

## How to Self-Register in the EI-Hub Learning Management System (LMS)

1. Navigate to [NYEIHub.pcghuslms.com](http://NYEIHub.pcghuslms.com) by clicking this link or copying and pasting the link into an open browser. You will be brought to a page that looks like this and can begin self-registration by selecting “Sign Up.”

**EI-Hub**  
EARLY INTERVENTION SOLUTION

Welcome to the New York Early Intervention Learning Management System!

Please login below to continue with your learning experience.

Username

Password

[Forgot your password?](#)

Log in

Don't have an account? [Sign Up](#)


2. Complete the required profile fields. These include:


- Username (*use your email address; this field does not allow uppercase characters*)
- Password (*requires 6 or more characters*)
- Email address
- Confirm Email
- First Name
- Last Name


3. Select “Create my new account”


**EI-Hub**  
EARLY INTERVENTION SOLUTION


← Create an account to start your learning experience.


Username  newuser2021@noemail.com

Password  .....

Email address  newuser2021@noemail.com

Email (again)  newuser2021@noemail.com

First name  New

Last name  User

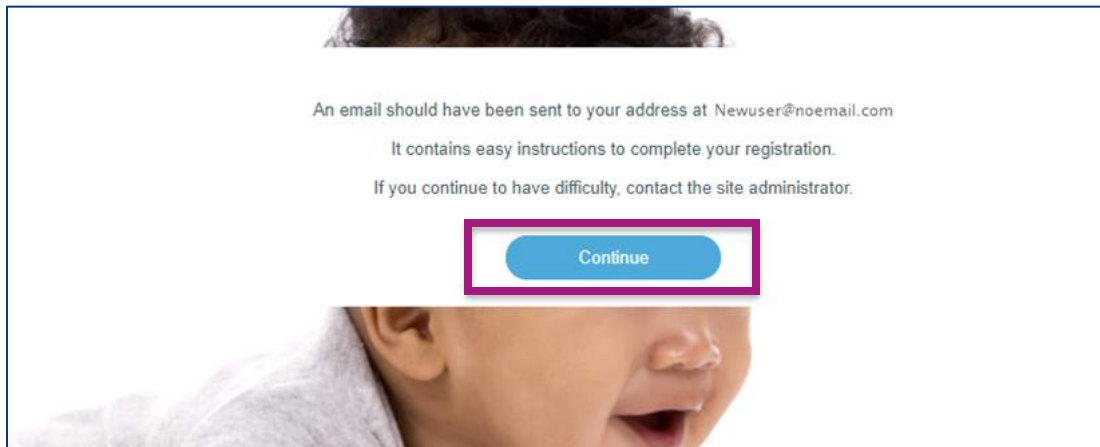
City/town Sometown

Create my new account

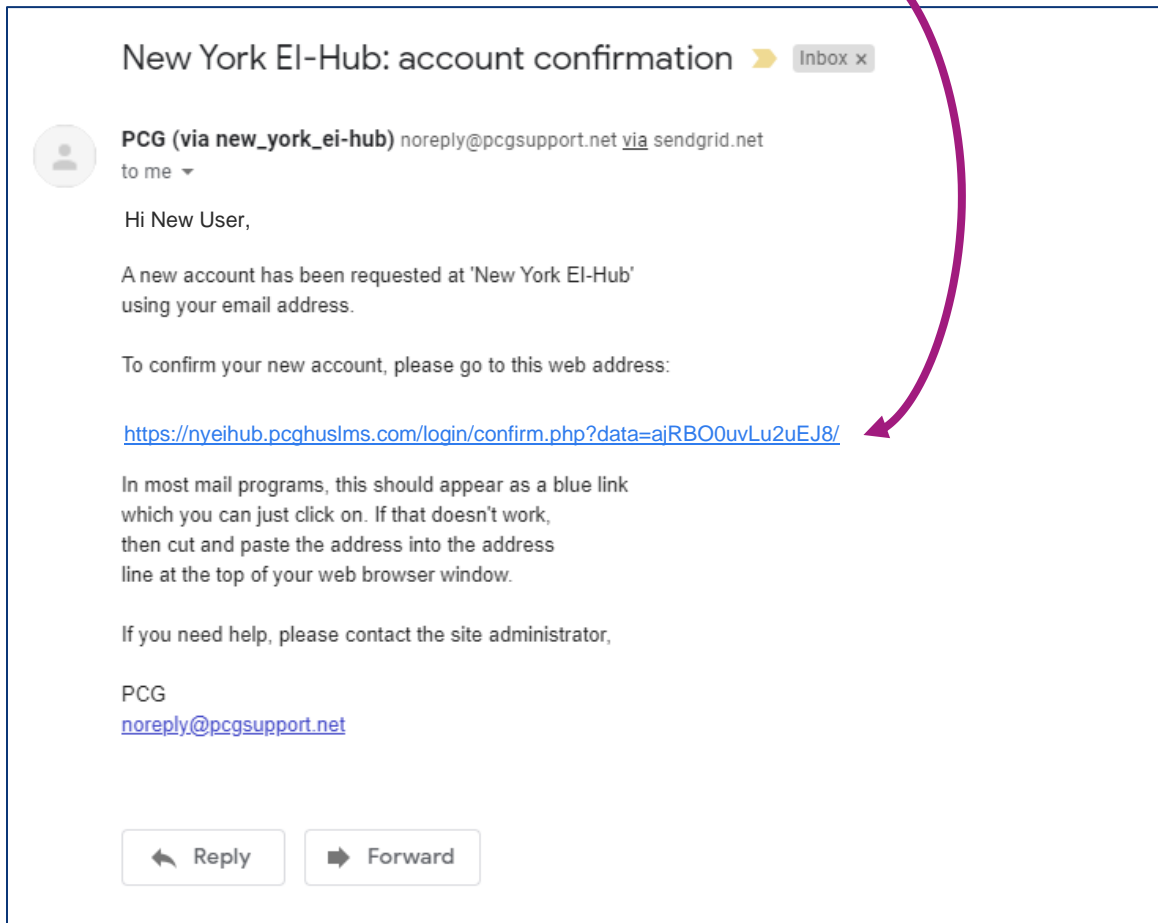
Cancel

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4. A message appears confirming your new account has been created and will need to be confirmed through the email you submitted in the sign-up form. Select "Continue".

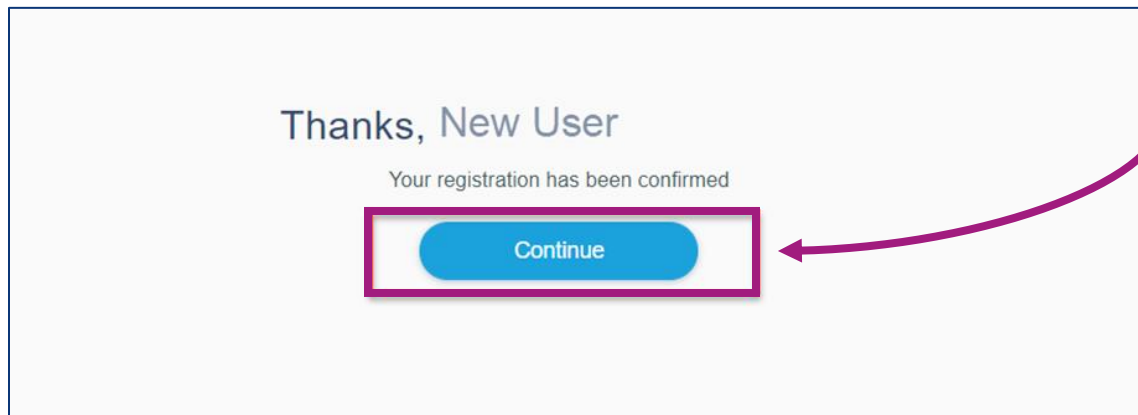


5. Navigate to your email and open the email from PCG (via new\_york\_ei-hub). The subject of the email will be: "New York EI-Hub: account confirmation". Confirm your LMS account by clicking the link in the email body. If you have difficulty confirming your account, please contact the EI-Hub training team at [nyeitraining@pcqus.com](mailto:nyeitraining@pcqus.com).

