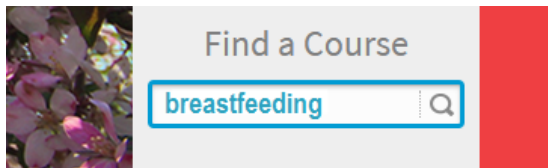
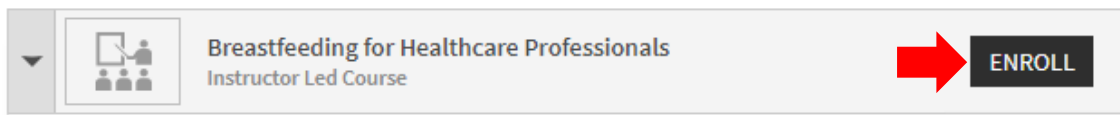


## Signup and Completion - Breastfeeding for Healthcare Professionals

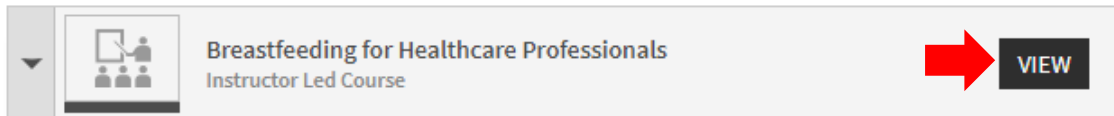
1. Log into the LMS (eLearning Centre) at <https://mountsinai.myabsorb.ca>
2. In the **Find a Course** area on the right type **breastfeeding** then click the **search** button.



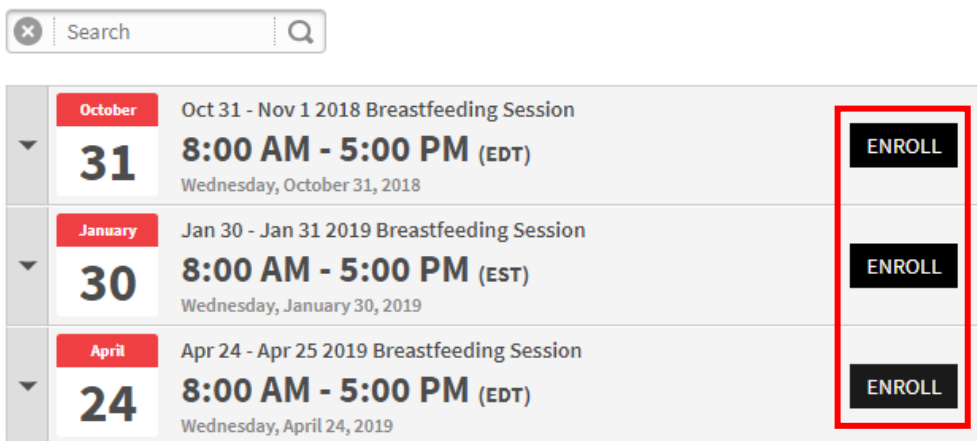
3. Find the **Breastfeeding for Healthcare Professionals** course (**NOT** the External one), then click **Enroll**.  
**Search Results for breastfeeding**



4. Click **View** to see a list of available sessions

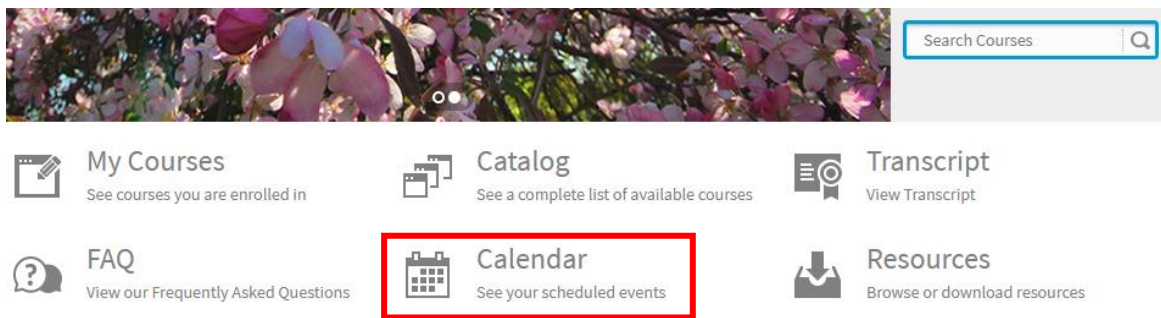


5. Find the session you want (remember it's a two day course), then click the appropriate **Enroll** button.  
**Please choose a session**

