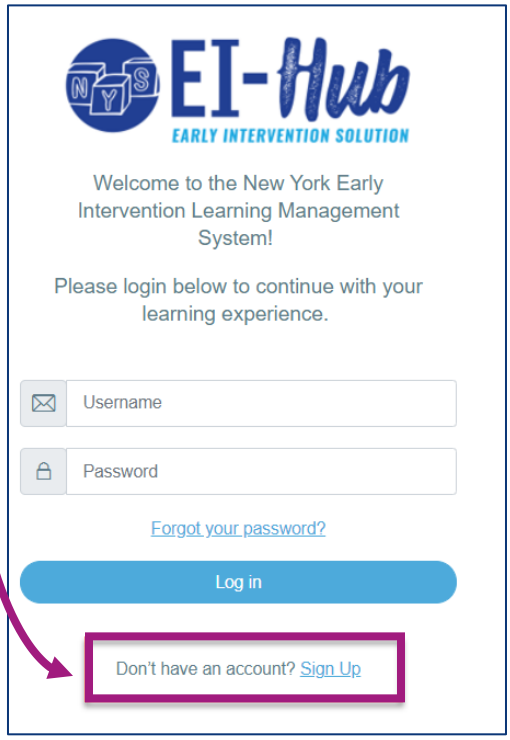
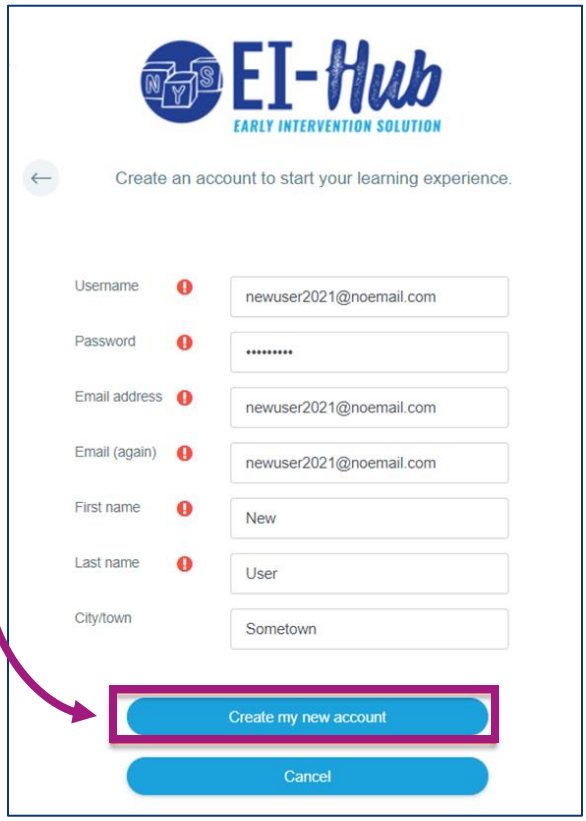
How to Self-Register in the EI-Hub Learning Management System (LMS)

1. Navigate to 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.”



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”