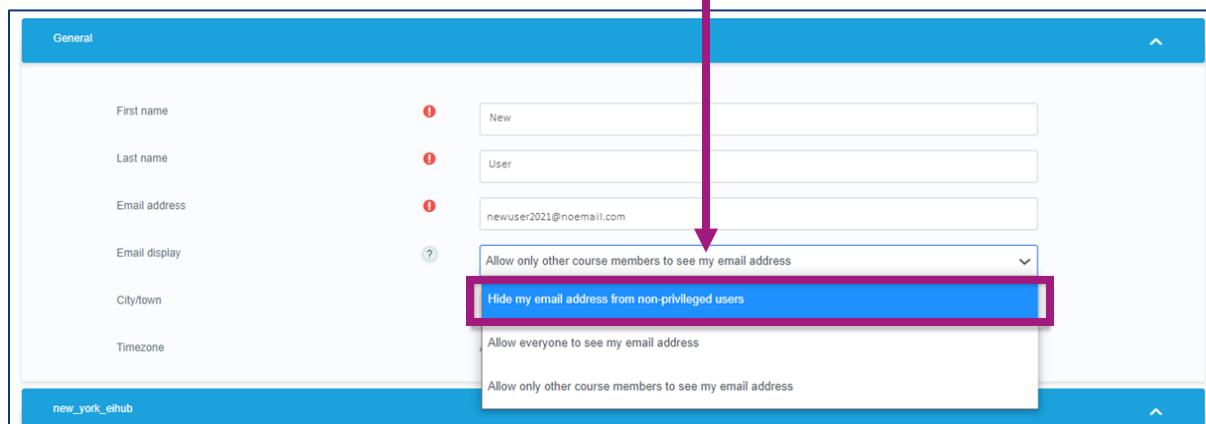


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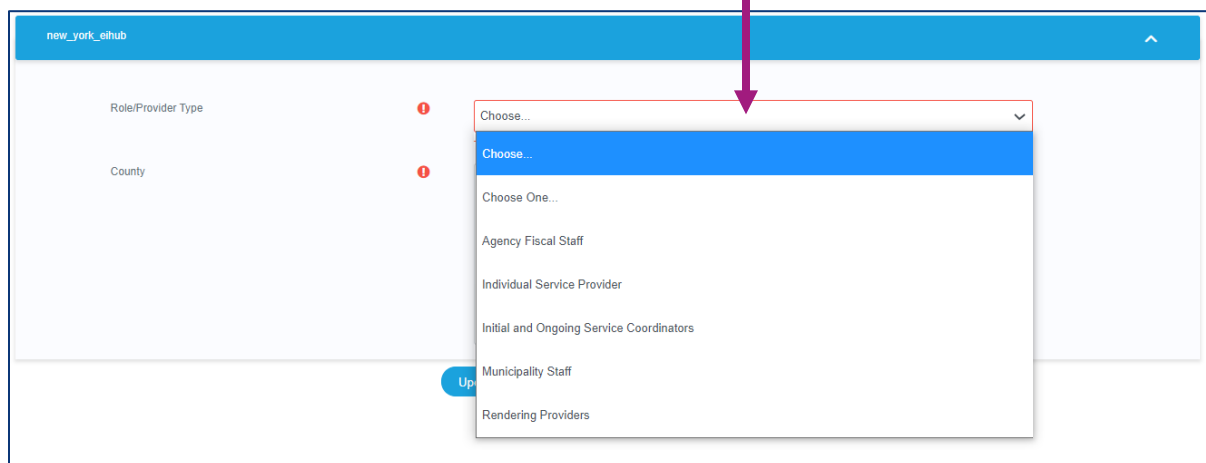
- This will bring you to a page stating your account has been confirmed. Select “Continue”



- You will be required to complete a few more profile fields. In the “Email display” field, select **Hide my email address from non-privileged users**.