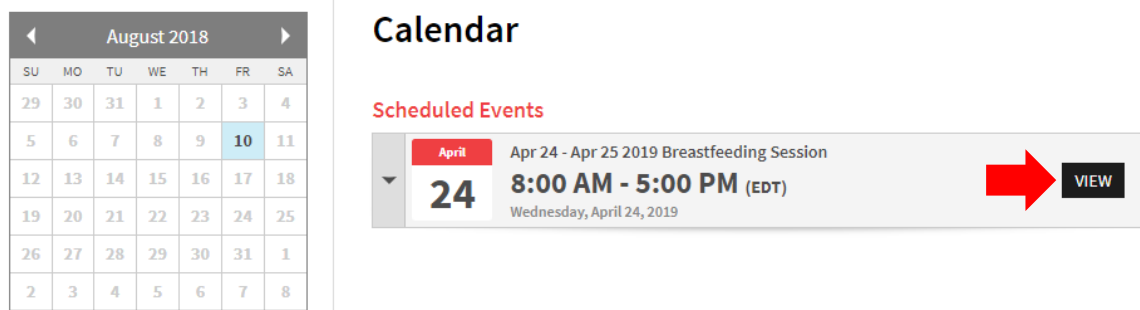


6. Enrollment in the Breastfeeding for Healthcare Professionals class requires approval, so once you have picked a session an email goes to the approver, and you will receive a message from the LMS advising you that your enrollment is pending approval.

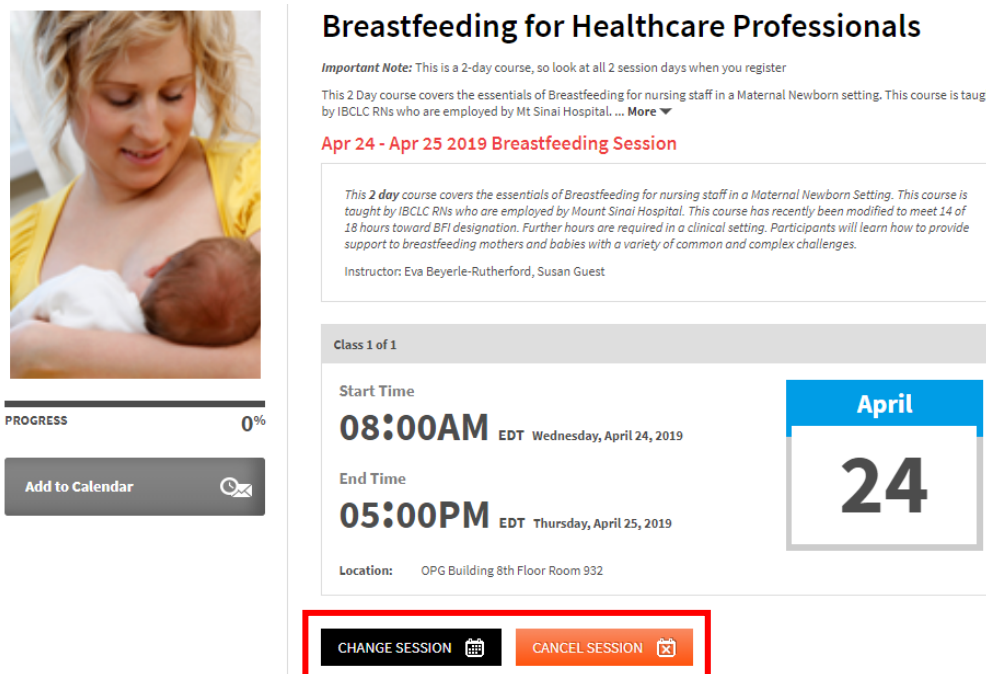
7. Once your session is approved you and your manager will receive an enrollment confirmation message (with an ics file attached so you can put the course in your Outlook Calendar). You can also view a **calendar** from within the LMS on the main launch screen, and this will give you additional options.



