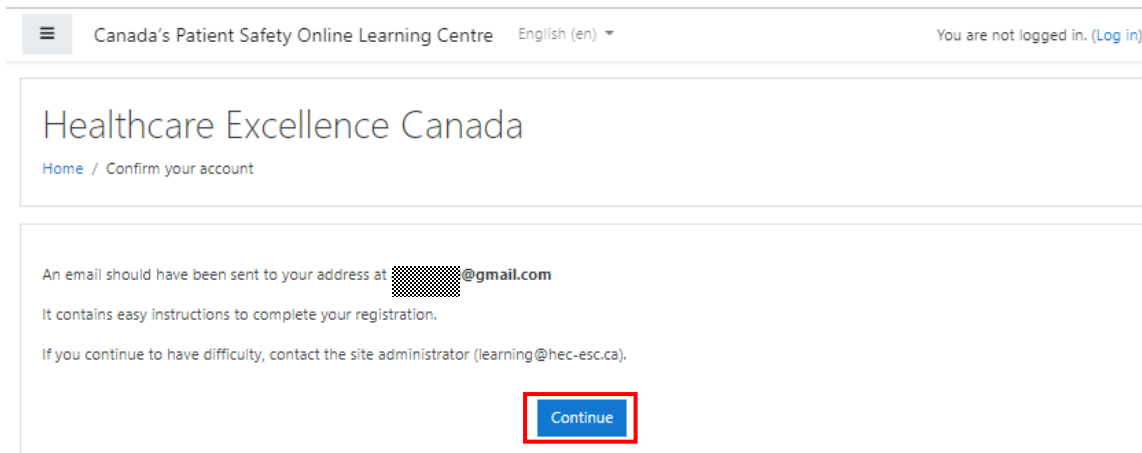


The screenshot shows the bottom of the form with two buttons: 'Create my new account' (highlighted with a red box) and 'Cancel'. Below the buttons, a message reads: 'There are required fields in this form marked ! .'

4. Confirmation page

A confirmation page will be displayed stating that a confirmation email has been sent to the email address provided.

Click the “Continue” button then access your email to locate your confirmation email.

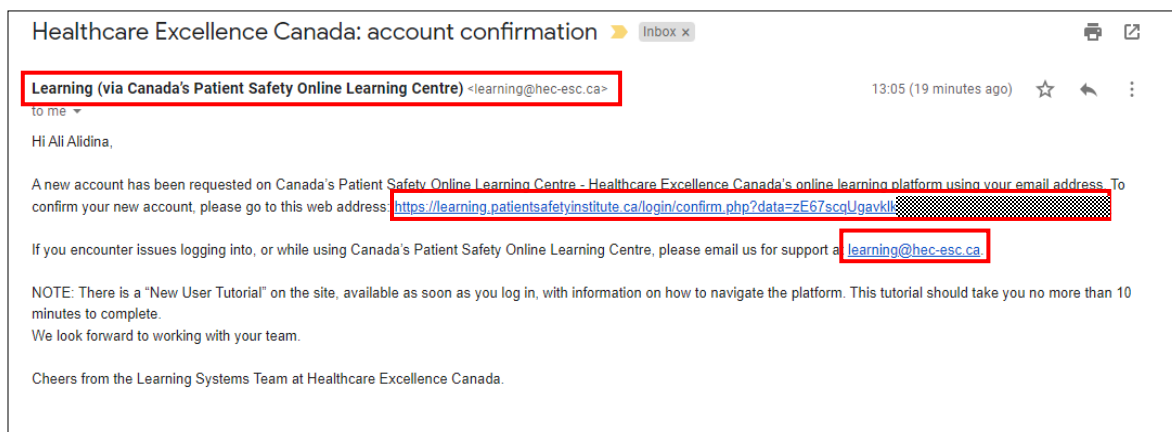


5. Confirmation email

The email will come from the HEC Learning email account learning@hec-esc.ca.

Open the confirmation email and click on the confirmation link provided. If you don't see the email in your inbox, check your spam or junk mail.

