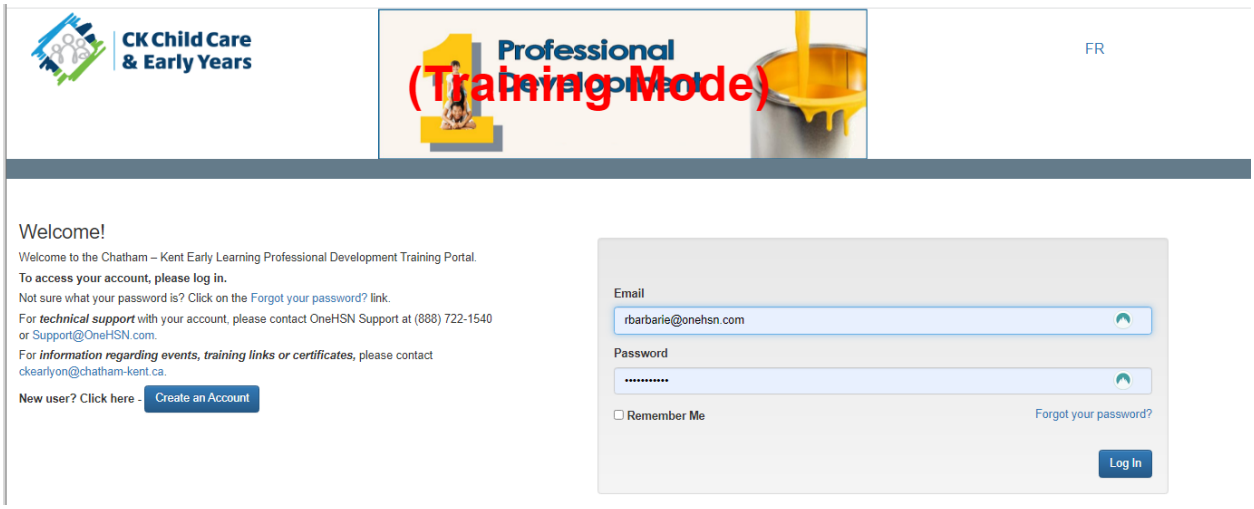
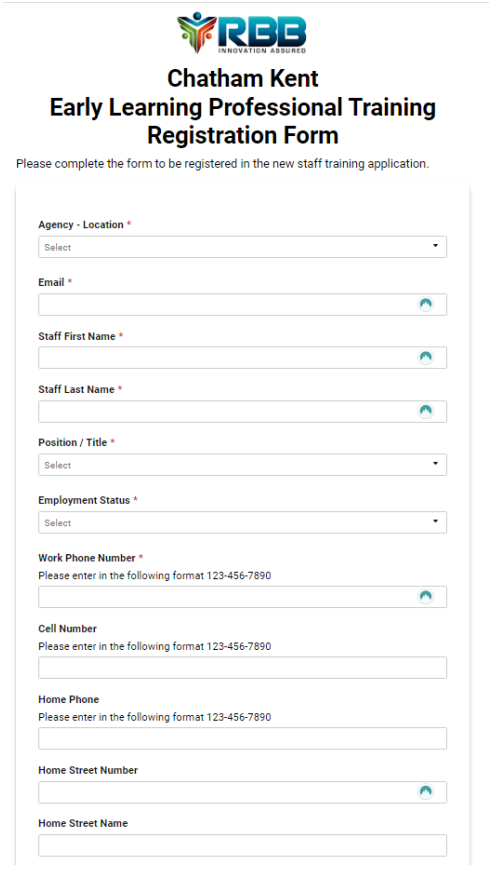
Chatham-Kent Professional Development Portal

