



## I am leaving one HSC organisation and moving to another one

Can my training record on the Regional Learning Portal be transferred to my new organisation?

Yes if the organisation you are moving from and the one you are moving to are hosted on the Regional Learning Portal.

What do I need to do to get my training record transferred to my new organisation?

DO NOT set up a new account.

If you send an email to the HSC Leadership Centre Digital Consultancy team ([digitallearning@leadership.hscni.net](mailto:digitallearning@leadership.hscni.net)) requesting your training record is transferred with the following information:

- who you are
- your old email address
- your new email address
- your old organisation
- your new organisation

A member of the Digital Consultancy team will email you when your account has been transferred. You can then log in and continue to access courses.





2



Title of the report goes into this space