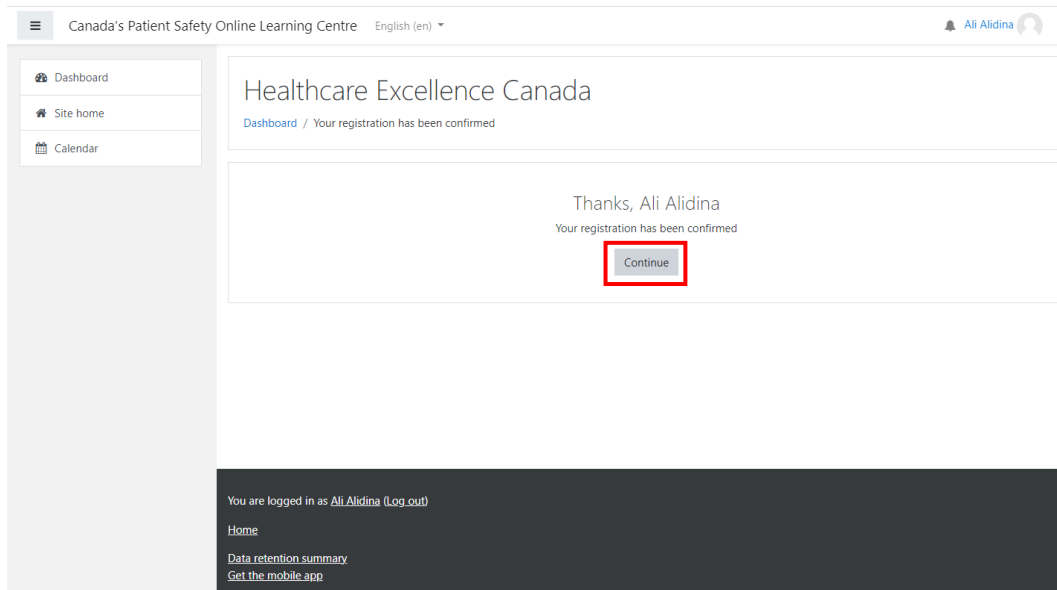
If you still don't see the confirmation email, please contact HEC Learning by emailing learning@hec-esc.ca.



6. Thank you page

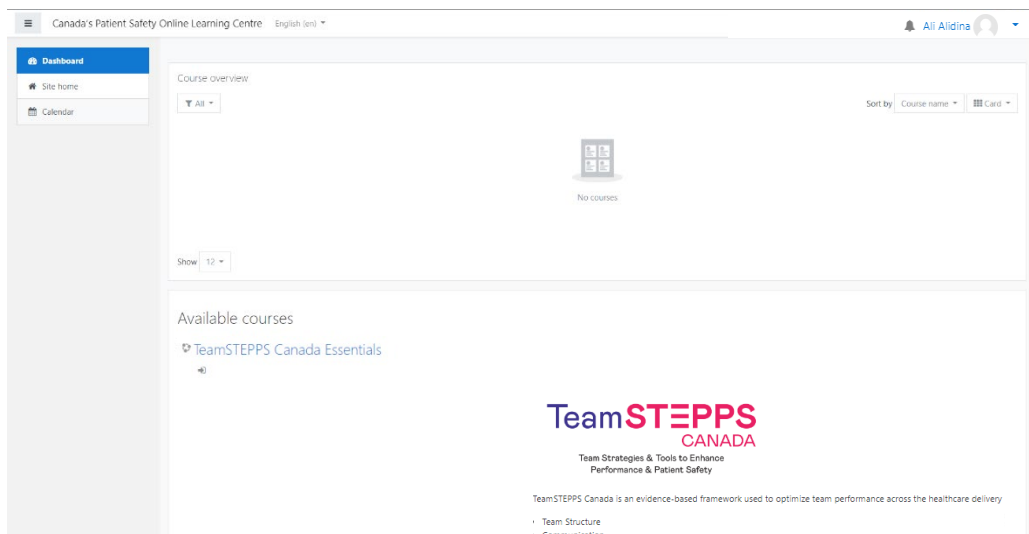
Upon confirming your email, a thank you page will be displayed.

Click the "Continue" button.



