Learning Hub staff guide

Staff log in to the Learning Hub

The purpose of this staff guide is to explain how to log into the Learning Hub. The Learning Hub is the central point of access to the online courses in which students are registered.

Topics

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Minimum computer requirements and web-browser settings

For details refer to: http://www.rmit.edu.au/LEARNINGHUB/minsysreqs

Log in

To log in to the Learning Hub:

1. From the RMIT Home Page:
   - select Staff, then select Learning Hub under Learning and Teaching, or
   - go directly to the Learning Hub page http://www.rmit.edu.au/LEARNINGHUB

![Learning Hub home page with Login.](image_url)

Figure 1: Learning Hub home page with Login.
2. Type your RMIT ID and password and click on the Login button.

<table>
<thead>
<tr>
<th>RMIT ID</th>
<th>Example</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your staff number</td>
<td>e12345</td>
<td>Your NDS Password. The initial password for staff is set by your school/portfolio.</td>
</tr>
</tbody>
</table>

3. The first time you log in the RMIT Policy screen is displayed.
   - Click on Rules of use of RMIT Information Technology (IT) Systems Conditions of use, to display the Rules of use of RMIT Information Technology (IT) Systems window.
   - Read the Rules of use of RMIT Information Technology (IT) Systems and if you do not fully understand something contact the IT Helpdesk for further clarification.
   - Click on the X icon in the top right corner of the window to close down the Rules of use of RMIT Information Technology (IT) Systems window.

Problems logging in

If you have problems logging in to the Learning Hub:

1. Ensure you are using the correct login details for your RMIT ID and password.
2. Check your computer, internet browser and settings meet the minimum system requirements. Refer: http://www.rmit.edu.au/LEARNINGHUB/minsysreqs
3. Note any error messages and contact the IT Helpdesk for assistance. Refer: http://www.rmit.edu.au/ITS/ithelp
   IT Helpdesk: phone: +61 3 992 58888 facsimile: +61 3 992 53177 email: helpdesk@rmit.edu.au

Forgotten your password

If you have forgotten your password: Refer: https://learninghub.rmit.edu.au/lhub-portal/forgot-password/prepare.do
Learning Hub features

Your Learning Hub home page displays:

- **Programs** you are instructing in.
  Note: If you have more than eight Programs you will need to click on the Search Program offerings link to display them all.

- **Courses** you are instruction in.
  Note: If you have more than eight Courses you need to click on the Search Course offerings link to display them all.

- **Link** to your > **Previous semester’s course registrations**.
  Note: Will only display listing after a semester has passed.

- **Announcements** on the left menu.

- **Links** on the left menu.

![Learning Hub home page features](image)

**Figure 3: Learning Hub home page features.**
Logging out of the Learning Hub

To log out of the learning hub:

1. Log out of any applications you have open, eg. Backboard.
2. Click on the > logout option.
3. The Logged out screen is displayed.
4. To shut down your browser, click on the X icon in the top right corner.