How to Create an Account

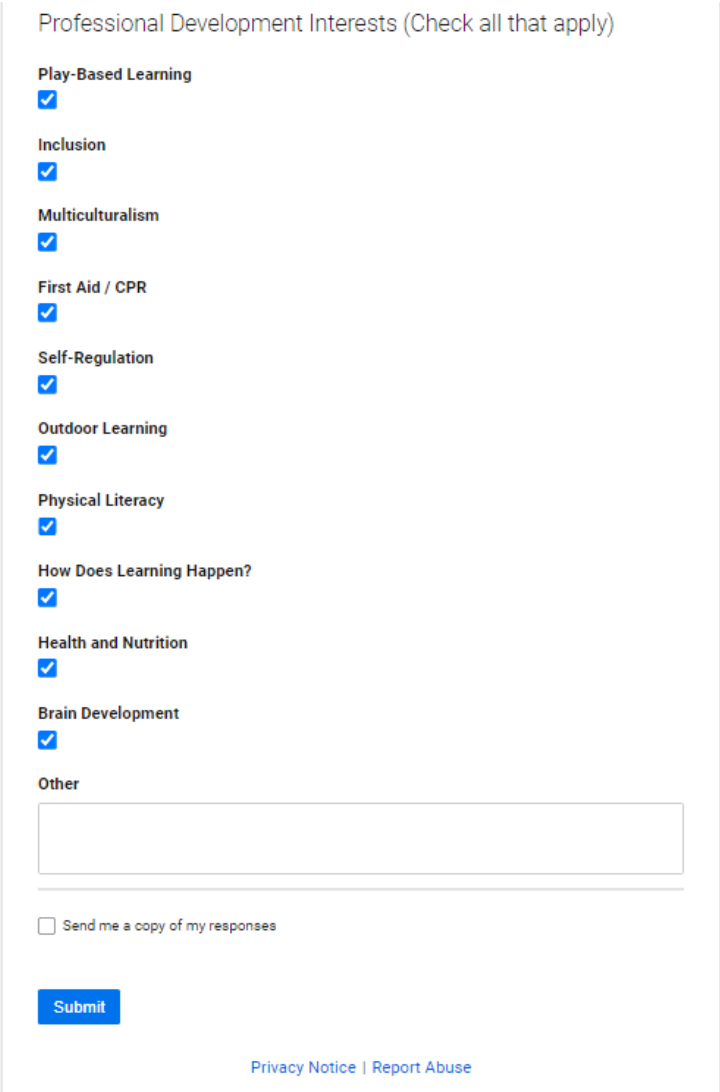
1. **Go to** https://chathamkent.onehsn.com/Admin/en/Account/Login?Login=pd
2. **Off the PD Portal Landing page, click on the Create an Account option.**



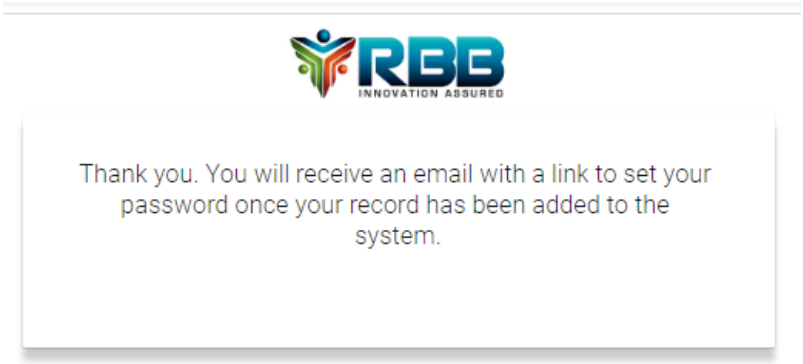
3. **After selecting the Create an Account, the Chatham Kent Professional Development Registration Form will open.**