7. Dashboard

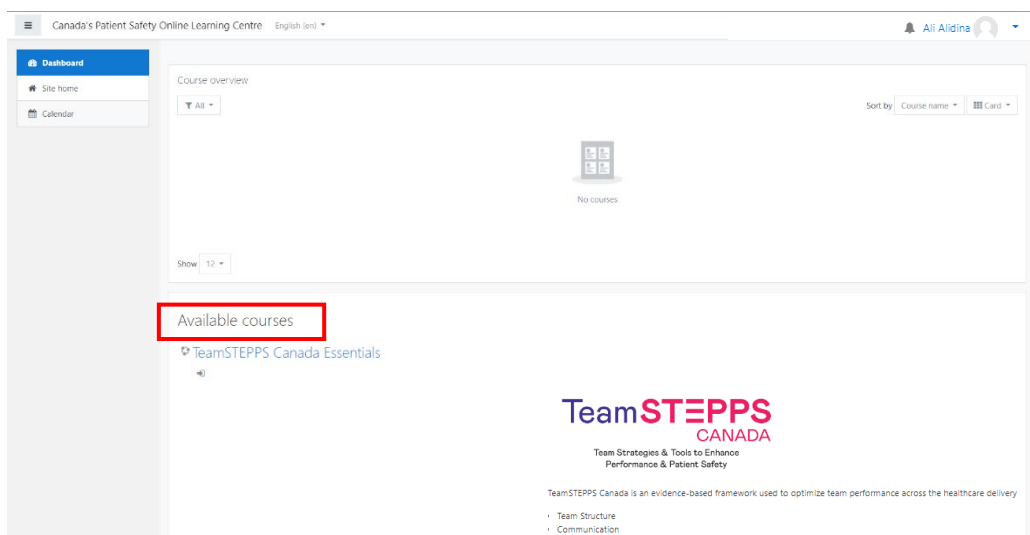
Your learning Dashboard will be displayed.



8. Dashboard – Available courses

Scroll down to view all available courses.

Click on the course name (on the left) to access the enrolment option for your desired course.



9. Enrollment Options

The course's enrollment options page will be displayed. You can review the course description.

To proceed with enrolling in the course, scroll down to the bottom of the page.



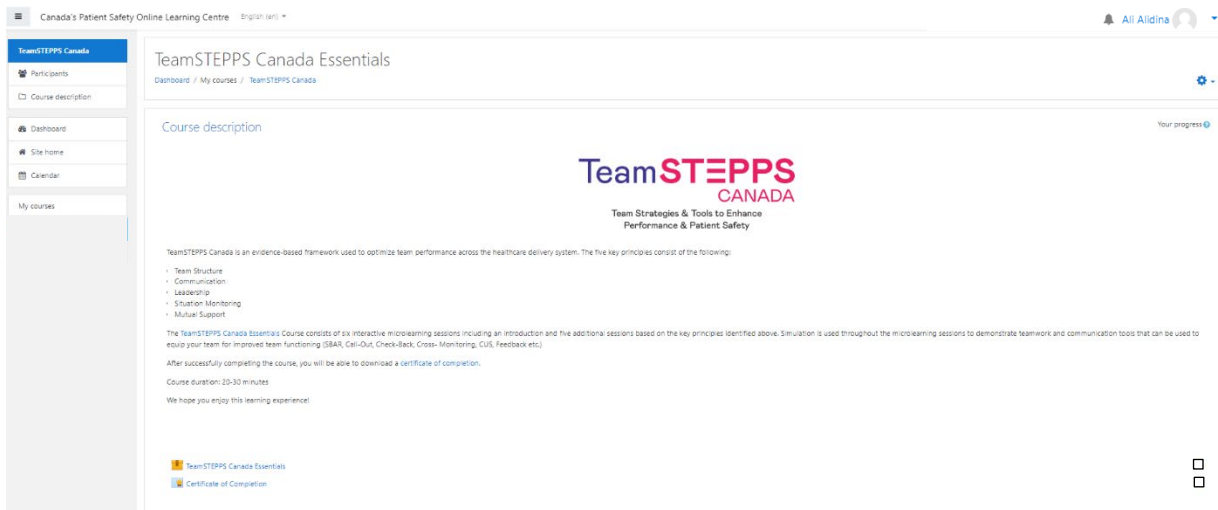
10. Enroll me

Click the “Enroll me” button in the Self Enrollment section to enroll in the course.



11. Enrolled

You should now be enrolled in your course.



12. HEC Learning Support

If you have any questions regarding Canada's Patient Safety Online Learning Centre, please contact the HEC Learning by emailing learning@hec-esc.ca.