

Instructions for registering on the coaching platform 1/2

1. Open the page: <https://livelearn.hub.howspace.com/en>

2. Activate the registration code.

Click the button *Activate registration code*. Enter the code **LS26XXXX** in the field that opens.

3. Enter your email address

Type your email address in the field. If you are using the site for the first time, register as a new user.

Click the ***Create user account*** button

4. Fill in the required information

Enter your first name, last name, and email address. You do not need to enter a phone number.

Click the ***Create user account*** button. You can change the site language to English or Swedish from the globe icon in the upper right corner.

Instructions for registering on the coaching platform 2/2

4. Confirm your registration

Open your email. You have received a message from **Live & Learn** with the subject: *Confirm account*.
Click the confirmation link in the email.

5. Confirm your enrollment

The link takes you to a page where your enrollment is confirmed.

6. Go to your profile

You will see your enrollment details in your profile.

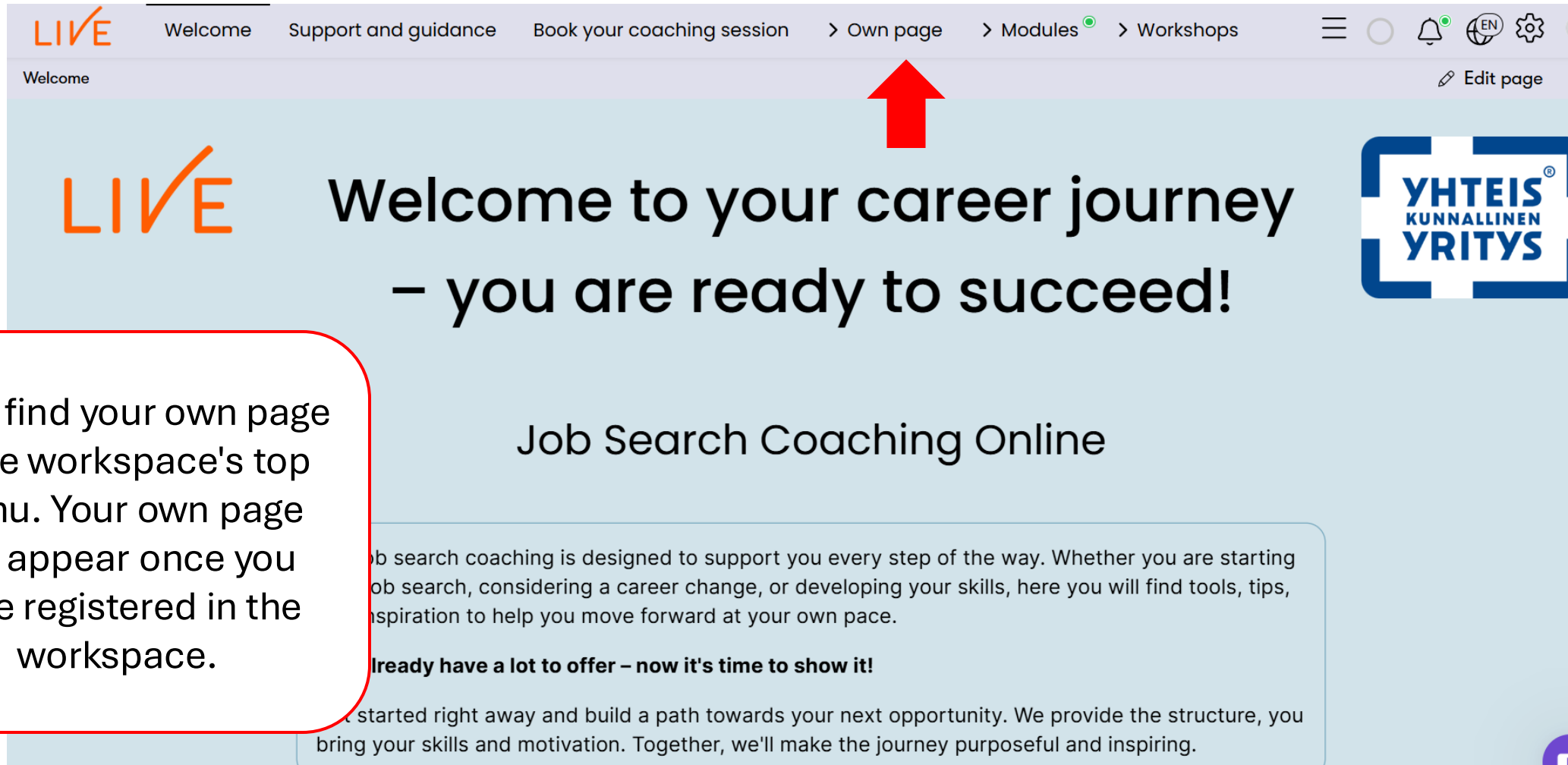
Click the name of the coaching program (e.g., Job Search or Career Coaching).

Click the button *Go to training*.

7. You are now in the Howspace workspace

Illustrated instructions for joining your personal coaching session 1/2

You can join your remote meeting from your own page in the workspace.



The screenshot shows a web workspace interface. At the top, there is a navigation bar with the following items: 'LIVE' logo, 'Welcome', 'Support and guidance', 'Book your coaching session', '> Own page', '> Modules', and '> Workshops'. On the right side of the navigation bar, there are icons for a menu, a notification bell, a language selector (EN), and a settings gear. Below the navigation bar, the main content area has a light blue background. On the left, there is a 'LIVE' logo. In the center, the text reads: 'Welcome to your career journey – you are ready to succeed!'. On the right, there is a logo for 'YHTEIS KUNNALLINEN YRITYS'. Below this, the text 'Job Search Coaching Online' is displayed. A red arrow points to the 'Own page' menu item in the navigation bar. A red-bordered rounded rectangle on the left contains text explaining that the 'Own page' menu item is where users can find their personal coaching session page.

Navigation menu: LIVE, Welcome, Support and guidance, Book your coaching session, > Own page, > Modules, > Workshops

Right side icons: Menu, Notification, EN, Settings

Page title: Welcome

Right side button: Edit page

Logo: YHTEIS KUNNALLINEN YRITYS

Text: Welcome to your career journey – you are ready to succeed!

Section: Job Search Coaching Online

Text: Job search coaching is designed to support you every step of the way. Whether you are starting job search, considering a career change, or developing your skills, here you will find tools, tips, inspiration to help you move forward at your own pace.

Text: **Already have a lot to offer – now it's time to show it!**

Text: started right away and build a path towards your next opportunity. We provide the structure, you bring your skills and motivation. Together, we'll make the journey purposeful and inspiring.

You'll find your own page in the workspace's top menu. Your own page will appear once you have registered in the workspace.

Illustrated instructions for joining your personal coaching session 2/2

LIVE Welcome Support and guidance Book your coaching session > Own page > Modules > Workshops

Example

Each participant in the coaching program has their own private page. This is your page, where you can find the video link, a space for notes, and your task list.


Join your personal meeting via video connection


👤 At the scheduled time, join the live session by clicking the **"Join"** button below.

Haven't booked an individual meeting yet?
You can book a time via the appointment booking page:

[Book a time with your coach](#)

Please note: The first time you join the video meeting, remember to allow Howspace permission to use your device's **camera and microphone**.





Click "Join" and then give Howspace permission to use your device's camera and microphone.

