

LMS Setup and Access Guideline

Learning Management System Access | All staff will be **required** to have an active LMS to facilitate the completion of your onboarding modules and subsequent renewals as directed. These modules are outlined in your New Hire Checklist available on our program website under **Program Onboarding**.

Please see below instructions regarding the various types of LMS Accounts:

- **Active and Accessible Account:** Staff with an active and accessible account are to continue using that account for the purposes of our program. Please ensure that your Name and associated email on your account is up to date. Your virtual meet and greet link will be distributed to the address associated with your account.
 - Staff who require a password reset are able to complete this step on the login page of LMS. The reset link will be distributed to the email associated with your account.
- **Dormant or Pre-Existing Account:** Our internal team will determine if a pre-existing/dormant account is present, if so, will provide email communication once account has been updated so that you are able to independently reset your password and gain access to your account. This ensures that you receive credit for modules that you previously completed. The steps to access your work email are detailed below.
- **New Users:** Will be required to create an LMS account once your work email has been provided to you. If you have not received your work email within 3 weeks of accepting your letter of offer, please contact your program manager. The steps to create an LMS account and access your work email from home are outlined below.
- **Users with Multiple Accounts:** Staff with multiple accounts are asked to pick a singular account to use going forward. LMS does not have the ability to amalgamate several accounts under one profile. Once a primary account is identified, please communicate this to our educator team.

How to Create an LMS Account (if applicable)

Staff who have **never*** used LMS previously and have not received follow up communication from our educator team regarding a pre-existing or dormant account are required to create an account for their ongoing education within the program. Staff are to select the link below to be directed to the Learning Management System home page and follow the directions below on how to create an LMS account with the email provided above.

- Visit the Learning Management System (LMS) website [here](#)
- Select **New User**
- Input the following into the appropriate fields:
 - Work email address
 - First and last name
- Region: Select **Shared Health**
- Regional Program: Select **Hospital/Care Program**
- Site/Location: Select **PFP- Travelling Nurse Program**

How to Access Your Work Email Remotely

Please follow the instructions below to gain access to your new work email account once you have been provided with the login details. This will also be required for all staff but particularly important for those needing to gain access to an LMS account that is newly activated or required updating.

- Download the Multi-Factor Authenticator App through your respective app store on a readily accessible device
 - Apple App Store | [Download Here](#)
 - Google Play Store | [Download Here](#)
 - Follow the set-up instructions available through the link below using the work email provided above
 - [View | Multi-factor Authenticator App Set-Up Guide](#)
 - Once you have the MFA app set up with your work email, please select the link(s) below to login to your work email with the email and temporary password provided above. If you are unable to login with the first link, please proceed to use the second link available.
 - [Outlook Webmail | Not Migrated to EXO](#)
 - [Outlook Webmail | Migrated to EXO](#)
- *First time using Multi-Factor Authenticator App?* Click [here](#) for a step by step guide on how it plays a role in your email login.