

Get Support

Contact the Shared Health Service Desk:

- (204) 940-8500
- (866) 999-9698
- servicedesk@sharedhealthmb.ca

Tip: If you are experiencing issues with the LMS or an online course in your current browser, try another one.

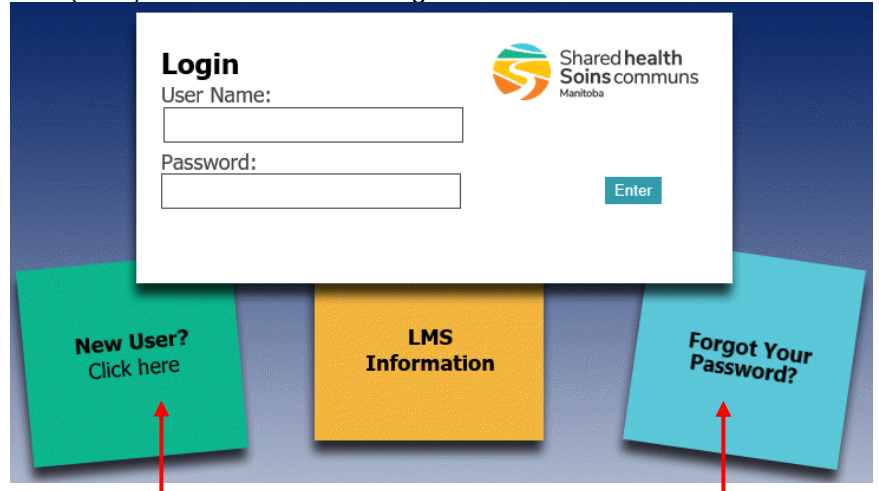
Disable Your Pop-up Blocker

The pop-up blocker in your browser must be disabled in order to use the LMS.

For more information about this and other LMS topics, refer to the [LMS FAQ](#).

Log into the LMS

<https://sharedhealthmb.learnflex.net> or through the Health Provider Site (HPS) under the Self Learning Resource Tab.



The screenshot shows the login interface with the following elements:

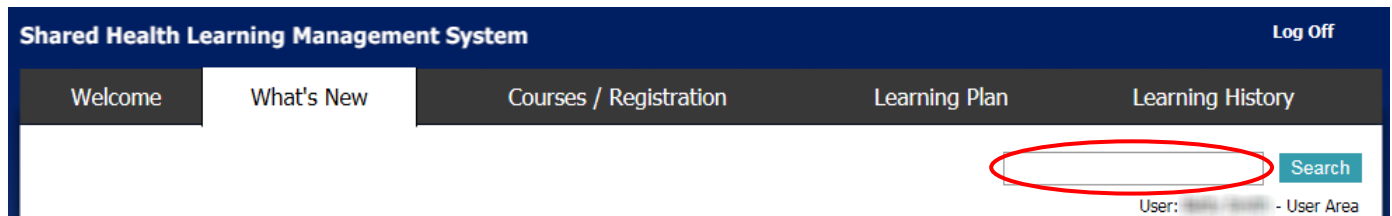
- Login** header with the Shared Health Soins communs Manitoba logo.
- User Name:
- Password:
- Enter button
- Callout boxes:
 - New User? Click here** (green box with red arrow pointing to the 'New User?' link)
 - LMS Information** (yellow box)
 - Forgot Your Password?** (blue box with red arrow pointing to the 'Forgot Your Password?' link)

If you do not already have an LMS account, select **New User**.

If you forget your LMS password, select **Forgot Your Password**.

Register for a Course

1. Click in the **Search** field at the top of the screen.



The screenshot shows the 'Shared Health Learning Management System' header with a navigation menu: Welcome, What's New, Courses / Registration, Learning Plan, Learning History, and Log Off. A search field is circled in red, and a 'Search' button is visible to its right. Below the search field, it says 'User: [username] - User Area'.

2. Type the full or partial name of the course that you want to take and then click the **Search** button.
The list of results appears.

3. Click the **Register** button next to the course that you want to register for.

Hand Hygiene ▾

More Info

Register

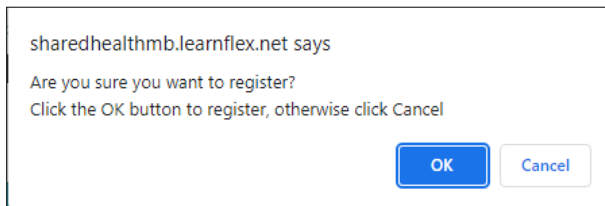
The Courses / Registration page appears.

4. Click the **Register** button next to the session that you want to take.

Note: For an online course, there will usually only be one session.

