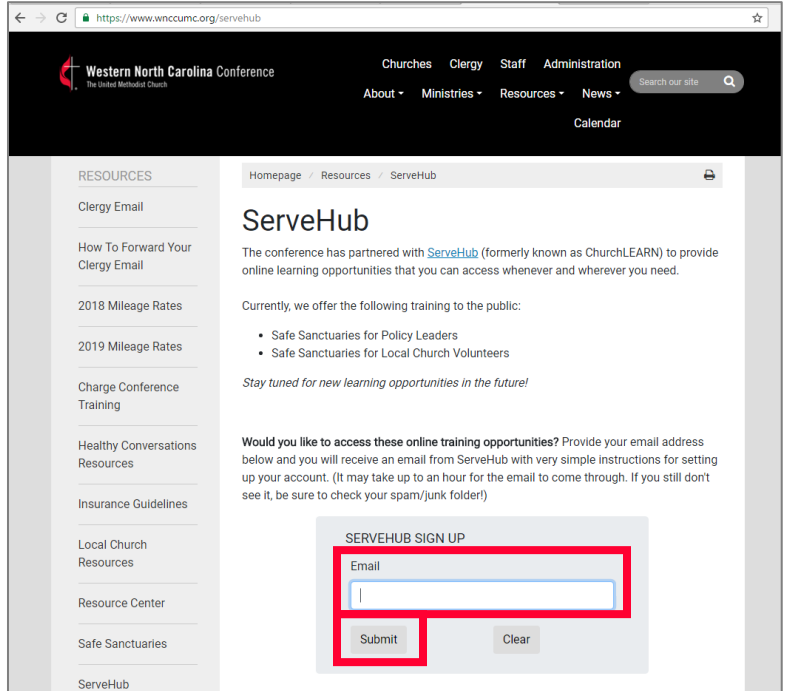


HOW TO ACCESS AND COMPLETE ONLINE TRAINING

1. Go to <https://wnccumc.org/servehub> to request a ServeHub account.

ServeHub is our online learning platform provider. You must have a ServeHub account to access the training.

2. Enter your email address and click the **Submit** button.



Western North Carolina Conference
The United Methodist Church

Churches Clergy Staff Administration
About Ministries Resources News Calendar

RESOURCES

- Clergy Email
- How To Forward Your Clergy Email
- 2018 Mileage Rates
- 2019 Mileage Rates
- Charge Conference Training
- Healthy Conversations Resources
- Insurance Guidelines
- Local Church Resources
- Resource Center
- Safe Sanctuaries
- ServeHub

Homepage / Resources / ServeHub

ServeHub

The conference has partnered with [ServeHub](#) (formerly known as ChurchLEARN) to provide online learning opportunities that you can access whenever and wherever you need.

Currently, we offer the following training to the public:

- Safe Sanctuaries for Policy Leaders
- Safe Sanctuaries for Local Church Volunteers

Stay tuned for new learning opportunities in the future!

Would you like to access these online training opportunities? Provide your email address below and you will receive an email from ServeHub with very simple instructions for setting up your account. (It may take up to an hour for the email to come through. If you still don't see it, be sure to check your spam/junk folder!)

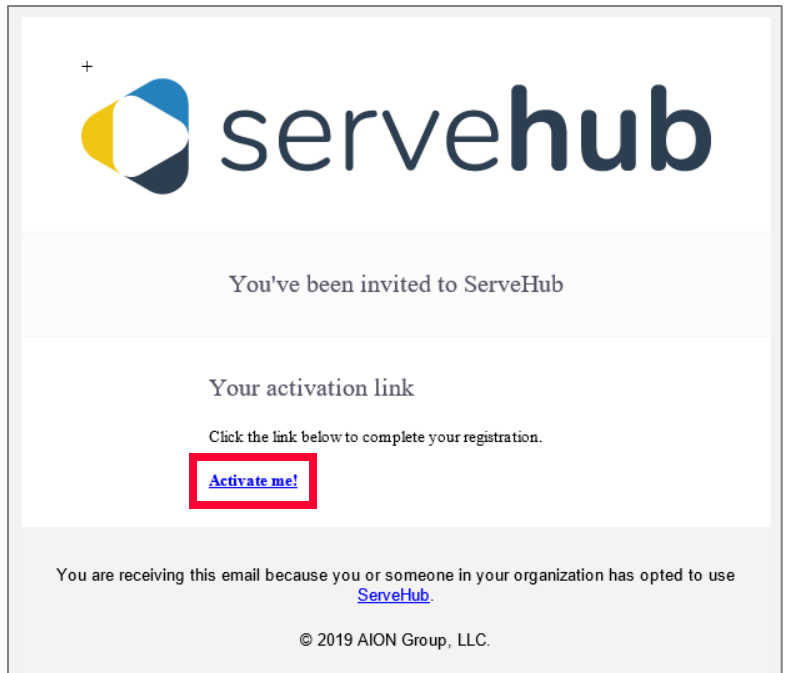
SERVEHUB SIGN UP


Email

Submit Clear

3. Check your email inbox for an email from ServeHub. Click the **Activate me!** link.

It may take up to an hour for the email to come through. If you don't see it in your inbox, check your spam/junk folders. The email will not mention WNCC or Safe Sanctuaries.



