Saskatchewan Health Authority

Version: February 2022

Instructions for Accessing Online Modules

NOTE: **Use only the Google Chrome browser** for this training. Internet Explorer is not supported.

You can access the SHA learning platform on your computer, tablet, or smart phone using the instructions below.

After you have logged in successfully for the first time by following the instructions below, you can access this course through MyLearning in MyConnection.

Choose the option below that best corresponds with your situation:

SHA Employee

Physician, Volunteer, PFA, Temporary Supplemental Work Force, Re-Deployment from Partner Organization, etc.

SHA Employees with access to MyConnection

Note: All employees who are paid through the SHA Payroll system and have an employee number have access to MyConnection and SHA Employees should only use this method to access learning modules. If you have been hired to support the COVID-19 response (e.g., re-deployment from a partner organization, temporary supplemental workforce, etc.), do not use these instructions. Go to the next section.

IMPORTANT: It is very important that SHA employees access learning only through MyConnection because it allows for more accurate tracking of who has completed the training, which will be used for scheduling.

You may have already created an account using a personal email address for previous training. That account will remain active, but this and all future learning by SHA employees must be accessed through MyConnection.

1. Click here to go to MyConnection and log in. Be sure to use the Google Chrome browser. If you need help logging in to MyConnection, click here to access a short video with instructions.
2. Click on "MyLearning," then click "Access MyLearning" which will launch the SHA learning platform in a new tab.
3. You will now have access to search courses to be available in your course list under "My Dashboard".

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Physician, Volunteer, PFA, Temporary Supplemental Work Force, Re-Deployment from Partner Organization, etc.

IMPORTANT: If you are an SHA employee and are paid through the SHA payroll system, do not use these instructions. Instead, refer to the steps above for SHA employees.

If you already have an account in the SHA learning platform:

1. Log in to the SHA learning platform by clicking on this link, or copy it into the Google Chrome browser: https://skhalearninganddevelopment.thinkific.com/users/sign_in.
2. You will now have access to search courses to be available in your course list under "My Dashboard" when you log in again in the future.

If you do not already have an account in the SHA learning platform:

1. **SHA Employees should not create an account using this method**.
2. Click on this link, or copy it into the Google Chrome browser: https://skhalearninganddevelopment.thinkific.com/users/sign_up.
3. Click "Create New Account."
4. Complete the "Create a new account" form.
    a. **NOTE**: Physicians should use their SHA email address to create an account. If your SHA email, please contact Practitioner Staff Affairs.
    b. **NOT**E: Learners from Partner Organizations (e.g., 3S Health, Saskatchewan Cancer Agency, eHealth, etc.) should use their work email address. All other learners can create an account using their personal email address.
5. You should now be logged in to the SHA learning platform.
6. You will now have access to search courses to be available in your course list under "My Dashboard."

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Searching for EMS Courses on My Connection

1. Log into **My Connection** and click on **My Learning** then **Access MyLearning**:

2. Once in the **My Learning** page, at the top "CLICK HERE TO SEARCH ALL LEARNING COURSES":

3. When new page comes up, click on EMS tab:

4. Scroll to find the course you are asked to or would like to take, **Enroll** and complete course.

At the completion of each course, be sure to <u>download and save your certificate</u>.

If you are looking for a non-EMS course, follow steps 1 and 2 above then use the Search box to find the course.