How to add learners to a training session

Billing and Payments · https://www.pshsa.ca/help-centre/how-to-add-learners-to-a-training-session/

Overview

This guide explains how to add learners to a training session using the PSHSA Portal.

Before You Begin

- You must have a PSHSA Portal account.
- You must be the person who registered/booked the course or be assigned to manage the training session.

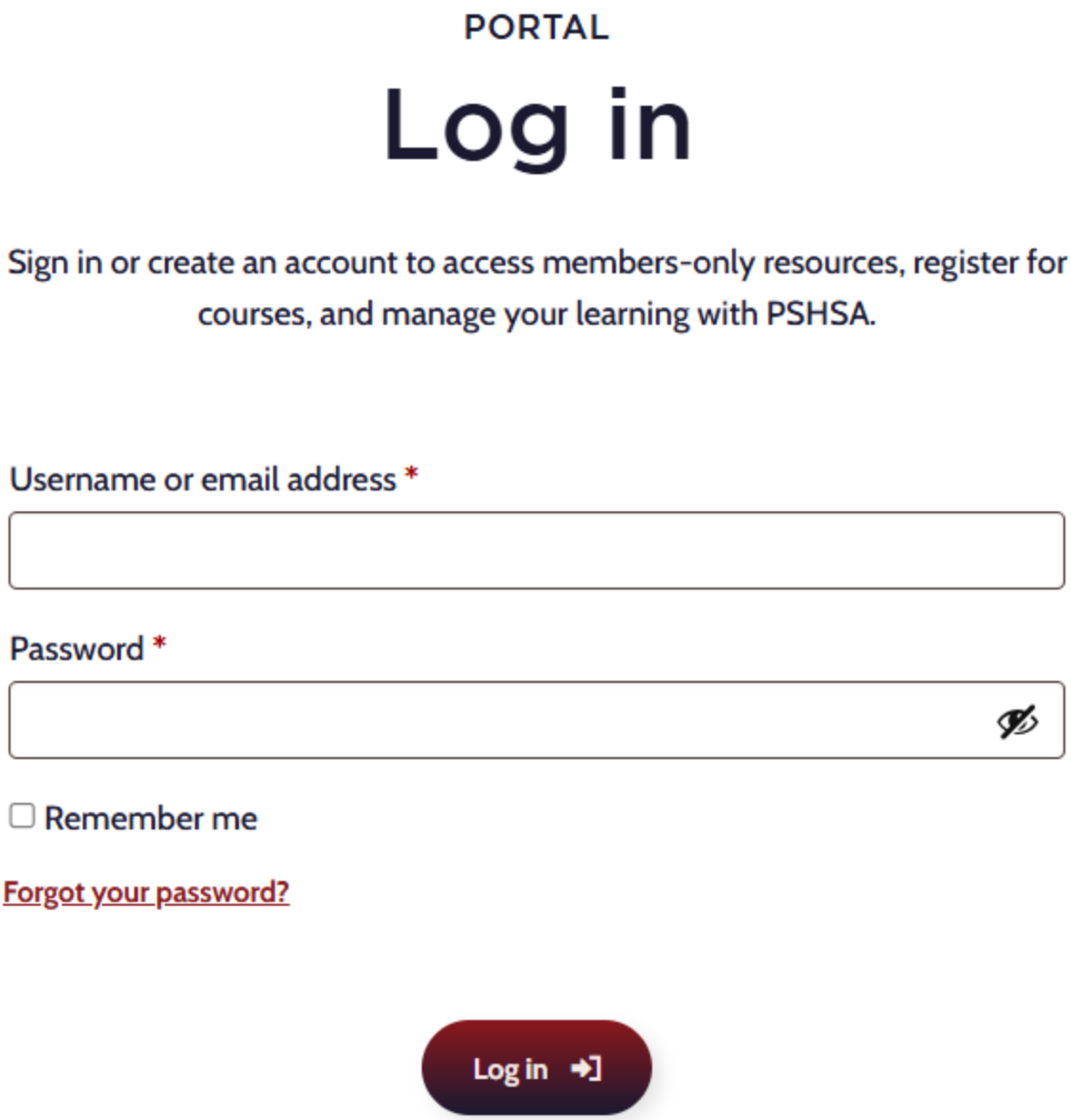
Video Walkthrough

Prefer a visual walkthrough? Watch the video below for a step-by-step demonstration of how to add learners to a training session using the PSHSA Portal.

