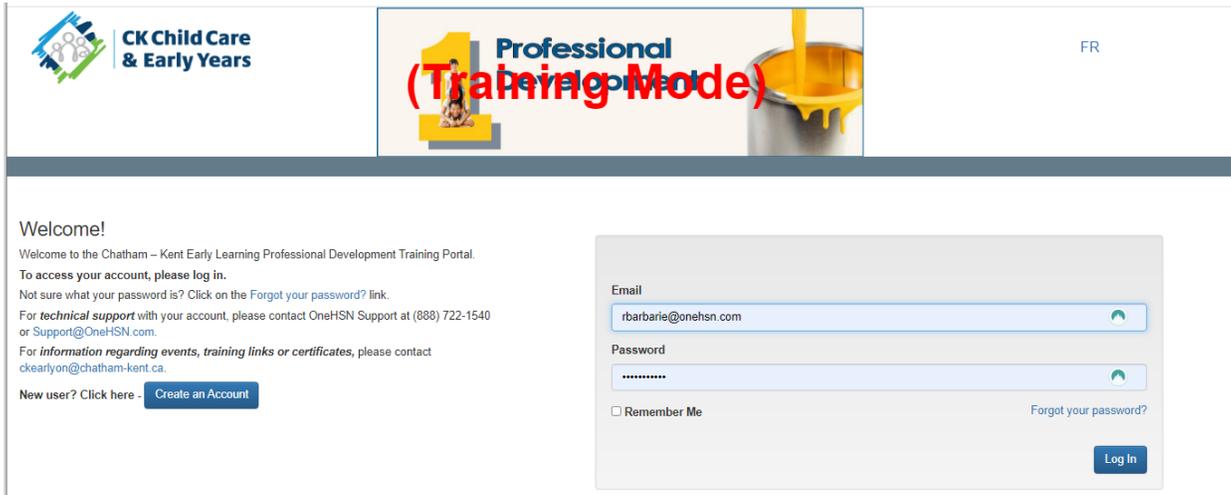


# Chatham-Kent Professional Development Portal

## 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.



Welcome!

Welcome to the Chatham – Kent Early Learning Professional Development Training Portal.  
To access your account, please log in.  
Not sure what your password is? Click on the [Forgot your password?](#) link.  
For **technical support** with your account, please contact OneHSN Support at (888) 722-1540 or [Support@OneHSN.com](mailto:Support@OneHSN.com).  
For **information regarding events, training links or certificates**, please contact [ckearlyon@chatham-kent.ca](mailto:ckearlyon@chatham-kent.ca).

New user? Click here - [Create an Account](#)

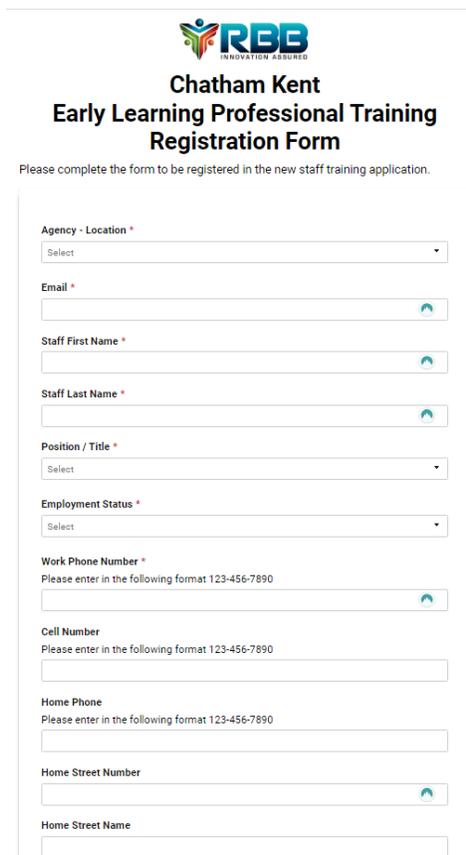
Email  
rbarbarie@onehsn.com

Password  
.....