8. You will see your class listed. Click on the **View** button.



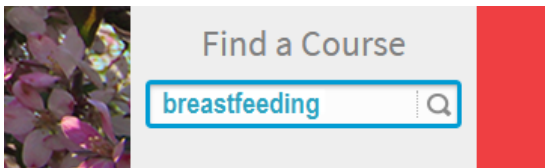
9. If you cannot attend your scheduled session it is VERY important that you either Cancel or Change your session (which will be subject to re-approval). Not showing up means you have wasted a seat that someone else could use, as these classes often have waiting lists. Click on the **Cancel Session** or **Change Session** button as appropriate and follow the screen prompts.



## Clinical Practice Documentation

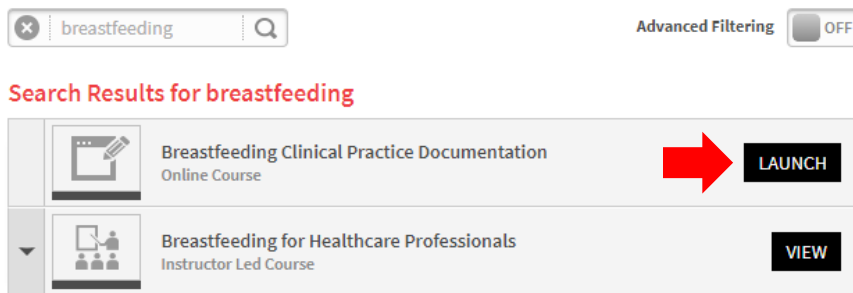
One of the components of this course is the completion of 4 hours of clinical practice. Your clinical competencies must be documented and signed by the Lactation Consultant, and that documentation is what you will need to scan/take a picture of and upload. These uploads are monitored, and if you submit incomplete forms your completion will be revoked. To upload follow the steps below:

1. Scan or take a picture of your completed/signed Clinical Competencies form.
2. Log into the LMS (eLearning Centre) at <https://mountsinai.myabsorb.ca>
3. Go to **Find a Course**, then search for **breastfeeding**:



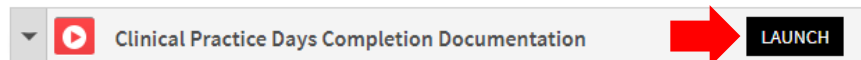
4. You have been automatically enrolled in the **Breastfeeding Clinical Practice Documentation**, so you will need to click **Launch** to open it:

### Search

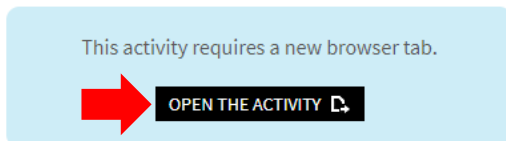


5. Click on the next **Launch** icon:

### Upload Clinical Competencies Form



6. Click the **Open the Activity** button.



Close this window once you have completed the activity.

7. Fill in the form, then click **Browse** to find and upload your file. Once that is done you can click **Submit**.

Breastfeeding Clinical Practice  
Documentation: Clinical Practice Days  
Completion Documentation \* *Required*

Scan or take a picture of your completed Clinical Competencies Form and upload it here. Although you will be able to print your certificate right away, these forms will be monitored, and completion will be revoked if you upload an incomplete form.

Completion Date \*

2018-08-09

Total Time Spent (Hours)

4

LC/Vendor

J. Martin

Select a file to upload \* (Max. 1 GB)

Browse... BreastfeedingClinicalCon

Cancel Submit

8. Once it's uploaded click the **Return to Lesson** button.

Select a file to upload \* (Max. 1 GB)

Browse...

Complete

Return to lesson

9. You can now print your certificate of completion (remember that these uploads are monitored).

Breastfeeding Clinical Practice Documentation

In addition to the classroom component of this course you must complete 4 hours of clinical practice. Your clinical competencies must be documented and signed by the Lactation Consultant, and that documentation is what you will need to scan/take a picture of and upload here.

Upload Clinical Competencies Form

✓ Clinical Practice Days Completion Documentation LAUNCH

LESSON PROGRESS 1/1

STATUS: COMPLETED ✓

Certificate

If you have any issues, please email [elearning.msh@sinaihealthsystem.ca](mailto:elearning.msh@sinaihealthsystem.ca)