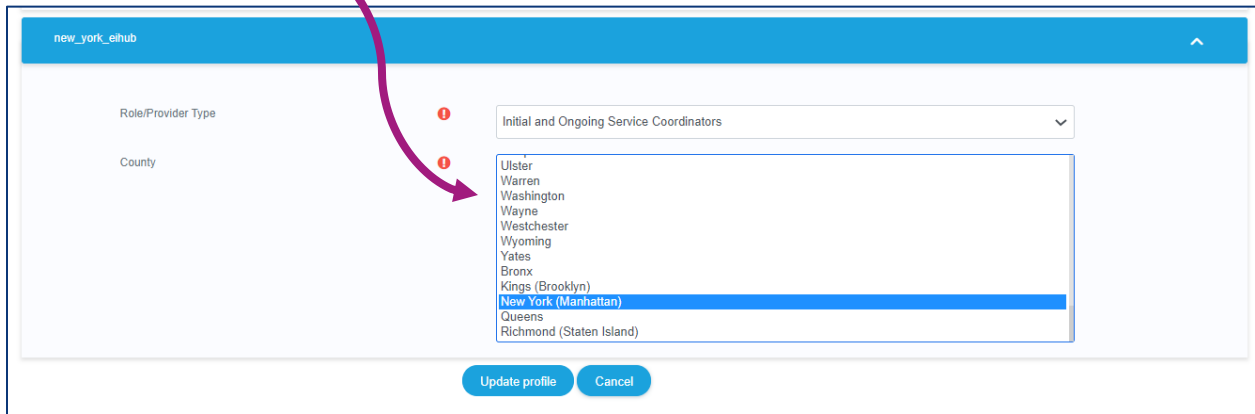


- Select a Role/Provider Type based on your primary role:



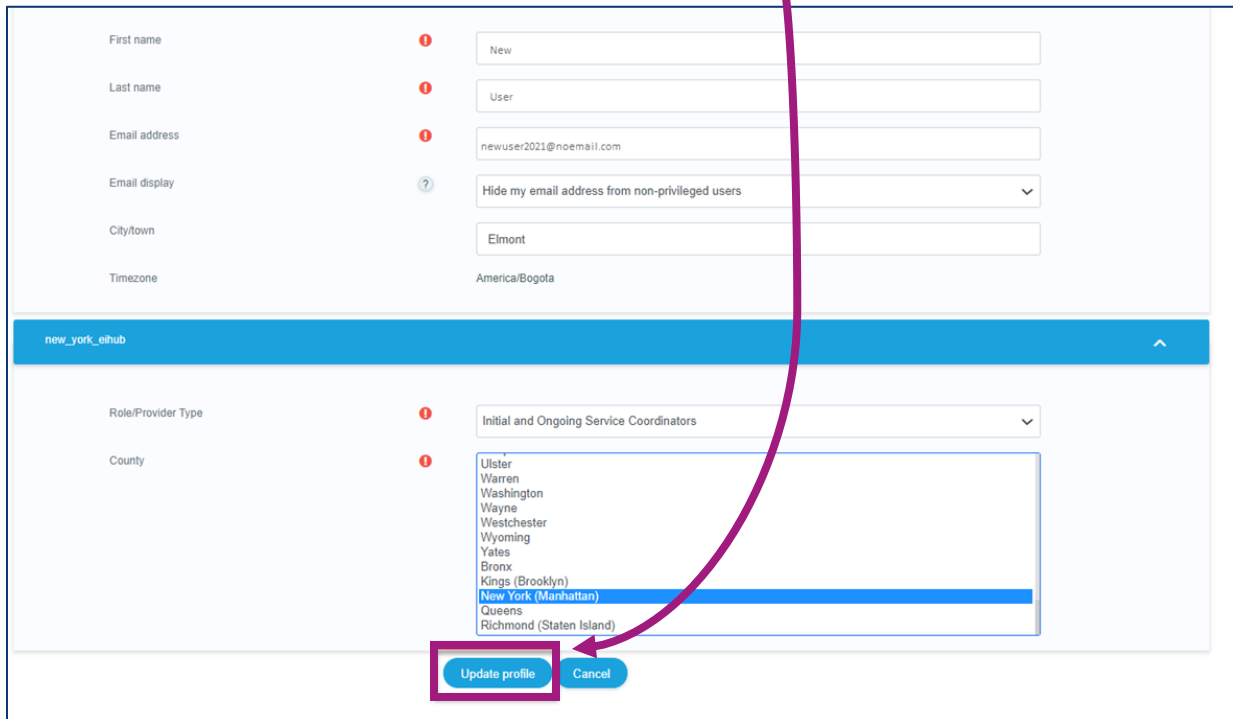
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9. Select the county or counties that services are rendered in. Hold the CTRL key to select multiple counties.



