LEARNING HUB GUIDE



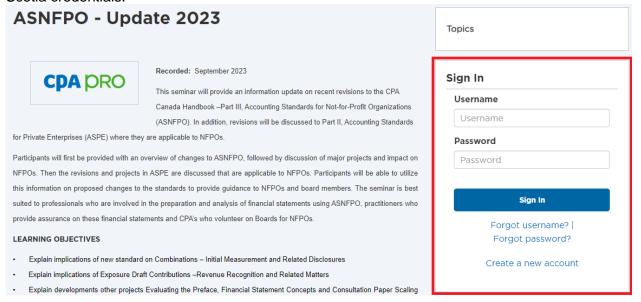
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How do I purchase PD?

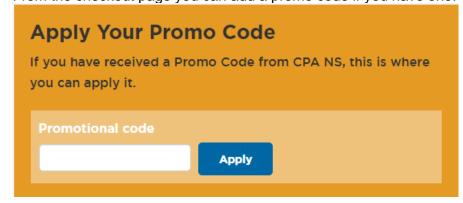
- 1. Navigate to the PD page on our website or click <u>HERE.</u>
- 2. Click the **Register** navigation item.



- 3. From the CPD Courses page you can use the various filters to find specific courses.
- 4. Once you have found your course, select the **View Details** button.
- 5. If you are not already signed in, use the login box to the right to sign in using your CPA Nova Scotia credentials.



- 6. Scroll to the lower half of the page and click the **Register Myself** button.
- You can now either click the **Proceed to Checkout** at the bottom of the page or go back and add more courses to your cart.
- 8. From the checkout page you can add a promo code if you have one.



9. Enter your payment information (Visa, Mastercard or Amex).

10. Click the Submit Order button.11. You will receive an order confirmation email shortly with your receipt.

How do I access my PD?

- 1. Navigate to the member portal or click <u>HERE.</u>
- 2. Sign in, if you have not already done so.
- 3. Click the orange LEARNING HUB icon in the upper navigation bar.



4. Click the Access your PD Courses button.



- 5. From the learning center page, you will see a list of all the courses for which you registered. To open a course, click the **Launch** or **Resume** button.
- 6. Some course material will require popups to be unblocked on your web browser. To do this click the "Pop-up blocked" icon on the right side of your browser address bar, then click "Always allow pop-ups and redirects from learninghub.cpans.ca". You will only need to do this once.

When will I be credited my CPD hours?

Once your PD course is 100% complete, you will see the CPD credits added to your account the next day. This applies to both Live Stream and On Demand courses.