SASWH +

Saskatchewan Association for
Safe Workplaces in Health

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Online Access Instructions
TLR® EMS Education via Online Learning

This document will assist you with accessing SASWH's TLR® (Transferring Lifting Repositioning) for Emergency Medical Services (EMS) program© online learning education.

Please note: Online education must be completed within 6 weeks prior to an in-person training session to meet program requirements. The in-person session provides essential hands-on experience not covered in the online learning.

Before you start:
- The online learning is compatible with the following internet browsers:
  - Firefox
  - Google Chrome
  - Microsoft Edge
- Use a computer with reliable internet access. Internet speed/stability may impact functioning of the course.
- We recommend that you do not use a mobile device (i.e., tablet, cell phone) as the course may not function as intended on these devices.
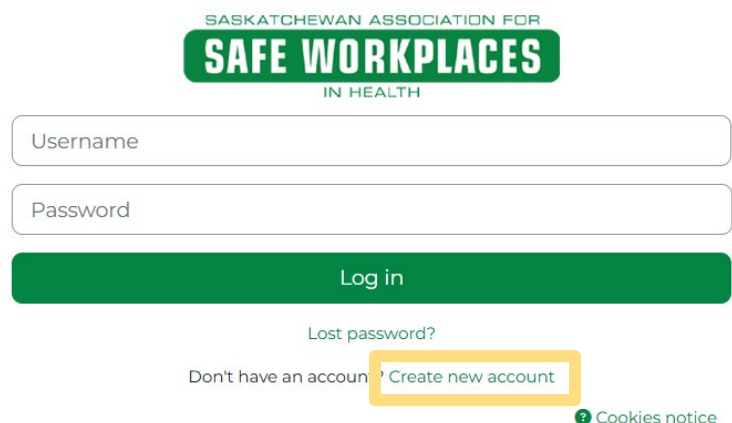
Step 1 – Access the Login Page:
1. Visit SASWH's website at www.saswh.ca
2. On the top right corner, click on the **red** LOG IN icon.
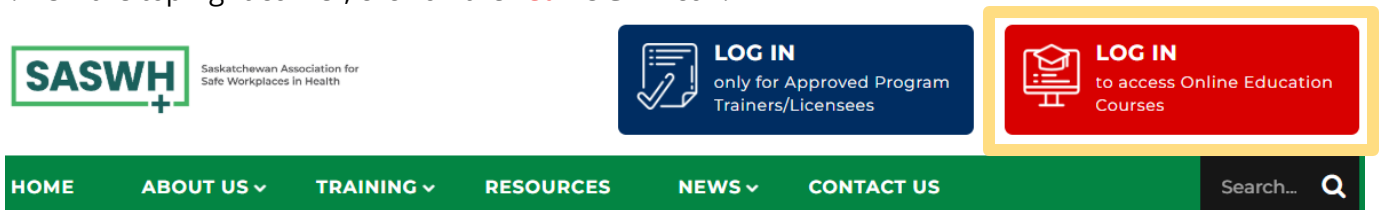
Step 2 –Log Into E-Campus:
1. If you already have an e-campus account, log-in and proceed to **Step 5**.
2. If you do not have an e-campus account, click "Create new account" and proceed to **Step 3**.

Step 3 – Create an Account:

1. Fill in all the required fields (indicated by an exclamation point in a red circle: 🔴)
   - Be sure to store your username and password in a safe place — you'll need them to log in later.
   - Ensure to enter your email address correctly.
2. For the remainder of the "Employer Information":

   Students:
   - Under "Title/Position", enter "Student".
   - Under "Employer" click the drop-down arrow and select the name of your educational institution along with the applicable program and site location.
   - If your school is not listed, select "Other" and specify the institution name in the "If other, Please specify" text box.

   ⌄ **Employer Information**

   Title/Position 🔴
   > Sudent

   Employer 🔴
   > SaskPoly/CCA - Regina   ⬍

   If other, Please specify
   >

   Date of Birth
   ☑ Enable 4 ⬍ November ⬍ 2006 ⬍ 📅

   Employee ID #
   >

   Note
   > **** Saskatchewan Health Authority employees only **** - Please ensure you enter your date of birth, employee ID # if issued and select a geographical area below.

