

Online Access Instructions

WAVE Education via Online Learning

This document will assist you with accessing SASWH's WAVE (Workplace Assessment Violent Education) program[®] 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**.



The screenshot shows the login form for the e-campus. At the top is the SASWH logo. Below it are two input fields: 'Username' and 'Password'. A green 'Log in' button is below the fields. Below the button is a link for 'Lost password?'. At the bottom, there is a link for 'Don't have an account?' and a link for 'Create new account' which is highlighted with a yellow box. A 'Cookies notice' link is at the bottom right.

Step 3 – Create an Account:

- 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.
- 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 

Employer 

If other, Please specify

Date of Birth

Enable 

Employee ID #

Note

Geographic Area

[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 

Employer 

If other, Please specify

Date of Birth

Enable 

Employee ID #

Note

Geographic Area

[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

Geographic Area

● 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 WAVE

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 “WAVE 101 – Workplace Assessment Violence Education” – 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 WAVE program[®] is: S@feZone5**
 - 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.

Self enrolment (Student)

Enrolment key

Guest access

Password

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



Completing WAVE:

- 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.

WAVE Training Certificate:

- An electronic certificate document will be available to download after successful completion of the online course (applicable to WAVE 101 only).
- The certificate can be printed if your employer has requested to retain a copy for their records.

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.