

Follow the steps below to link your employee ID number to your Learning Management System (LMS) account.

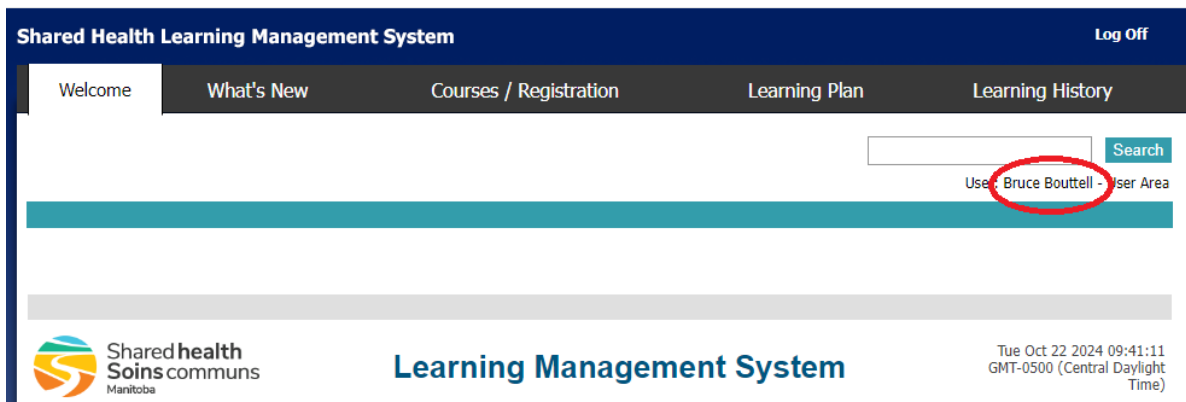
Legend:

- **SAP ID:** employee number issued to you when employed within WRHA and Shared Health
- **QHR EE ID:** employee number issued to you when employed within NRHA, IERHA, PMH and SHSS

1. Log into your LMS account
 - a. You should land on a screen similar to below:



2. Locate your User Name: (see red circle) and Click on it to open your account



3. On the Account Information Screen, please add your **Shared Health SAP ID #**.
 - If you are or have been employed in one of the regions, please enter your QHR EEI ID #

Shared Health Learning Management System Log Off

Welcome What's New Courses / Registration Learning Plan Learning History

Search

User: Bruce Bottell - User Area

Account Information

Full Name: Bruce Bottell
Email: bbottell@

To change your name or email, please contact the Shared Health Service Desk

Password: Reset

SAP ID:

EEID:

SAP **WRHA/Shared Health staff** – if blank please enter your SAP ID.
The number must be 8 characters long.
If your SAP ID is 4 or 5 Characters, please precede it with zeros (00001234) to make 8 characters.
SAP ID can be found on your paystub as Person ID

EEID **Rural RHA Staff**
Enter your EEID number as it appears on your paystub
Click **Save** to save the changes

Cancel Save

4. Select Save close to the bottom of the screen.

If you have any questions or concerns, please contact the **Service Desk** at 204-940-8500.