

This **MyLearning User Training Guide** covers the following:

- [Logging In](#)
- [Finding your assigned courses](#)
- [Reviewing your completion history](#)
- [Using the course search function](#)
- [Registering for a course](#)
- [Viewing the calendar](#)

For any MyLearning questions or concerns, please contact [mylearning@mackenziehealth.ca](mailto:mylearning@mackenziehealth.ca).

## Logging In

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### For new hires logging in for the first time (inside the hospital)

1. Log in to the computer using your *Initial Computer Login* which was emailed to you by your Talent & Benefits Associate (TBA)
  - **User Name:** *typically* your first initial and last name (e.g. jsmith)
  - **Password:** temporary password provided in the email
2. Once you have re-set your password, please proceed to the **For Existing Staff** section below

### For new hires logging in for the first time (outside of the hospital)

3. If you have not yet logged into a Mackenzie Health computer or onto the network, you must reset your password before accessing MyLearning. To reset your password:
4. Go to [RD Web Access \(mackenziehealth.ca\)](#)
5. Log in using your *Initial Computer Login username and password* that were emailed to you
6. Once you have re-set your password, please proceed to the next step **For Existing Staff**

### For existing staff

1. Go to <https://mylearning.mackenziehealth.ca/>
2. If you are not automatically logged into MyLearning, please log in with the following:
  - **Username:** firstname.lastname@mackenziehealth.ca (e.g. john.smith@mackenziehealth.ca)
  - **Password:** use your hospital network password

## Important note

- If you are using a shared computer workstation, please remember to log out (or tap out) of the computer once you're done using it. This is so that others don't use your MyLearning account by accident.

## Finding Your Assigned Courses

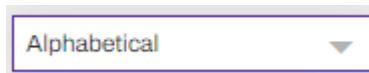
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- 1) Click the **My Courses** tile on the dashboard



- 2) By default, your courses will be displayed alphabetically in tile view

- a. Change how the **course** order is displayed by clicking the drop-down menu to the right (i.e. recent activity, alphabetical, mandatory, and expiry date)



- b. Change the view by clicking the icon on the right (i.e. list, calendar)



- c. Search for courses using the icon on the left



- 3) Click on the **Start** button of the course you want to select

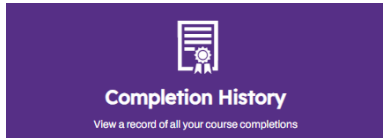


- 4) Click on the **Start** button again to begin the course
- 5) Click on the menu icon in the top right corner to access the dashboard, my courses, catalogue, completion history, calendar, profile and log off at anytime.



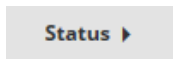
## Reviewing Your Completion History

- 1) Click the **Completion History** tile on the dashboard



You will now see the list of courses you are registered for that are not started, in progress, and complete, as well as any certifications you have accumulated.

- 2) Click on the Status arrow to filter between complete and incomplete courses

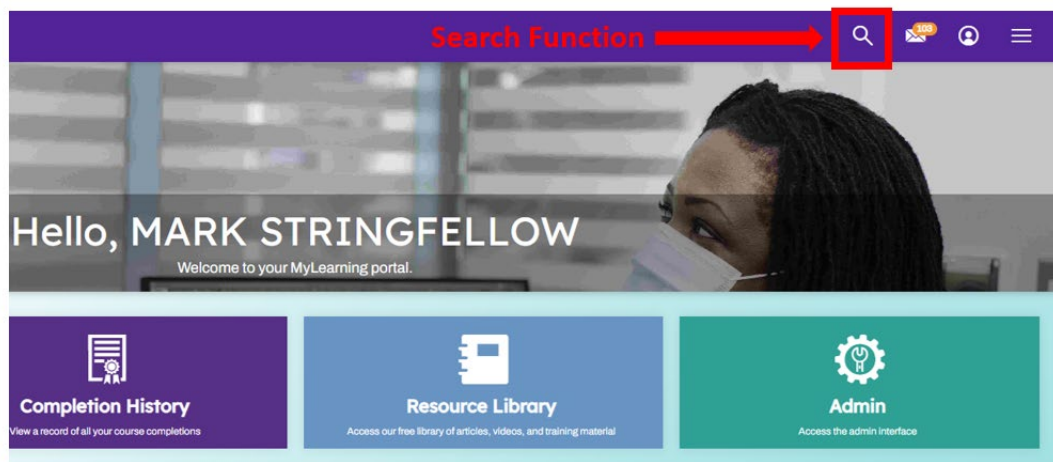
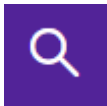


- 3) Click on the menu icon in the top right corner to access the dashboard, my courses, catalogue, completion history, calendar, profile and log off at anytime.



## Using the Course Search Function

- 1) From the home screen, click on the **search icon** towards the top right of your screen. See below:



- 2) Type in your search query and press the **Enter** key on your keyboard.
- 3) As the default, all your **courses** will be displayed in order of closest relevance to your search query. You can change the view by clicking the icon on the right (i.e. list, card, detail).



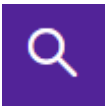
- 4) Use the filter functions on the left side of your screen as required.
- 5) Click on the menu icon in the top right corner to access the dashboard, my courses, catalogue, completion history, calendar, profile and log off at anytime.



## Registering for a Course

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- 1) Click on the **search icon** towards the top right of your screen



- 2) Find the course you want to register for and click **Enroll** \*this button will become a **Start** button



- 3) Click on the Start button to begin the course
- 4) Click on the menu icon in the top right corner to access the dashboard, my courses, catalogue, completion history, calendar, profile and log off at anytime.



## Viewing the Calendar

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- 1) Click on the **menu** icon in the top right corner



- 2) Select the **Calendar** option



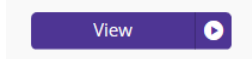
Calendar

- 3) You will now see the calendar view of your courses.

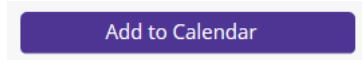
- a. Click on a date with a number (representing the number of courses you are registered for on that date) to find out more information about the course i.e. time, date, and modality (in person or online)



- b. Click on **View** to see more detailed course information



- i. Click Add to Calendar to create an outlook invite



- 4) Click on the menu icon in the top right corner to access the dashboard, my courses, catalogue, completion history, calendar, profile and log off at anytime.