Remember Me [Forgot your password?](#)

[Log In](#)

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



  
**Chatham Kent  
Early Learning Professional Training  
Registration Form**

Please complete the form to be registered in the new staff training application.

Agency - Location \*  
Select

Email \*  
.....

Staff First Name \*  
.....

Staff Last Name \*  
.....

Position / Title \*  
Select

Employment Status \*  
Select

Work Phone Number \*  
Please enter in the following format 123-456-7890  
.....

Cell Number  
Please enter in the following format 123-456-7890  
.....

Home Phone  
Please enter in the following format 123-456-7890  
.....

Home Street Number  
.....

Home Street Name  
.....

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

Professional Development Interests (Check all that apply)

**Play-Based Learning**

**Inclusion**

**Multiculturalism**

**First Aid / CPR**

**Self-Regulation**

**Outdoor Learning**

**Physical Literacy**

**How Does Learning Happen?**

**Health and Nutrition**

**Brain Development**

**Other**

Send me a copy of my responses

[Privacy Notice](#) | [Report Abuse](#)

**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).**



Thank you. You will receive an email with a link to set your password once your record has been added to the system.

## New Accounts to the System:

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

New PD Staff User Inbox x Print Share

**Chatham-Kent OneList Child Care Registry** <no-reply@onehsn.com> 8:13 AM (5 hours ago) Star Reply More  
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](tel:1-888-722-1540) or [support@onehsn.com](mailto: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:



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. #, \$, %)

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

Password

Confirm Password:

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

**8 Character Minimum**      **Passphrases Match**      **Good**

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

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

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

Your passphrase reset was successful.

[Click here to log in with your new passphrase](#)

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.**

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**Welcome!**

Welcome to the Municipality of Chatham-Kent's Child Care and Waitlist Application Registry. To access your account, please log in.

To reset your password, click on the [Forgot your password?](#) link.

For assistance, please contact OneHSN Support at (888) 722-1540 or [Support@OneHSN.com](mailto:Support@OneHSN.com)

The login form is a light gray box with the following elements:

- Email:** A text input field with the placeholder text "Enter your email address".
- Password:** A text input field with the placeholder text "Enter your password".
- Remember Me:** A checkbox followed by the text "Remember Me".
- Forgot your password?:** A blue text link.
- Log In:** A blue button with white text.

**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!**

The banner features a dark blue "Menu" button on the left. On the right, it displays "The Municipality of Chatham-Kent". Below the banner is a navigation bar with three items: "Home" (with a house icon), "Feedback" (with a speech bubble icon), and "Knowledge Base" (with a book icon).

## Welcome Chatham Test Staff!

To begin, click on the Menu button at the top left of your screen to access your menu options.

To access the Help Documents and Videos at any time, click on the Knowledge Base button in the banner above.

## 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 x

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:

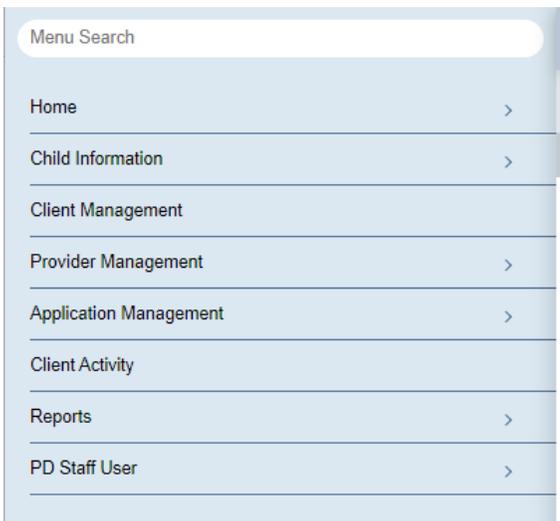
<https://chathamkent.onehsn.com/Admin/en/Account/Login?Login=pd>

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For **information regarding events, training links or certificates**, please contact [ckearlyon@chatham-kent.ca](mailto:ckearlyon@chatham-kent.ca)

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[www.onehsn.org](http://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