   Geographic Area
   > Please select one of the geographical areas to ensure your completion is provided to the appropriate area contact: ⬍

   [Create my new account] [Cancel]

   🔴 Required

   Saskatchewan Health Authority (SHA) Employees:
   - Under "Employer" click the drop-down arrow and select "Saskatchewan Health Authority".
   - Under "Date of Birth", check the "Enable" box and enter your date of birth.
   - Under "Geographical Area", click the drop-down arrow and select the applicable former health region you are employed in.

   ⌄ **Employer Information**

   Title/Position 🔴
   > CCA

   Employer 🔴
   > Saskatchewan Health Authority   ⬍

   If other, Please specify
   >

   Date of Birth
   ☑ Enable 4 ⬍ November ⬍ 2006 ⬍ 📅

   Employee ID #
   > 0000000

   Note
   > **** Saskatchewan Health Authority employees only **** - Please ensure you enter your date of birth, employee ID # if issued and select a geographical area below.

   Geographic Area
   > Regina Qu'Appelle   ⬍

   [Create my new account] [Cancel]

   🔴 Required

Non-SHA Employees:
- Under "Employer" click the drop-down arrow and select the name of your employer.
- If your employer is not listed, select "Other" and specify the employer name in the "If other, Please specify" text box.

˅ Employer Information

Title/Position ❗
| Teacher's Aid |

Employer ❗
| Regina Public School Division #4 ⬍ |

If other, Please specify
| |

Date of Birth
☑ Enable | 4 ⬍ | November ⬍ | 2006 ⬍ | 🗓

Employee ID #
| |

Note
| **** Saskatchewan Health Authority employees only **** - Please ensure you enter your date of birth, employee ID # if issued and select a geographical area below. |

Geographic Area
| Please select one of the geographical areas to ensure your completion is provided to the appropriate area contact: ⬍ |

[Create my new account] [Cancel]

❗ Required

3. Once you have filled in all the required account information, click the **green** "Create my new account" button.

Step 4 – Confirm Your Account:
1. After creating your account, you will receive an email to confirm your account. Please ensure you check your junk email folder if you do not see it in your inbox.
2. Click on the verification link in the email to activate your account.
3. Click "Continue" and you will be redirected to log into the SASWH e-learning portal.

Step 5 – Register for TLR®
1. Once you have logged in, scroll down on the Home page to find "Available courses".
2. From the list of courses, click on the link for "Transferring Lifting Repositioning (TLR® program©) for Emergency Medical Services" – there will be a short course overview under the course name.
3. Under the "Self Enrolment (Student)" heading, enter the enrolment key, then click "Enrol me".
   - **The enrolment key for the TLR® EMS program© is:** Ambul@nc3
   - It is case sensitive, so enter it exactly as shown above.
4. Do not use the "Guest access" field to enrol.
5. You will only be required to enter the enrolment key for initial access to the course.

Please note: each online course has a unique enrolment key.

˅ Self enrolment (Student)
Enrolment key | |
[Enrol me]   ✔

˅ Guest access
Password | |
[Submit]   ✖

Completing TLR® EMS:

- As you work through the course modules, use the "Next Page" button to advance and the "Submit" button to enter your responses to questions.
- *Test My Knowledge* questions are offered throughout the course to reinforce your learning.
- If you need to stop part way through the course, you will be prompted to save your progress; this will allow you to return where you left off.

TLR® EMS Training Certificate:

- There is no certificate offered in the TLR® EMS online education course as an in-person training session must be attended to meet program requirements.
- A proof of online completion document will be available to download to bring to your in-person session.
- An official TLR® EMS certificate will be provided to you following successful completion of the in-person training.

Need Help? E-Campus Support is Available to You:

If you have technical difficulty or need assistance as you work through the online program, contact SASWH by email at learning@saswh.ca

Assistance is available during SASWH's regular business hours: **Monday to Friday, 8:15 AM to 4:30 PM except statutory holidays.** We are also closed Christmas Day to New Year's Day.

Support for the functioning of your computer or software is not available from SASWH.