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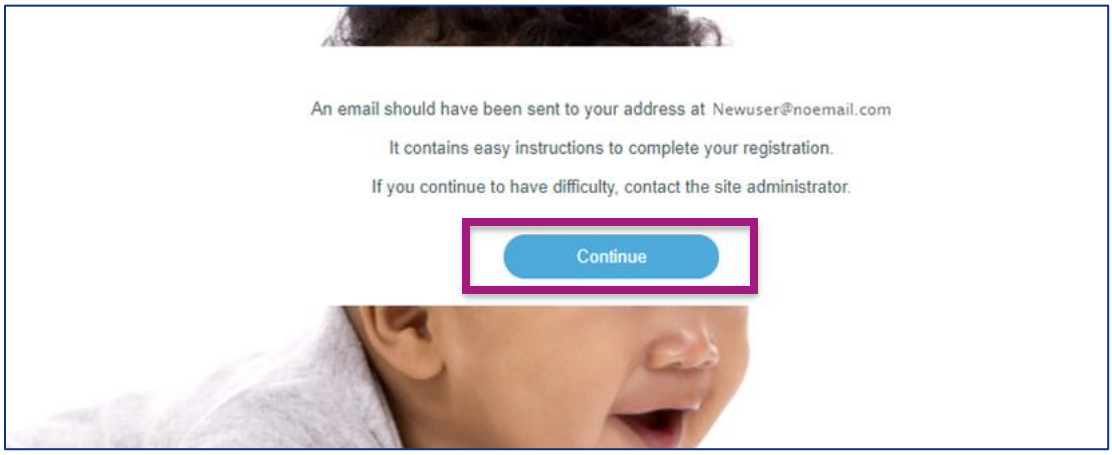
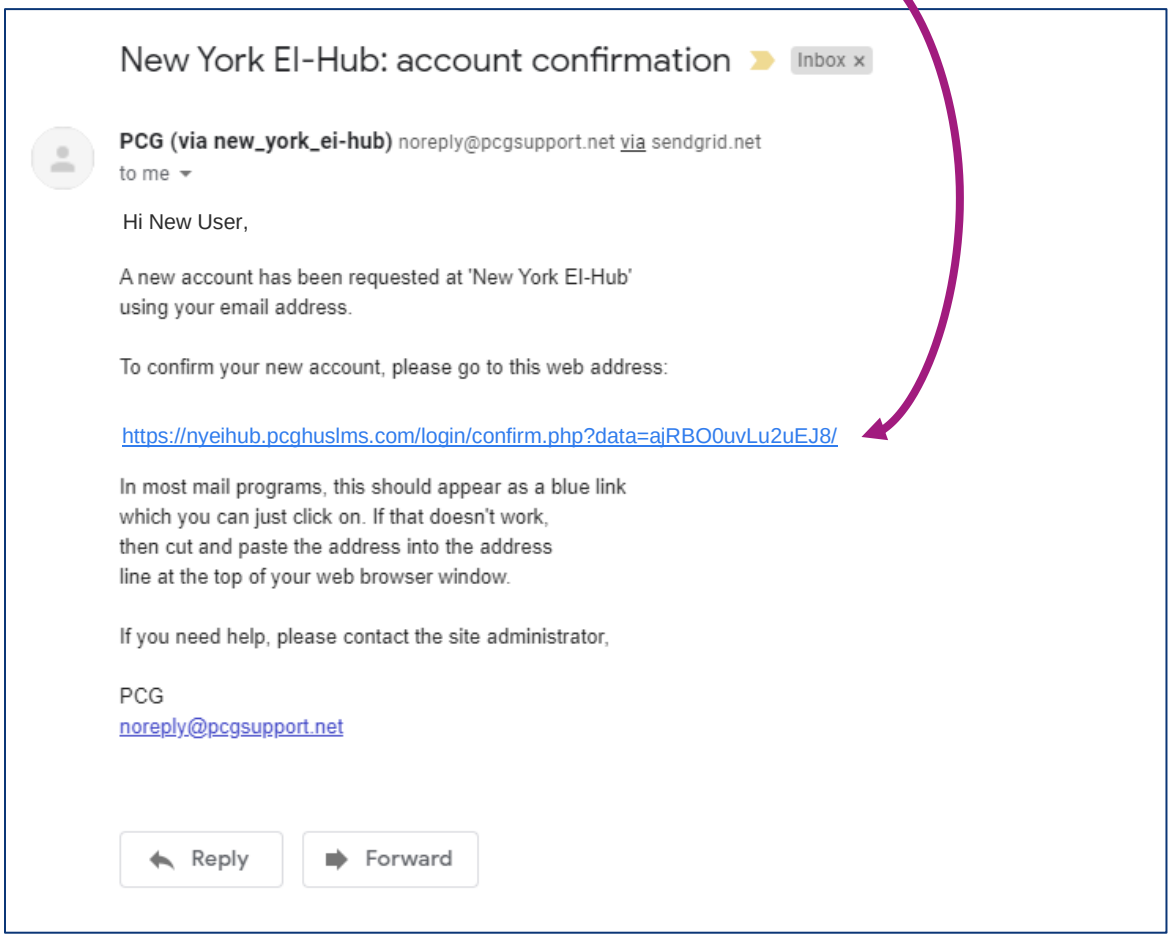
4. A message appears confirming your new account has been created and will need to be confirmed through the email you submitted in the sign-up form. Select “Continue”.



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@pcgus.com.



