

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.

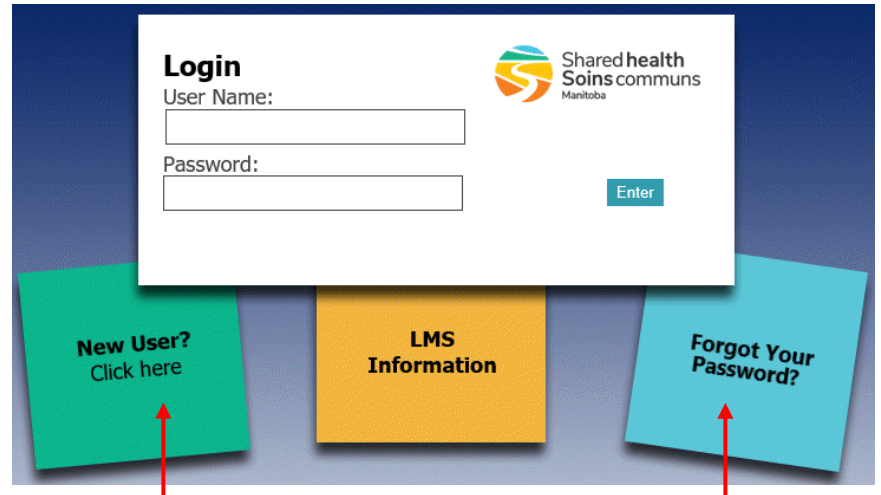
Disable Your Pop-up Blocker

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>

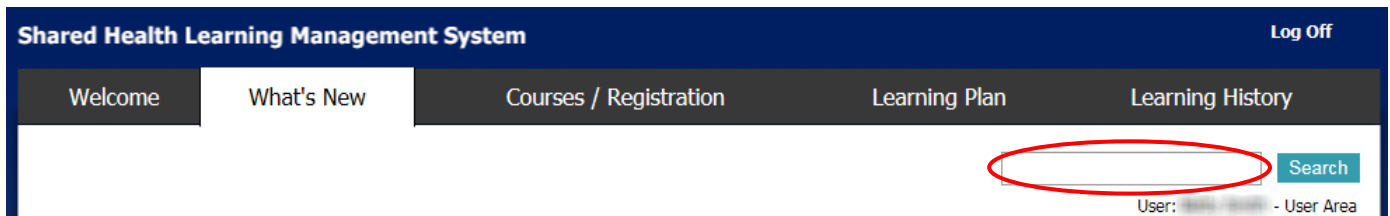


If you do not already have an LMS account, select **New User**.

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.



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

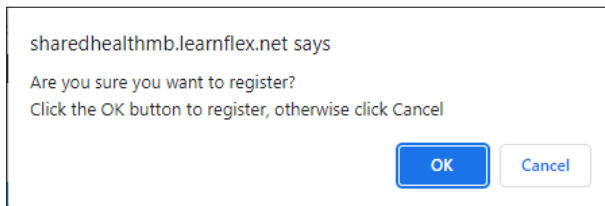
The Courses / Registration page appears.

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

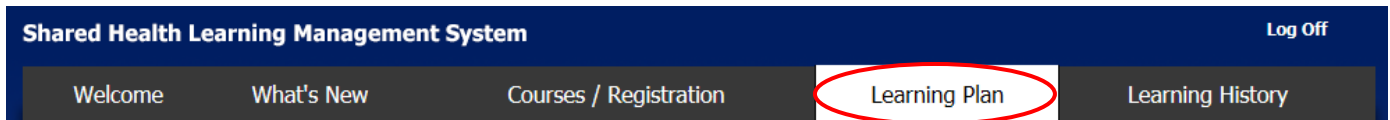
The following message appears.



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

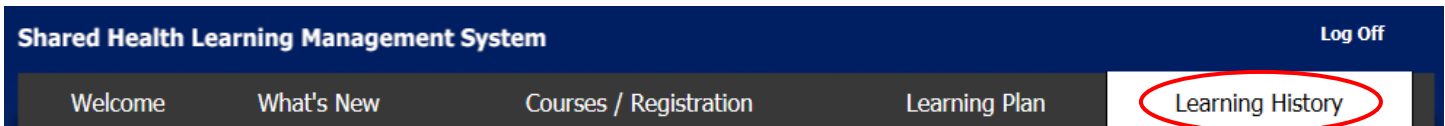
1. Select the **Learning Plan** tab.



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.

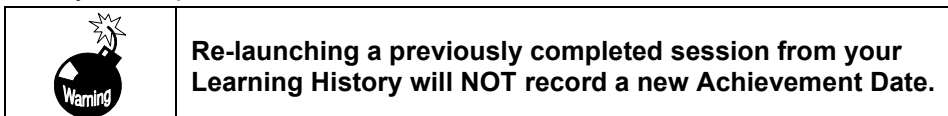
Renew a Course

Note: Renewals are not available for all courses.

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

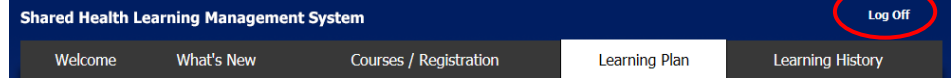
1. Register for the CURRENT session of the course. (See the "Register for a Course" instructions above.)
2. For an online course, launch the course from your **Learning Plan** tab.

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

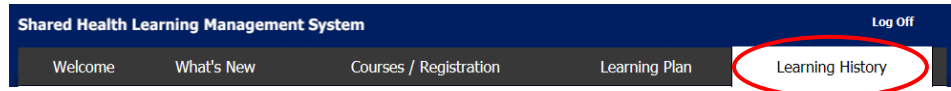
Click **Log Off** in the top-right corner of the page.



Print Your Learning History

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

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

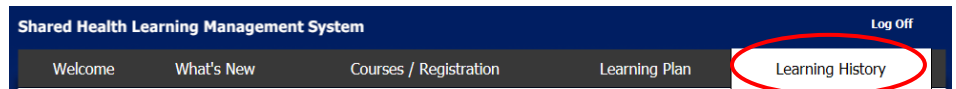


2. Click **Printable Version** at the bottom of the page.
A new window opens and displays your Achievement Record.
3. Scroll down to the bottom of the Achievement Record window and click **Print**.
The Print dialog appears.
4. Select the print settings that you want and click **Print**.

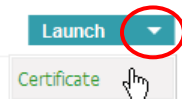
Print a Course Certificate

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.



Two windows appear: CTS eCertificate and Printing Instructions.

3. Follow the steps in the Printing Instructions window.

Reset Your Password / Enter Your SAP ID

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



2. Type in your SAP ID and/or click **Reset** to change your password.

User: **[Name]** - User Area

Note: Passwords must have a minimum of 8 characters. No special characters, letters and/or numbers only.

3. Click Save.