

Online Access Instructions

TLR® Education via Online Learning

This document will assist you with accessing SASWH's TLR® (Transferring Lifting Repositioning) 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.



The screenshot shows the top navigation bar of the SASWH website. On the left is the SASWH logo and a sub-header 'Saskatchewan Association for Safe Workplaces in Health'. The navigation bar includes links for HOME, ABOUT US, TRAINING, RESOURCES, NEWS, and CONTACT US. On the right is a search bar with a magnifying glass icon. The 'LOG IN' button is highlighted with a yellow border. The button has two versions: a blue one for 'Approved Program Trainers/Licensees' and a red one for 'Online Education Courses'.

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**.



The screenshot shows the e-campus login page. It features the SASWH logo at the top. Below it is a form with two input fields: 'Username' and 'Password', both with placeholder text. A large green 'Log in' button is centered. Below the button are links for 'Lost password?' and 'Don't have an account? [Create new account](#)'. At the bottom right is a 'Cookies notice' link.

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 InformationTitle/Position 

Student

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 InformationTitle/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 *

Employer *

If other, Please specify

Date of Birth
 Enable 

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

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

Step 4 – Confirm Your Account:

- After creating your account, you will receive an email to confirm your account. If you do not see it in your inbox, please ensure you check your junk email folder.
- Click on the verification link in the email to activate your account.
- Click "Continue" and you will be redirected to log into the SASWH e-learning portal.

Step 5 – Register for TLR®

- Once you have logged in, scroll down on the Home page to find "Available courses".
- From the list of courses, click on the link for "Transferring Lifting Repositioning (TLR®) program©" - there will be a short course overview under the course name.
- Under the "Self Enrolment (Student)" heading, enter the enrolment key, then click "Enrol me".
 - The enrolment key for the TLR® program® is: Teamwork!26**
 - It is case sensitive, so enter it exactly as shown above.
- Do not use the "Guest access" field to enrol.
- 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®:

- 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® Training Certificate:

- There is no certificate offered in the TLR® 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® 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.