4. **Complete the fields in the form and click on the Submit.**

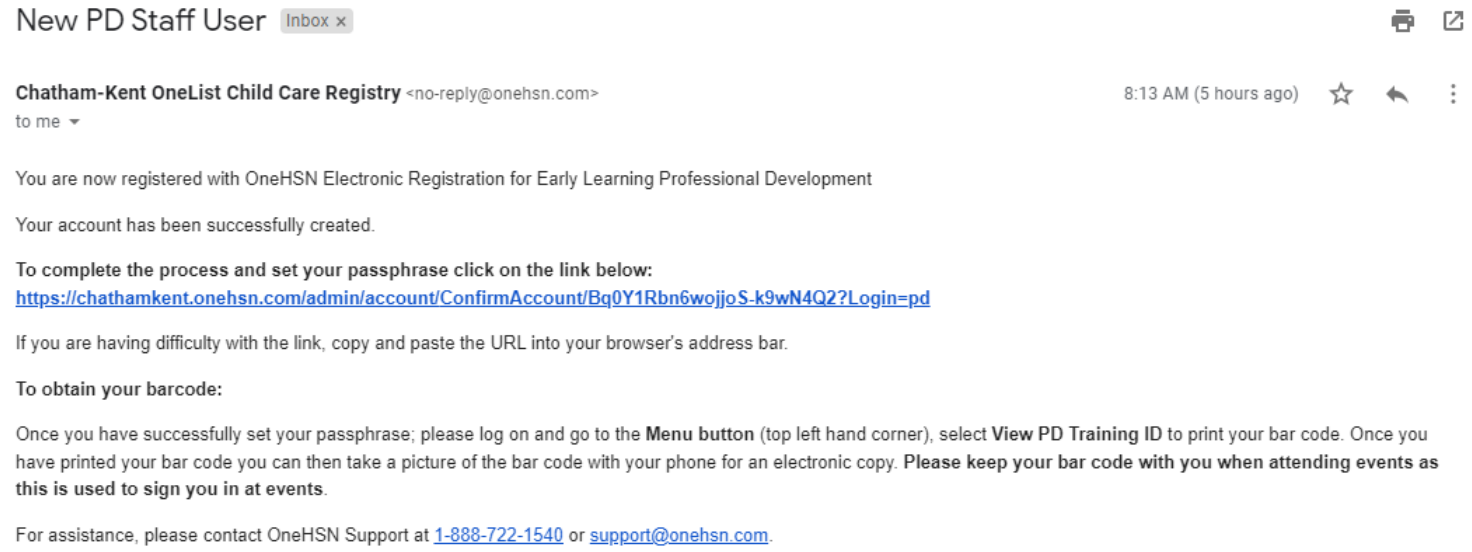


5. **System will display a confirmation message letting know that you will receive an email with a link to reset your password for the site. Please allow some time for your registration to be processed (it could take anywhere from a couple of hours to the next business day).**



New Accounts to the System:

1. **The email you will receive will look like the following:**



New PD Staff User Inbox ×

Chatham-Kent OneList Child Care Registry <no-reply@onehsn.com> 8:13 AM (5 hours ago)
to me

You are now registered with OneHSN Electronic Registration for Early Learning Professional Development

Your account has been successfully created.

To complete the process and set your passphrase click on the link below:
https://chathamkent.onehsn.com/admin/account/ConfirmAccount/Bq0Y1Rbn6wojjoS-k9wN4Q2?Login=pd

If you are having difficulty with the link, copy and paste the URL into your browser's address bar.

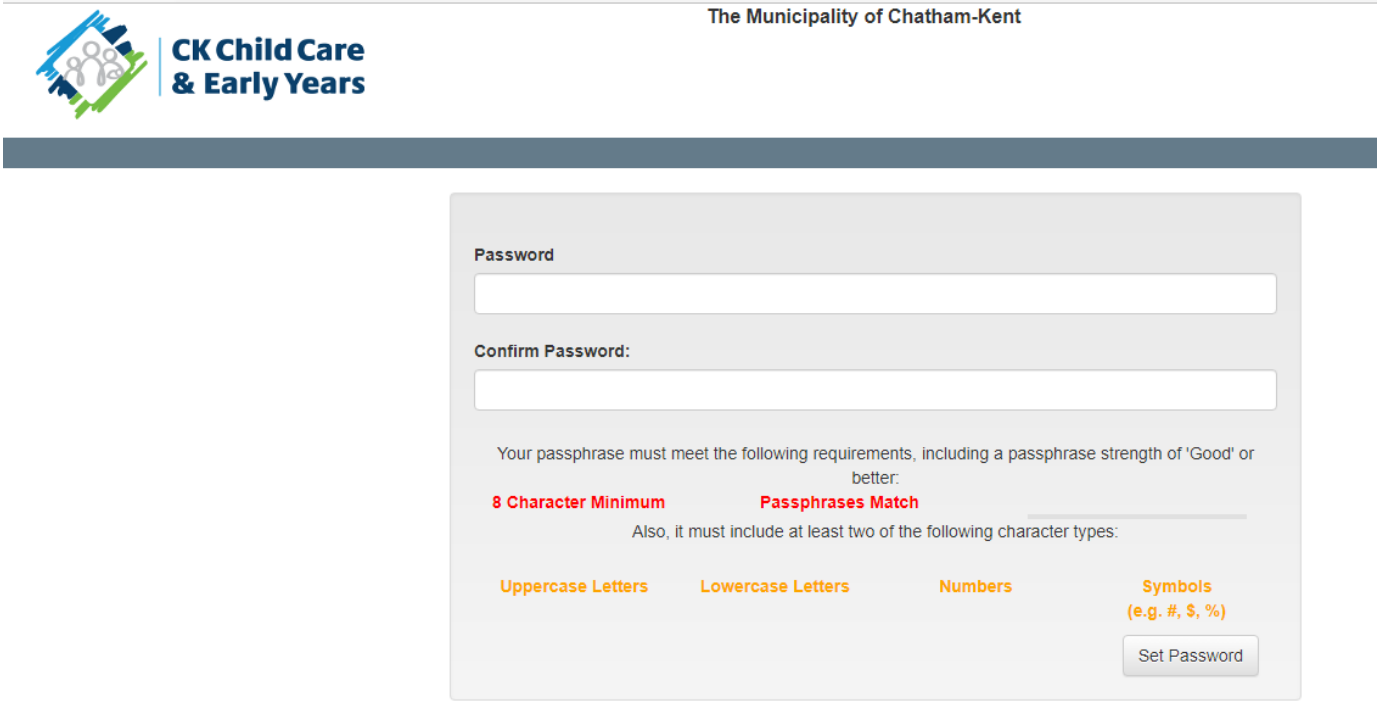
To obtain your barcode:

Once you have successfully set your passphrase; please log on and go to the **Menu button** (top left hand corner), select **View PD Training ID** to print your bar code. Once you have printed your bar code you can then take a picture of the bar code with your phone for an electronic copy. **Please keep your bar code with you when attending events as this is used to sign you in at events**.

For assistance, please contact OneHSN Support at 1-888-722-1540 or support@onehsn.com.

2. **Simply click on the link provided in the email.**

3. **After you click on the link your browser will open the following screen:**



CK Child Care & Early Years

The Municipality of Chatham-Kent

Password

Confirm Password:

Your passphrase must meet the following requirements, including a passphrase strength of 'Good' or better:

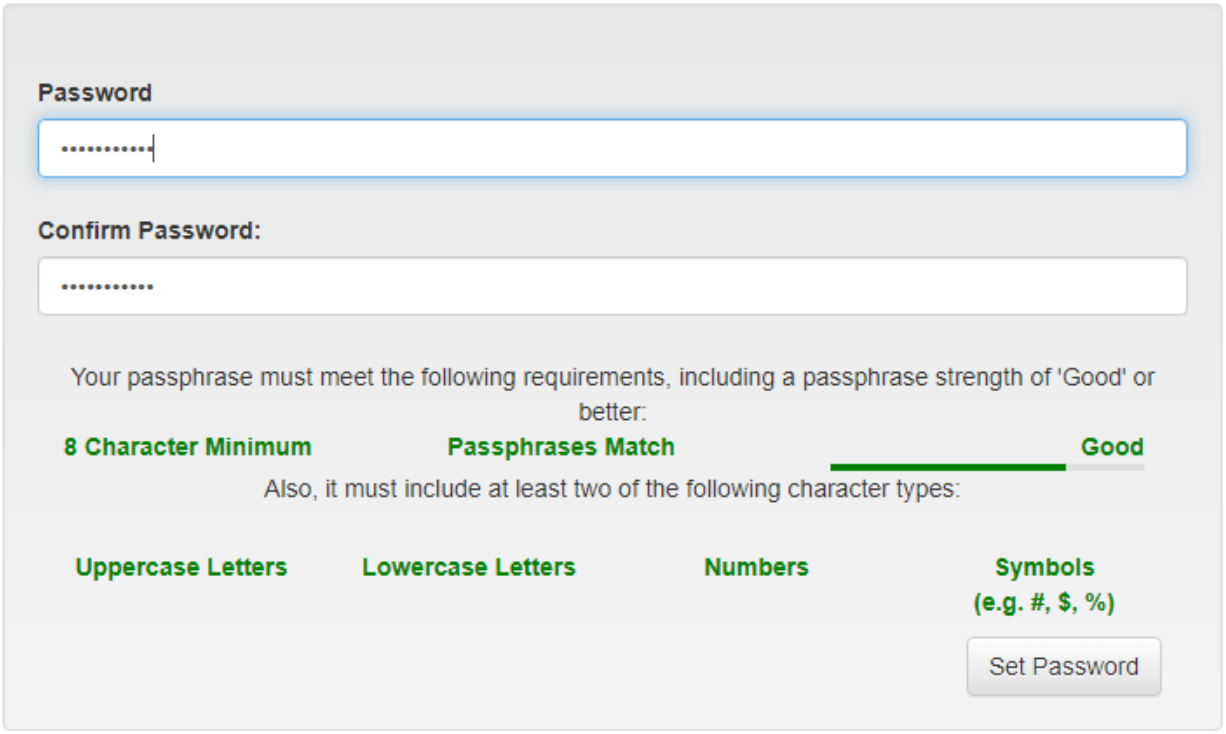
8 Character Minimum Passphrases Match

Also, it must include at least two of the following character types:

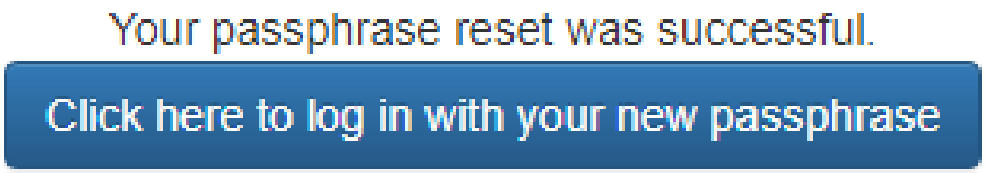
Uppercase Letters Lowercase Letters Numbers Symbols (e.g. #, $, %)

Set Password

4. **Enter your password, confirm password and then click on the Set Password option.**

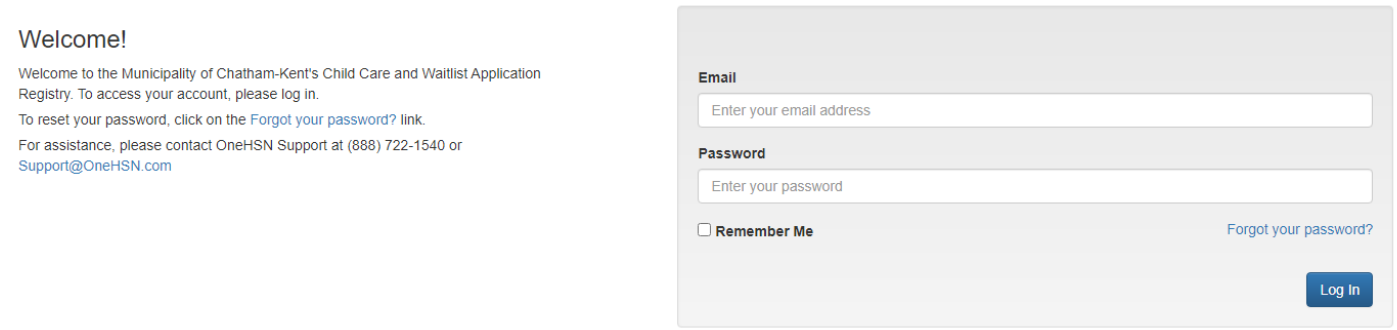


5. **After you click on the Set Password the system will display the following:**



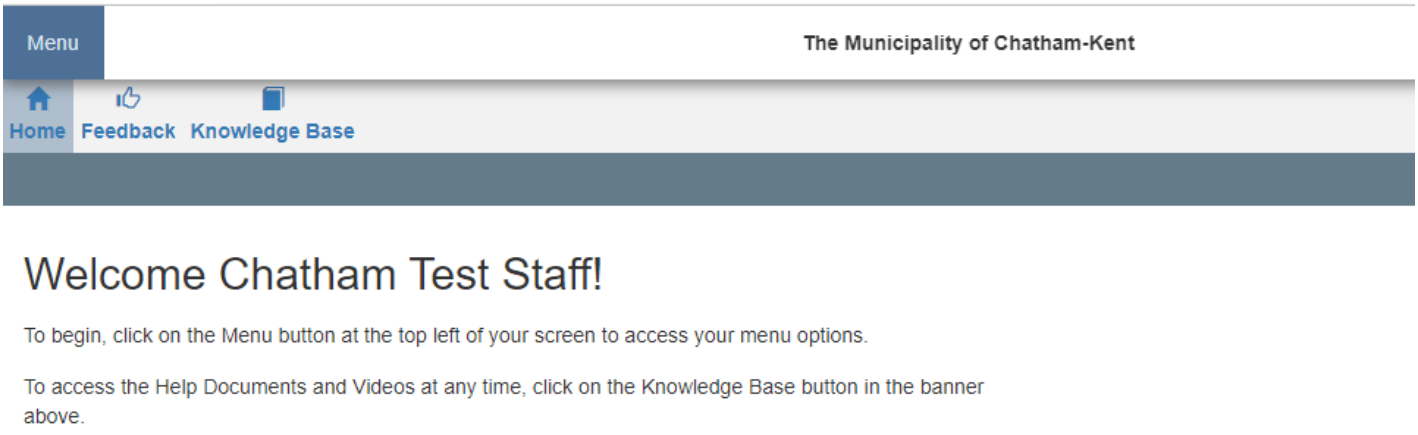
6. **Click on the "Click here to log in with your new passphrase"**

