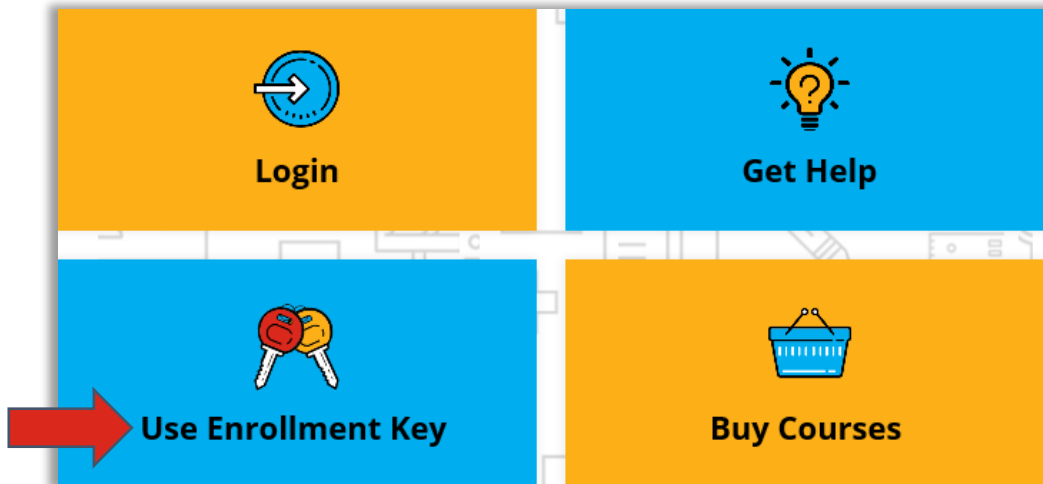# Mandatory eLearning Instructions
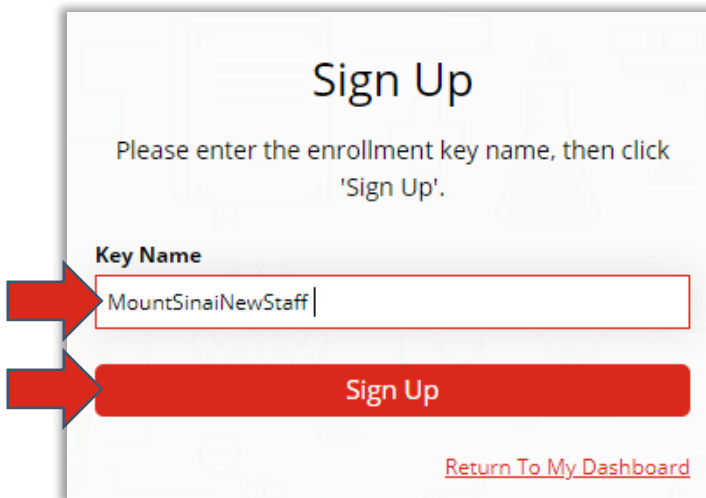
You are required to complete six (6) mandatory E-Learning modules **on the Thursday before your potential start date**. The website is **mountsinai.myabsorb.ca**

Instructions

1. Click **Use Enrollment Key:**

2. Type the Key Name: **MountSinaiNewStaff (no spaces and it is case sensitive),** then click **Sign Up**

3. Fill in all required **Sign Up** fields, then click the **Sign Up** button. *Important: please remember the email address you used and the password you created to avoid creating a duplicate account when you return to the site.*

4. The main dashboard of SinaiHealthLEARNS (our Learning Management System) appears. You can find **New Employee Orientation Curriculum** under the Mandatory Courses banner, or in My Courses. Click **Start** to begin.

5. The **Course Content** window appears, listing all the courses that you must complete. Note that the second section requires you to choose just one Privacy course (according to your area of work). Click **Enroll**, and then **Start** on the first course:

6. The **Course Details** screen appears. Read the instructions, then click **Start** to begin. Once the course is complete you'll be returned to this screen, and the course will mark as complete. Click the black **Return** button to go back to the curriculum launch screen so you can continue working your way through the rest of your required courses.

Mandatory Training Courses

✔ Code of Ethical Conduct

✔ Safety and Feedback Event Reporting (SAFER)

✔ Hand Hygiene and Infection Prevention and Control
   Competencies

✔ Occupational Health and Safety Roles and Responsibilities – Staff

✔ WHMIS –Globally Harmonized System

✔ Privacy (Complete one: Hospital Staff or Researchers)

IMPORTANT!

Once you have started your new job and have been provided a Sinai Health email address and access to our HR system "Dayforce", please ensure that you enter your business email address into Dayforce as soon as possible. This will allow your permanent SinaiHealthLEARNS account to be created. For additional instructions please click the "Get Help" icon from the log in screen of SinaiHealthLEARNS or go to https://fxo.io/m/mdw9nqn6

Problems logging in? Please contact eLearning.MSH@sinaihealthsystem.ca