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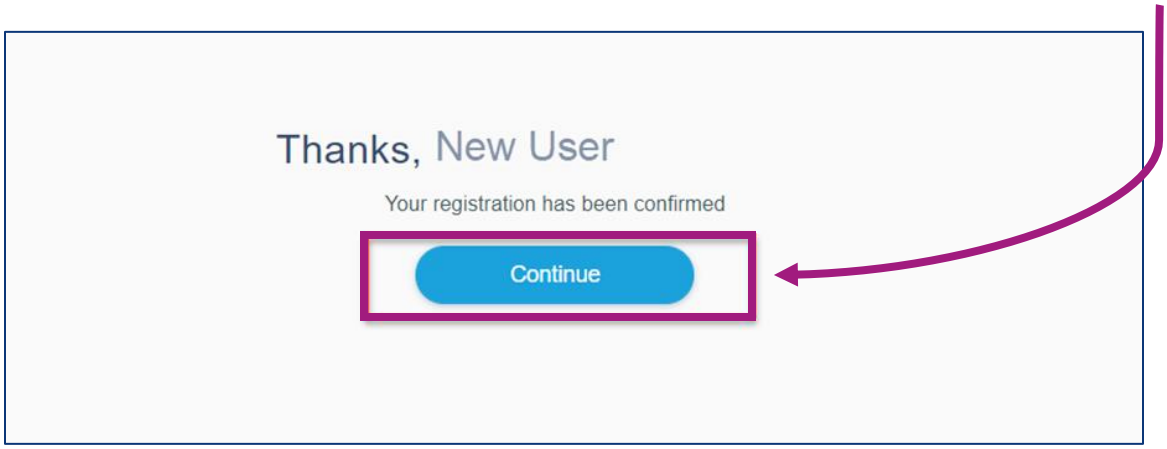
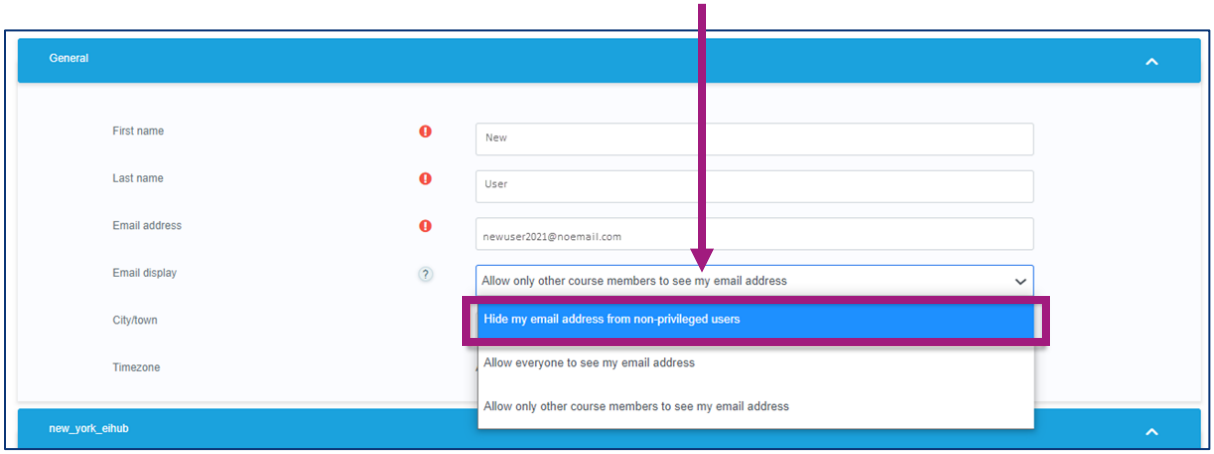
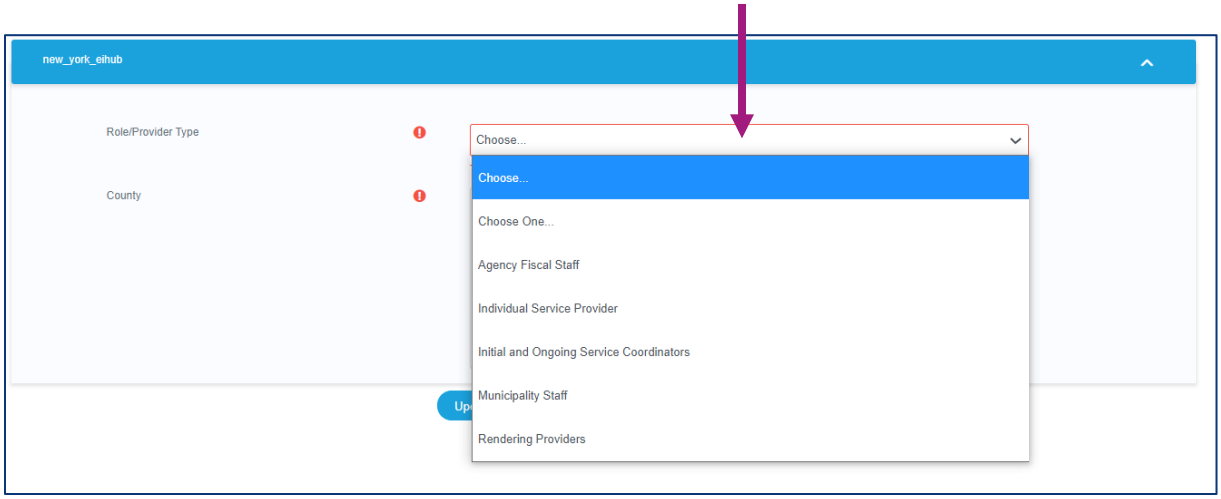
6. This will bring you to a page stating your account has been confirmed. Select “Continue”



