

Step 1: Find your SAP number

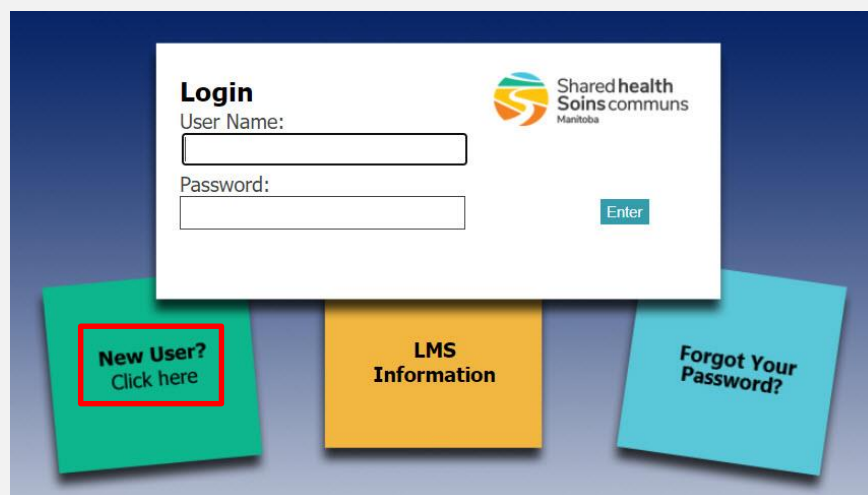
- Your SAP ID is on your pay statement in SOGICA Vault, listed as Person ID in the top right corner.



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. The information will not be transferred to the SAP system if this is not done.

Step 2: Log into the LMS with your user name and password

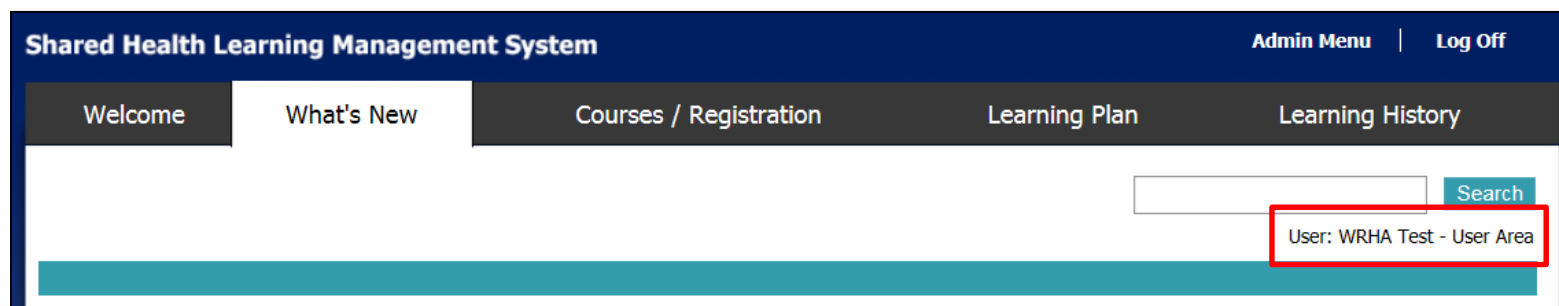
If you do not have an LMS account, create an account by clicking New User from the login page and add the required information.



For more information on how to create an account, view page 7 of the [LMS FAQ](#)