7. **The system will open the login page for you to log into the system.**



8. **Enter your Email address and the password that you just set. Then click on the Log In option.**

9. **You will now be logged into the system!**



Existing System Users:

1. **If you are an existing provider staff use in the OneHSN platform for childcare and have an existing account in the system, the email you will receive will look like the following:**

Chatham-Kent Professional Development Inbox ×

Randy Barbarie <rbarbarie@onehsn.com>
to me

Your Professional Development account has been successfully created.

After you login into the OneHSN Childcare/ Professional Development site you will be able to select the PD Staff role to access the professional development functionality.

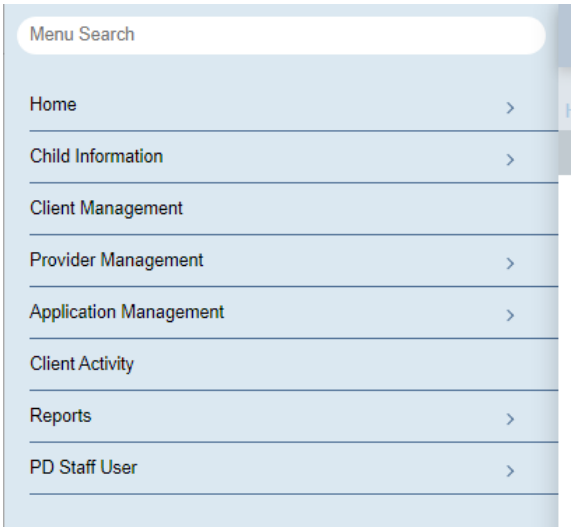
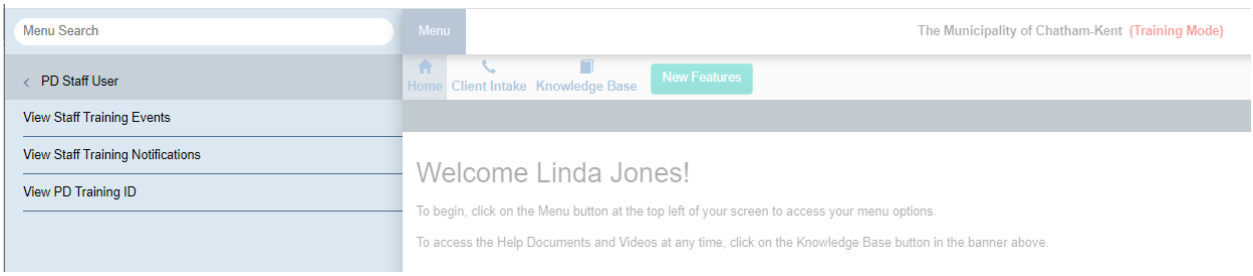
Use the following link to access the site:
https://chathamkent.onehsn.com/Admin/en/Account/Login?Login=pd

For ***technical support*** with your account, please contact OneHSN Support at (888) 722-1540 or support@onehsn.com

For ***information regarding events, training links or certificates,*** please contact ckearlyon@chatham-kent.ca

Randy Barbarie
Customer Success Manager
One Human Service Network (OneHSN)
800.733.4762 X207
rbarbarie@onehsn.com
www.onehsn.org

2. **The next time you log into the system the PD Staff User Menu option will be available off the Menu.**



3. **Select the PD Staff User**