7. 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.***



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



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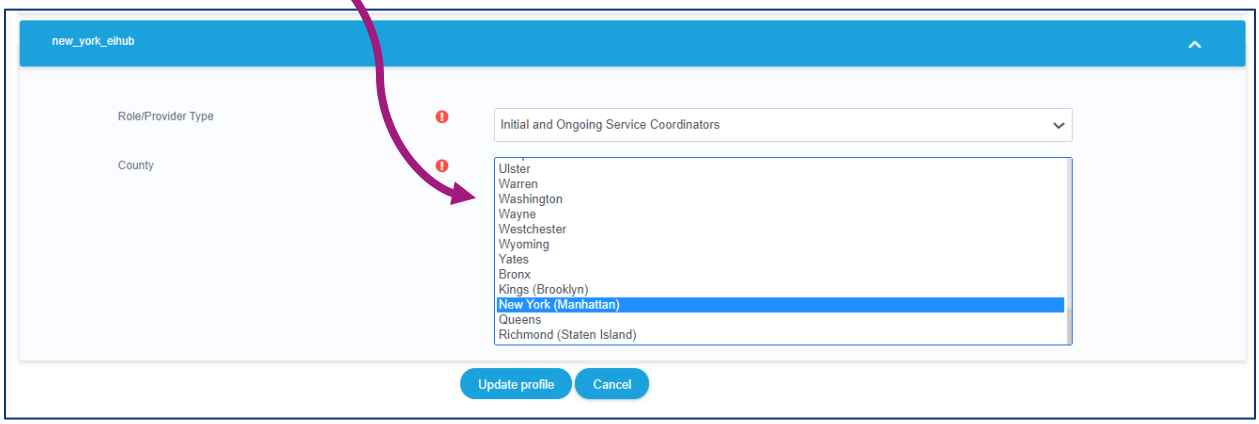
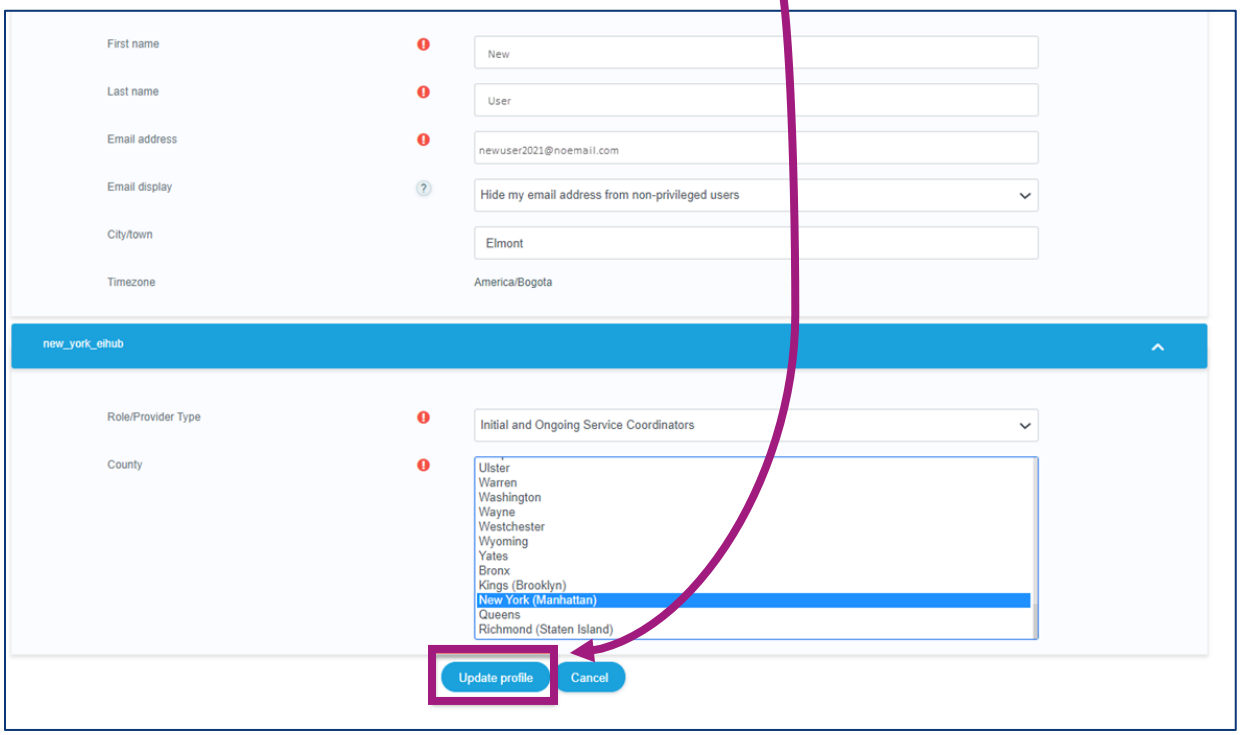
9. Select the county or counties that services are rendered in. Hold the CTRL key to select multiple counties.