The screenshot shows the registration form for 'new\_york\_eihub'. The 'Role/Provider Type' is set to 'Initial and Ongoing Service Coordinators'. The 'County' dropdown menu is open, displaying a list of counties: Ulster, Warren, Washington, Wayne, Westchester, Wyoming, Yates, Bronx, Kings (Brooklyn), New York (Manhattan), Queens, and Richmond (Staten Island). The 'New York (Manhattan)' option is highlighted in blue. Below the dropdown are 'Update profile' and 'Cancel' buttons. A red arrow points from the instruction text to the dropdown menu.

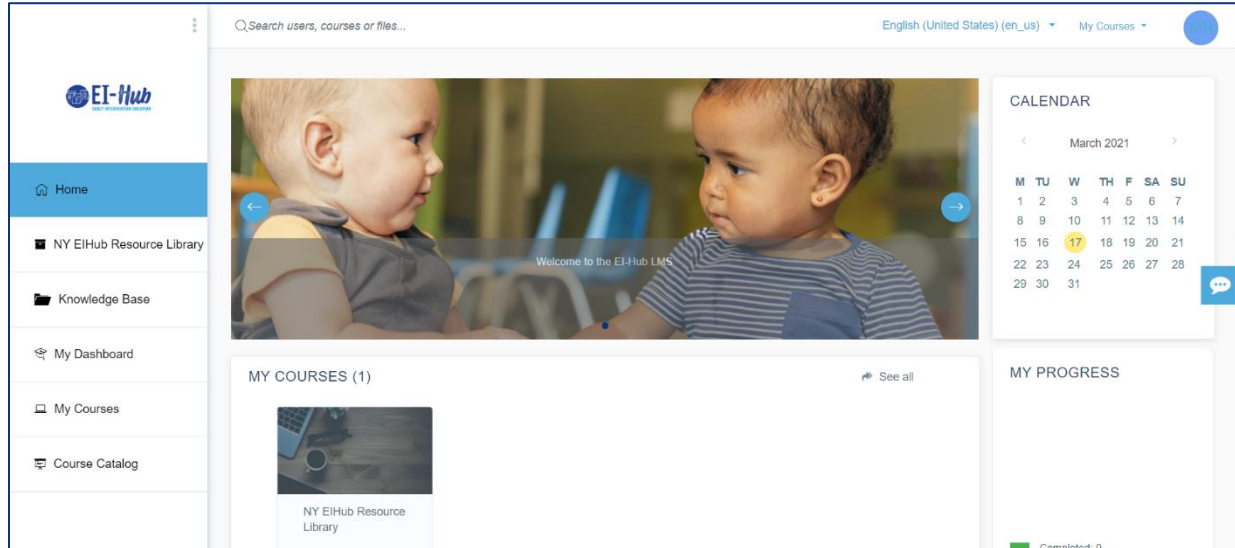
10. After completing the profile fields, select "Update profile"



The screenshot shows the registration form for 'new\_york\_eihub' with all profile fields filled out: First name (New), Last name (User), Email address (newuser2021@noemail.com), Email display (Hide my email address from non-privileged users), City/town (Elmont), and Timezone (America/Bogota). The 'Role/Provider Type' is 'Initial and Ongoing Service Coordinators' and the 'County' dropdown is open with 'New York (Manhattan)' selected. The 'Update profile' button is highlighted with a red box, and a red arrow points from the instruction text to it.

## How to Self-Register in the EI-Hub Learning Management System (LMS)

11. The home page of the LMS will appear. You are automatically enrolled into the EI-Hub LMS Introductory course, which you will see on your dashboard, as well as other initial test courses specific for your role. The Resource Library can be accessed in your left navigation pane.



The screenshot displays the home page of the EI-Hub Learning Management System (LMS). The interface includes a search bar at the top with the text "Search users, courses or files...". The language is set to "English (United States) (en\_us)" and the user is logged in as "My Courses".

The left navigation pane contains the following items:

- Home
- NY EIHub Resource Library
- Knowledge Base
- My Dashboard
- My Courses
- Course Catalog

The main content area features a large banner image of two young children. Below the banner, the text "Welcome to the EI-Hub LMS" is displayed. The "MY COURSES (1)" section shows a single course titled "NY EIHub Resource Library".

The right sidebar contains a "CALENDAR" for March 2021, showing the days of the week (M, TU, W, TH, F, SA, SU) and the dates (1 through 31). The date 17 is highlighted. Below the calendar is a "MY PROGRESS" section, which currently shows "Completed: 0".