

# TrainHub Portal

Bow Valley College has partnered with Trainhub Portal to support our authorized agent in their recruitment efforts. This is the hub to our training material provided in the format of short minute videos.

- Trainhub Portal is 100% free for agents
- All content follows a proven micro-learning methodology (no long webinars)
- You get full reporting on your team's training efforts
- All connections are fully private

**The main access is provided to the contract manager of the agency. The next step to follow is to invite the counselors to join the platform.**

## How to Invite Your Staff?

**A.** If all your staff uses the same email domain you used for registration (i.e @[myagency.com](mailto:myagency.com)) they can simply go to [www.trainhub.com](http://www.trainhub.com) and click on "Start now for free". Once they complete their personal information they will be assigned automatically to your agency (they should not create a new agency profile).

**B.** If your staff uses free email domains (i.e @gmail @outlook etc) or different private domains, you can invite them by going to Admin Dashboard / Manage / Your Staff / and then click on "Invite Team Member".

## Need Help?

If you have any questions or need help onboarding your team in Trainhub Portal please contact us at [agents@bowvalleycollege.ca](mailto:agents@bowvalleycollege.ca).