10. After completing the profile fields, select “Update profile”



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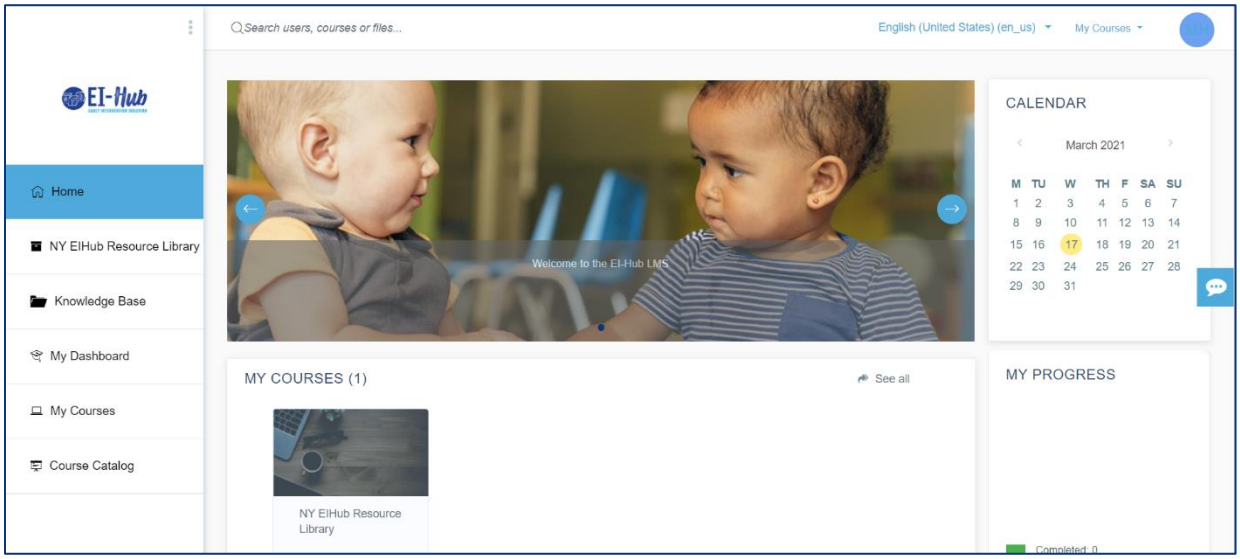
11. The home page of the LMS will appear. You are automatically enrolled into the EI-Hub LMS Introductory course, which you will see on your dashboard, as well as other initial test courses specific for your role. The Resource Library can be accessed in your left navigation pane.