

How to launch an eLearning Course

While onsite at UHN , you can launch the UHN eLearning Centre via the Corporate Intranet here: <http://intranet.uhn.ca/education/elearning/> by clicking the eLearning Centre Logo.

If you are working remotely, you can access the UHN eLearning Centre here: http://www.uhn.ca/For_Staff/eLearning/index.asp and clicking the image UHN eLearning Centre: Classroom a click away.



Username: If you are a UHN Employee, your username will consist of **UHN and your Employee ID together**. e.g. UHN123456. If you requested a temporary ID, use the username provided in the email from eLearning.

Initial Password: password1. You will be requested to change it to one of your own choosing after first login.

To search for an eLearning course:

On the **Learner** homepage, enter either the course code or the course name in the **Search** Field and click **Go**.

Use the * as a wildcard if you are unsure of the complete name of the course.

You can also search the **Catalogue** categories and sub-categories. For Example , under **Safety**, click the **Fire Safety** sub category to see all available Fire Safety related classes and courses.

Once you have located the course on the search results page, **highlight** the course name in blue and click **Start**.

The screenshot shows the search results for 'Fire Safety'. The search bar contains 'Fire Safety' and a 'Go' button. Below the search bar, there are filters for 'Learning activities (11)', 'Categories (4)', and 'Activity Type (2)'. The main results table lists 11 activities. The 'Fire Safety: Annual Refresher' course is highlighted in blue, and its 'Online Course' type is also highlighted. A 'Start' button is visible at the bottom right of the results table.

Activity Name	Activity Type	Code
Fire and Life Safety Training for Managers at UHN	Online Course	UHUHEP015W
Fire Safety - Evacuation	Online Course	UHUHEP010W
Fire Safety - Fire Extinguishers	Online Course	UHUHEP011W
Fire Safety - Lifts & Carries	Online Course	UHUHEP012W
Fire Safety Seminar - PMH	Instructor Led Course	UHUHEP201I
Fire Safety Seminar - TWH	Instructor Led Course	UHUHEP301I
Fire Safety Seminar-TGH	Instructor Led Course	UHUHEP401I
Fire Safety Training In-Service PMH	Instructor Led Course	UHUHFS203F
Fire Safety: Annual Refresher	Online Course	UHUHEP009W
Fire Warden Training	Instructor Led Course	UHUHFS001I

NOTE: The course opens up in a separate window so pop up blockers must be disabled if you are using a non UHN computer. If you do not disable the pop up blockers the course will not run.

The UHN eLearning Centre is optimized for Internet Explorer as this is the supported browser at UHN. The use of other browsers will result in inconsistent course play and course completion reporting to the UHN eLearning Centre.