+  **servehub**

You've been invited to ServeHub

Your activation link

Click the link below to complete your registration.

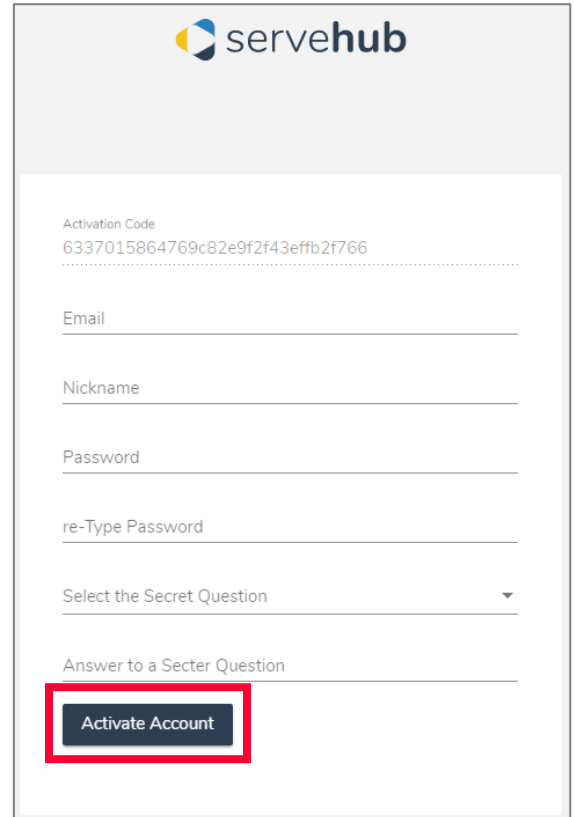
[Activate me!](#)

You are receiving this email because you or someone in your organization has opted to use [ServeHub](#).

© 2019 AION Group, LLC.

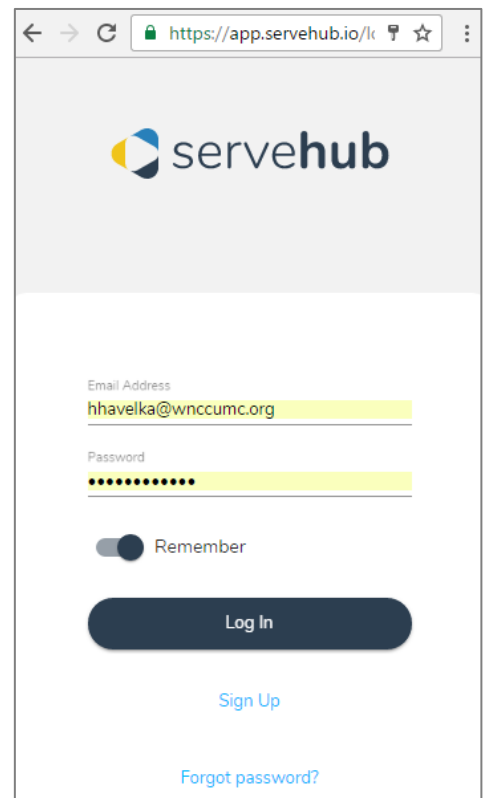
HOW TO ACCESS AND COMPLETE ONLINE TRAINING

4. Complete the online form. Click the **Activate Account** button.



The screenshot shows the ServeHub account activation form. At the top is the ServeHub logo. Below it, the form contains the following fields: "Activation Code" with the value "6337015864769c82e9f2f43effb2f766"; "Email"; "Nickname"; "Password"; "re-Type Password"; "Select the Secret Question" (a dropdown menu); and "Answer to a Secret Question". At the bottom of the form, the "Activate Account" button is highlighted with a red rectangular border.

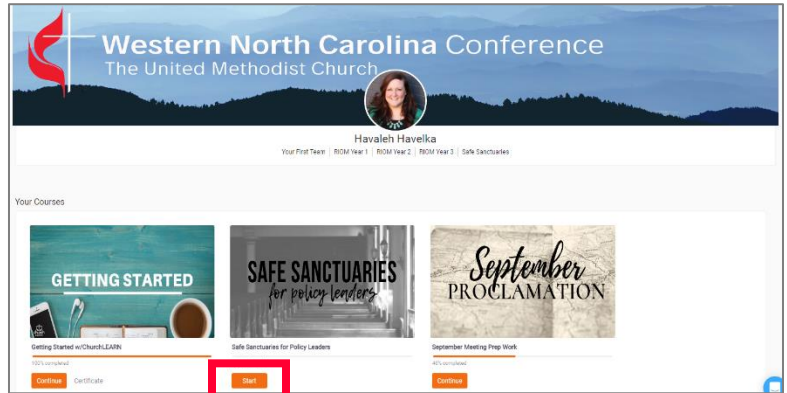
5. Now that you have created your ServeHub account, you can access your training at <https://app.servehub.io> and log in using your newly created login credentials.



