## **Maternal Baby Wellness**

### **Instructions for Accessing Online Training**



NOTE: **Use only the Google Chrome browser** for this training. Internet Explorer is not supported.

You can access the SHA learning platform on your computer, tablet, or smart phone using the instructions below.

After you have logged in successfully for the first time by following the instructions below, you can access this course through MyTraining in MyConnection.

Choose the option below that best corresponds with your situation:

Employees with SHA email & access to MyConnection

Employees/Physicians with SHA email\* but no MyConnection

Physicians, Volunteers, Public Partners without SHA email\*

\*SHA email or an email from a partner also within Global Address Book – i.e. 3S Health, eHealth, Saskatchewan Cancer Agency

# SHA Employees with access to MyConnection

#### SHA Employees should only use this method to access learning modules.

- 1. Click here to go to MyConnection and log in.
  - a. Your user name is your Gateway ID.
  - b. If you do not know your password or if you have not logged in before, click "Forgot/Create Password".
  - c. Be sure to use the Chrome browser, not Internet Explorer.
  - d. If you are unable to log in to MyConnection, please contact your supervisor to make an inquiry in MyConnection on your behalf.
- 2. Click on "MyTraining", then click "Access MyTraining" which will launch the SHA learning platform in a new tab.
- 3. Click on this link, or copy it, into the Chrome browser: https://skhalearninganddevelopment.thinkific.com/courses/maternal-newborn-wellness
- 4. Press Enter.
- 5. The course welcome screen will appear. Click "Enroll for Free".
- 6. You will now have access to the course and it will be available in your course list under "My Dashboard".



# Employees & Physicians with SHA email or Partner email (3S Health, eHealth, or Saskatchewan Cancer Agency) without Access to MyConnection

- 1. Click on this link, or copy it into the Chrome browser: https://skhalearninganddevelopment.thinkific.com/users/sign in.
- 2. Click "Forgot Password".
- 3. Enter your SHA, 3S Health, eHealth, or Saskatchewan Cancer Agency email address.
- 4. You will receive an email from Thinkific, the SHA learning platform, notifying you to change your password. Open the link in another tab in Chrome.
- 5. Change your password and keep it in a safe place where you will be able to find it.
- 6. You should now be logged into the SHA learning platform.
- 7. Click on this link, or copy it, into the Chrome browser: https://skhalearninganddevelopment.thinkific.com/courses/maternal-newborn-wellness
- 8. The course welcome screen will appear. Click "Enroll for Free."
- 9. You will now have access to the course and it will be available in your course list under "My Dashboard."

# Physicians, Volunteers & Public Partners without SHA email

If you are an SHA employee and have an SHA email address, do not use these instructions. Instead, refer to the steps above for SHA employees.

- Click on this link, or copy it into the Chrome browser: https://skhalearninganddevelopment.thinkific.com/users/sign\_up.
- 2. Click "Create New Account."
- 3. Complete the "Create a new account" form, using your personal email address.
- 4. You should now be logged into the SHA learning platform.
- 5. Click on this link, or copy it, into the Chrome browser: https://skhalearninganddevelopment.thinkific.com/courses/maternal-newborn-wellness
- 6. The course welcome screen will appear. Click "Enroll for Free."
- 7. You will now have access to the course and it will be available in your course list under "My Dashboard."