Add SAP Number to LMS Account

Step 3: Click your User name under the search box in the top right of the screen



Shared Health Learning Management System

Admin Menu | Log Off

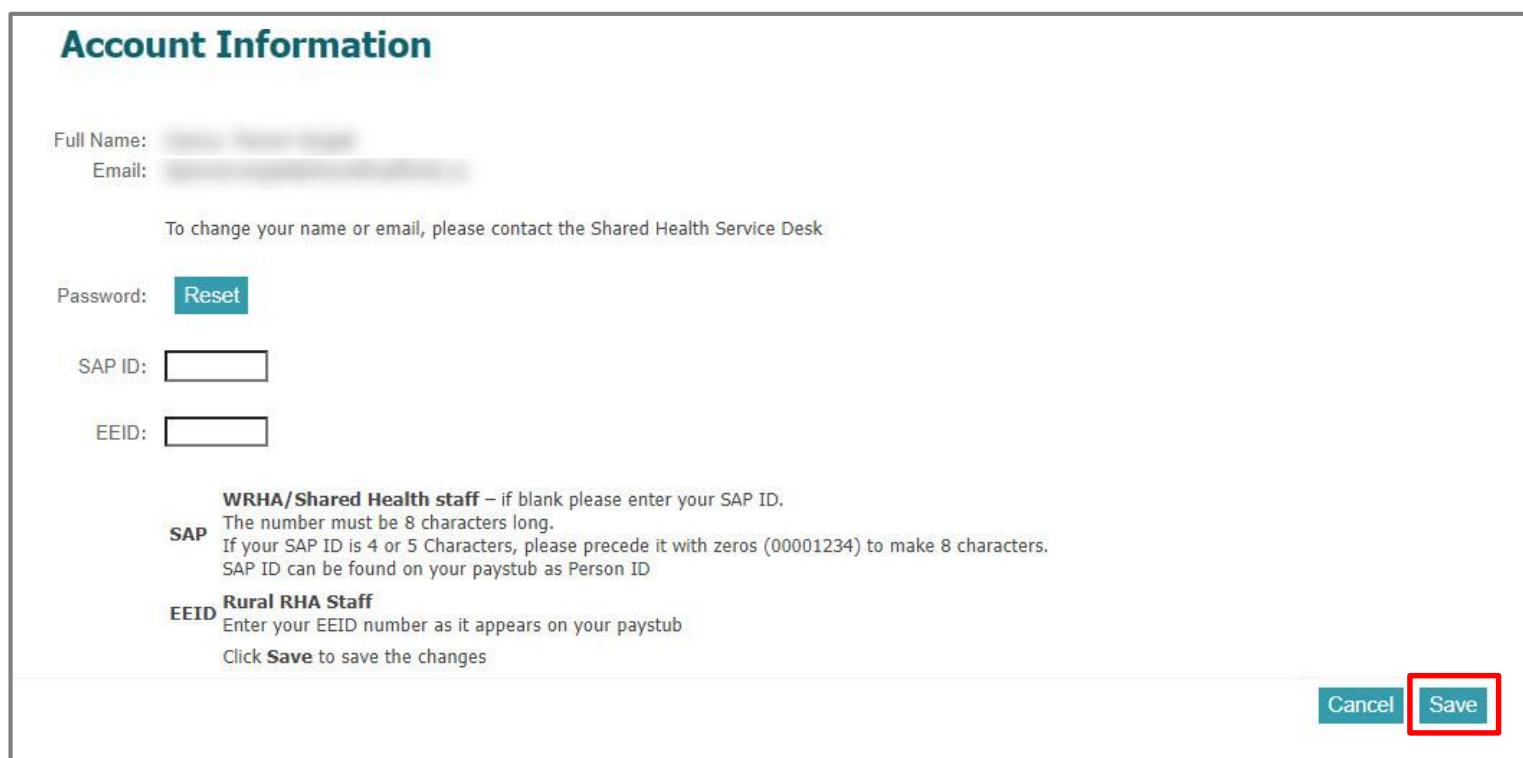
Welcome | What's New | Courses / Registration | Learning Plan | Learning History

Search

User: WRHA Test - User Area

Step 4: Enter your number into the SAP ID field on the Account Information screen

- You must enter an 8 digit SAP ID; if your pay statement shows a 4 or 5 digit SAP Person ID, add enough leading 0s to make 8 digits – 1234 becomes 00001234
- Once you have added this information, click Save



Account Information

Full Name:

Email:

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

Password: [Reset](#)

SAP ID:

EEID:

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

Rural RHA Staff
Enter your EEID number as it appears on your paystub

Click **Save** to save the changes

[Cancel](#) [Save](#)