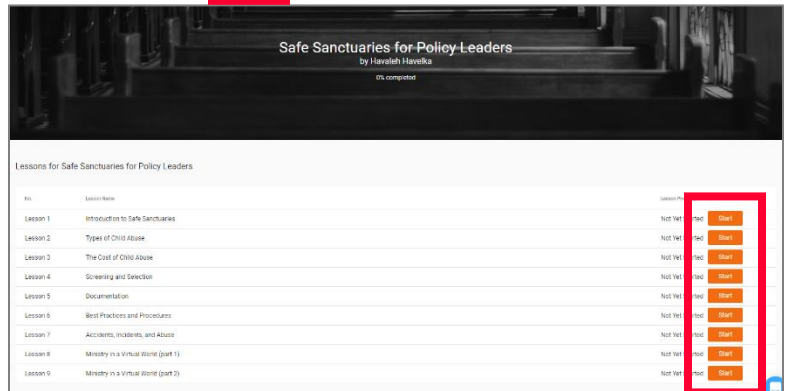
The screenshot shows the ServeHub login page in a web browser. The browser's address bar displays "https://app.servehub.io/k". The page features the ServeHub logo at the top. Below the logo, there are two input fields: "Email Address" containing "havelka@wnccumc.org" and "Password" with masked characters. A "Remember" toggle switch is turned on. Below the input fields is a dark blue "Log In" button. At the bottom of the page, there are two links: "Sign Up" and "Forgot password?".

HOW TO ACCESS AND COMPLETE ONLINE TRAINING

6. The site should open to your user dashboard. Click the **Start** button below any course.

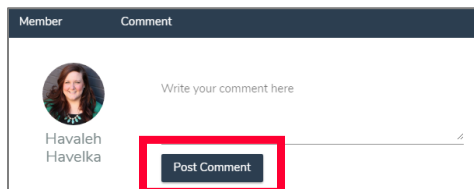


7. The course will load. Some courses have multiple lessons to complete; some only have one. Click the **Start** button next to a lesson to begin.

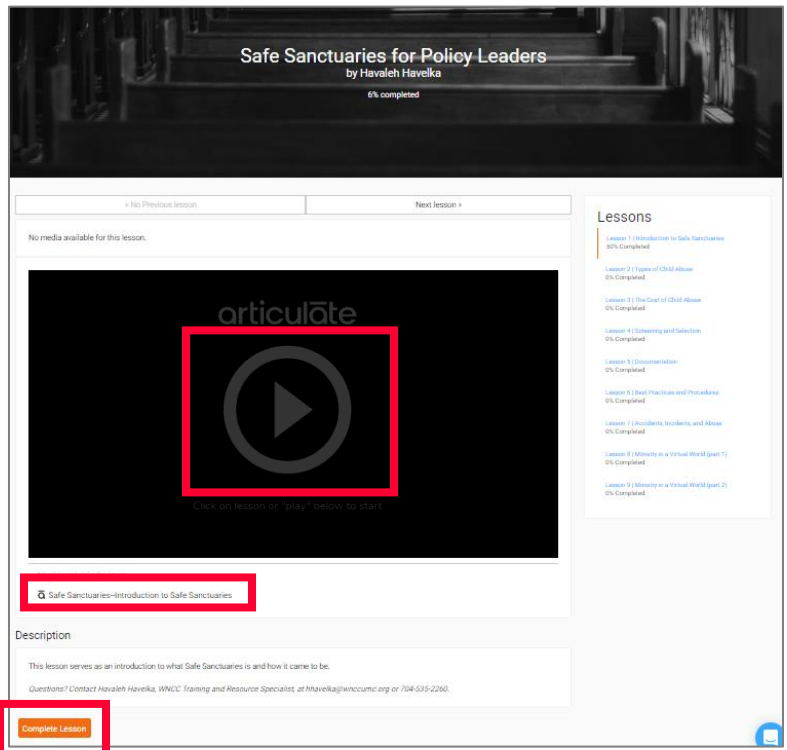


8. For videos or elearning modules, click the play icon or the title under the black screen to begin. If there are multiple videos in a lesson, you'll see multiple titles listed under the play screen. Be sure to click on each title to view each video.

The lesson might also have a **Comment** feature. If so, write your comment in the box and click the **Post Comment** button to post. Your comment will be visible to anyone with access to that course.




9. Click the **Complete Lesson** button when you've finished the lesson. If you do not, your completion will not be recorded.





HOW TO ACCESS AND COMPLETE ONLINE TRAINING

- Once you've completed a course, you may download or print a certificate of completion. From your dashboard, find the course under the header **Your Courses**.
- Click the word **Certificate**.

Your browser might block pop-ups. If an error/alert message appears, click to allow the pop-up. In Google Chrome, you might see this icon appear in the left corner of the URL window: . To allow pop-ups, click on the icon and select "Always allow pop-ups from https://app.servehub.io" then click the **Done** button. Then, click **Certificate** again.

- The certificate will open in a new tab.

 Click the download icon to download a .pdf file.

 Click the printer icon to print a copy.