Sessions	Start Date MM/DD/YYYY	End Date MM/DD/YYYY	Location		
eLearning-16 J	01/01/2019	01/31/2020	N/A	More Info	Register

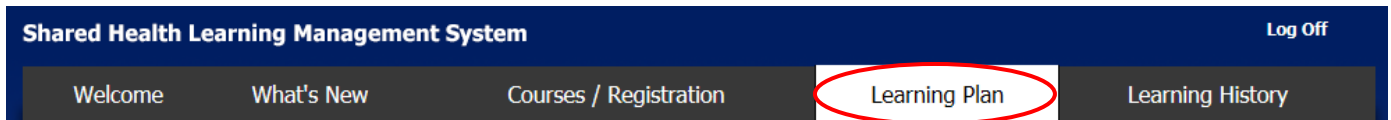
The following message appears.



5. Click **OK**.
The Registration page appears confirming that you have been registered for the session. The course is now listed on your Learning Plan tab.
6. Optional: Click the **Continue** button to view the course on your Learning Plan.

Launch an Online Course

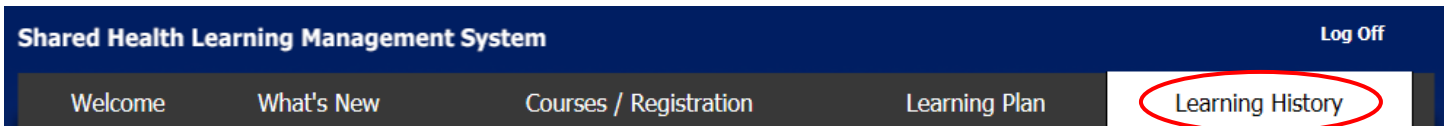
1. Select the **Learning Plan** tab.



2. Click **Launch** below the course name.

View a Completed Course

Once you have completed a course, it will move to your **Learning History** tab.



If available, you may still launch an online course from this tab by clicking the **Launch** button next to the course name.

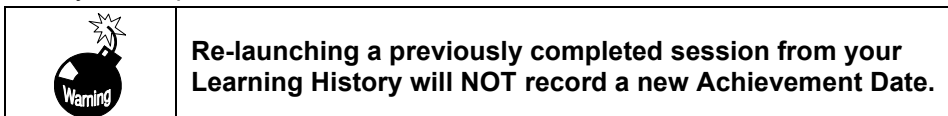
Renew a Course

Note: Renewals are not available for all courses.

If you have to renew a course every one/two/three years:

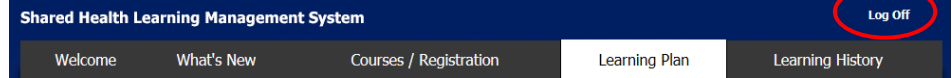
1. Register for the CURRENT session of the course. (See the "Register for a Course" instructions above.)
2. For an online course, launch the course from your **Learning Plan** tab.

Once you complete the new session of the course, a new Achievement Date will show on your Learning History tab.



Log Off of the LMS

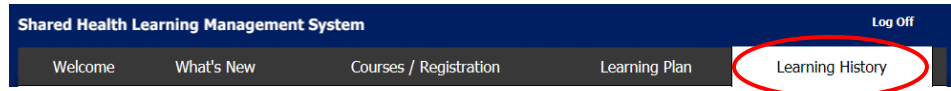
Click **Log Off** in the top-right corner of the page.



Print Your Learning History

To print a list of all the course completions on your Learning History tab:

1. Select the **Learning History** tab.



2. Click **Printable Version** at the bottom of the page.

A new window opens and displays your Achievement Record.

3. Scroll down to the bottom of the Achievement Record window and click

Print

The Print dialog appears.

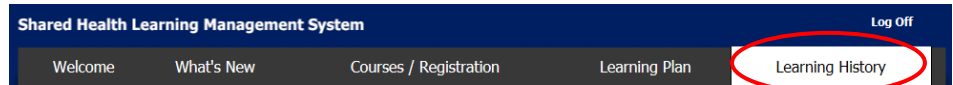
4. Select the print settings that you want and click

Print

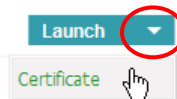
Print a Course Certificate

Note: Certificates are not available for all courses.

1. Select the **Learning History** tab.



2. If you see a Launch button across from the course name, click the **arrow** on the Launch button and select **Certificate**



-OR-

If you see a **Certificate** button across from the course name, click it.

Certificate

Two windows appear: CTS eCertificate and Printing Instructions.

3. Follow the steps in the Printing Instructions window.

Reset Your Password / Where to Enter Your EEID (Employee Number)

1. Click your name in the User Area below the Search box.



User: (your name) - User Area

2. Click **Reset** to change your password.

Note: You can also add your EEID # in the field below SAP#. (SAP field can have eight 0's if it prompts you to enter a number).

3. Click Save.