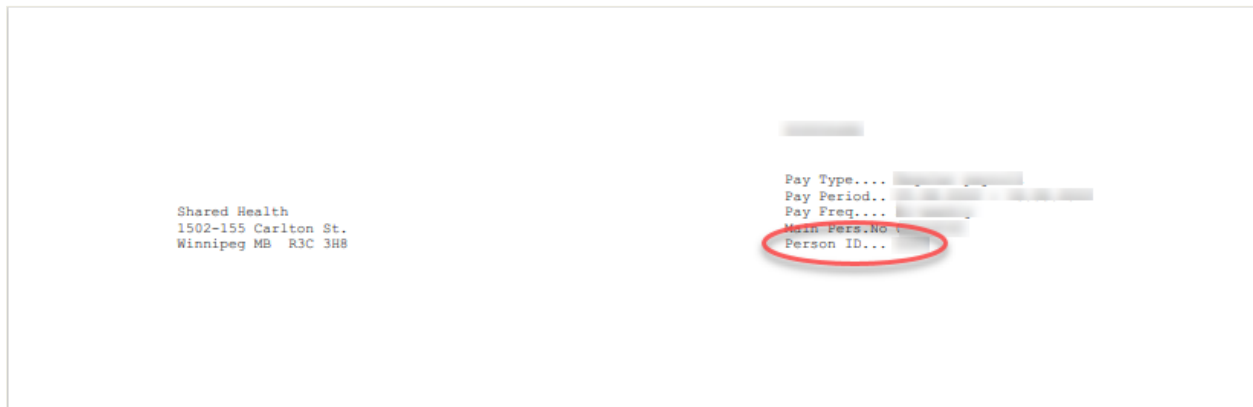


Quick Reference

Find your SAP number

Adding your SAP Person ID to your LMS account.

- You can find your SAP ID on your Pay Advice in SOGICA, it will be in the top right corner, listed as Person ID



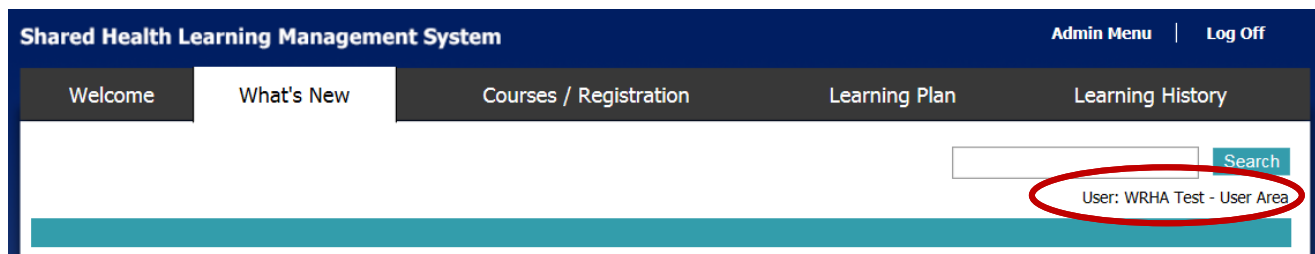
Note: Staff are required to add their SAP Person ID to their LMS account so that course completions can be shown in their manager's SAP reports. This information will not be transferred to the SAP system if this is not done.

How to add your SAP number

- Log into the LMS with your user name and password

(If you do not have an LMS account, use your work email address to create an account by clicking New User from the log on page and add the required information)

- Click your User name under the search box in the top right of the screen



Quick Reference

3. Enter your number into the SAP ID field on the Account Information screen and click Save
 - a. You **must** enter an 8 digit SAP ID, if your Pay Advice shows a 4 or 5 digit SAP Person ID, add enough leading 0's to make 8 digits – 1234 becomes 00001234

Account Information

Full Name: WRHA Test
Email: test@manitoba-ehealth.ca

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

Password: [Reset](#)

SAP ID:

Non SAP Employee ID:

Please note:

WRHA staff – if blank please enter your SAP ID.
The number must be 8 characters long.
SAP If your SAP ID is 4 or 5 Characters, please proceed 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](#)