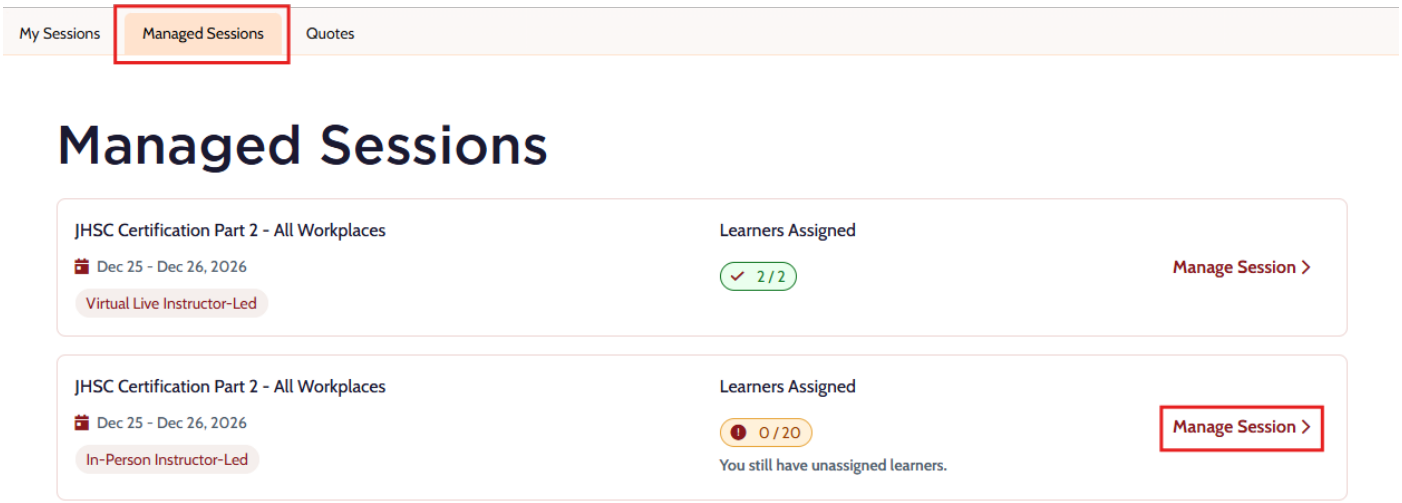
Embedded media: https://www.pshsa.ca/wp-content/uploads/2026/05/How-to-add-learners-to-a-training-session.mp4?_=1

Steps

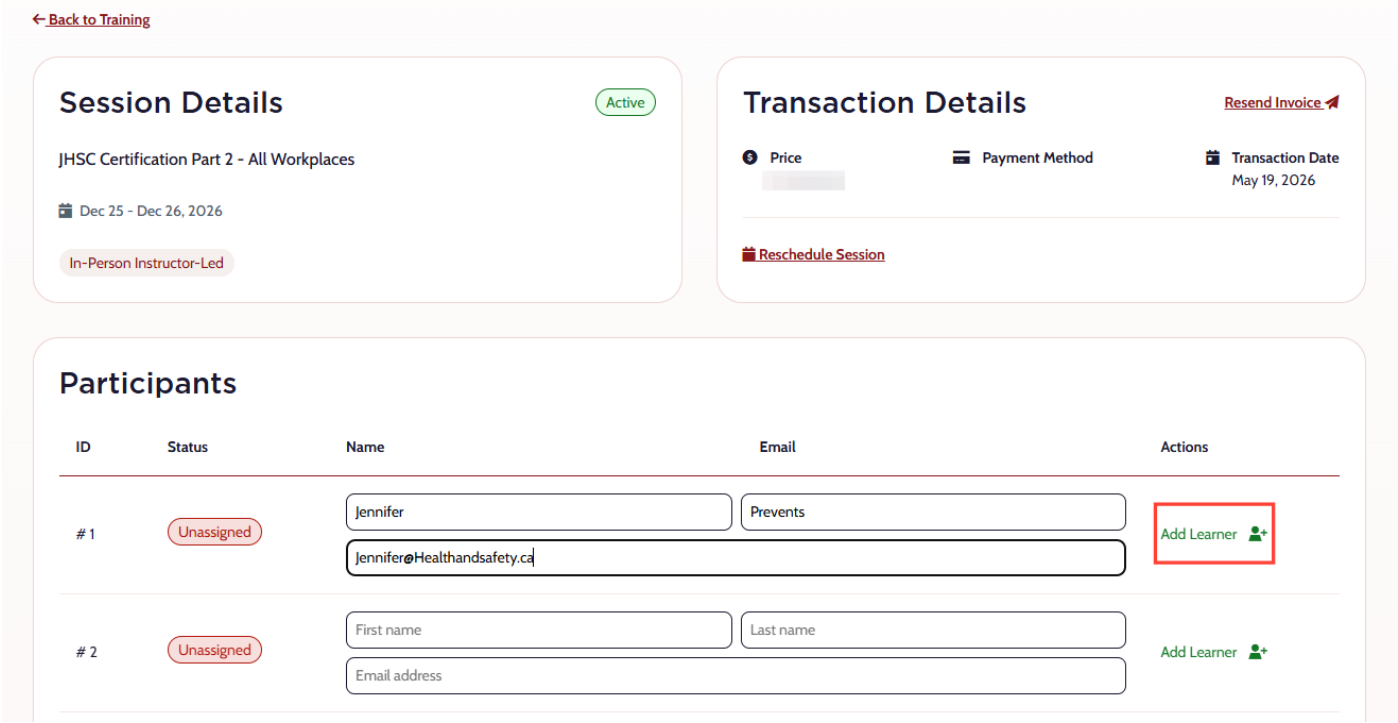
1. Go to pshsa.ca/portal.
2. Log in using your email address and password.



3. Select the **Managed Sessions** tab.
4. Locate the training session and select **Manage Session**.



5. Enter the learner's first name, last name, and email address.
6. Select **Add Learner**.



7. The learner will automatically be enrolled and will receive an email with the subject line:

   "You Have Been Successfully Registered for Your Course."



8. **The learner must open the registration email and log in to their PSHSA Portal account before the training start date.**

Need Help?

If you need assistance adding learners or accessing the portal, contact the Client Experience Team:

- Email: clientexperience@pshsa.ca
- Click the Live Chat button at the bottom right corner of the page.