TLR® via on-line learning
## Specific for Saskatchewan Health Authority

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

Before you start:
- Know your **correct and valid email address** (any valid email address is acceptable).
- Use a computer with **Internet access**. Internet speed/stability may impact functioning of the course.
- **Browsers** that function with the course are **Google Chrome, Firefox or Microsoft Edge**.
- Refrain from using a tablet or cell phone as the course may not function as intended.
- You may want to have a pen and paper at hand to record any notes, information.
- Please have patience with technology.

QUICKLINKS

Classroom Training - Schedule and Online Registration

E-CAMPUS (Online Learning)

Step 1: Visit SASWH's website at www.saswh.ca
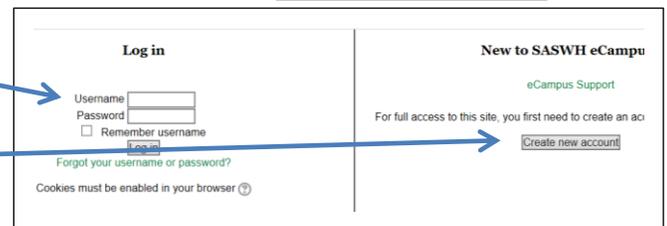On the right side of SASWH's home page, click on "E-CAMPUS".
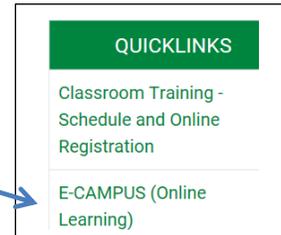
Step 2: Log in OR create new account
If you already created an account for another SASWH course, log in with your username and password.

New to SASWH e-campus? Click "Create new account". Accurately fill in all the required information. Ensure you enter your email address correctly.
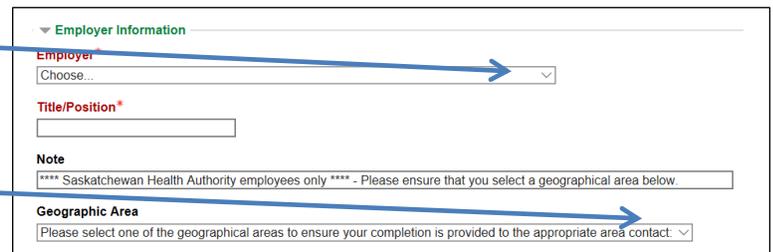- Remember or record the username and password that you create.

Log in

Username ☐
Password ☐
☐ Remember username
Log in
Forgot your username or password?
Cookies must be enabled in your browser ⓘ

New to SASWH eCampus
eCampus Support
For full access to this site, you first need to create an acc
Create new account

==CRITICAL Employer information!==
- Click the down arrow
- Select **Saskatchewan Health Authority** from the list of employers

==CRITICAL Geographic Area!==
- Click the down arrow
- **Ensure you select a geographic area from this list** (this is the previous health region name)
- If you are hired under the Supplemental Workforce Team Letter of Understanding (LOU) due to the current COVID-19 pandemic, select "==Supplemental Workforce - COVID-19==" as your geographic area.

▼ Employer Information

Employer
Choose... ⌄

Title/Position*
☐

Note
**** Saskatchewan Health Authority employees only **** - Please ensure that you 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: ⌄

When you've filled in all of the account information, click "Create my new account". An online learning account is then created by the system.

Step 3: Confirmation of Your Account
- After creating your account, you will receive an email that is not spam - it will be sent to the email address you provided when you created your account. Depending on your email system, this confirmation may end up in your "junk" email folder.
- Click on the verification link in that email to activate your account.
- You will then be automatically logged into the eCampus area.

From: Admin User [mailto:learning@saswh.ca]
Sent: Thursday, March 09, 2017 2:49 PM
To: YOUR EMAIL ADDRESS APPEARS HERE
Subject: eCampus for Online Training: account confirmation

Step 4: *Accessing TLR®*
- From the list of courses shown, click on the link *Transferring Lifting Repositioning* - you will see a short course overview.
- At the bottom of the page you will see an enrolment area.
- Ensure you use "*Self enrolment (Student)*"
  - DO NOT use the Guest access.
- **The enrolment key is** TLR2020 - it is case sensitive, so enter it exactly as TLR2020. Then click on "*Enrol me*".
- You only need to use the enrolment key the first time you access the course.

▼ Self enrolment (Student)
Enrolment key
☐ ☐ Unmask
Enrol me
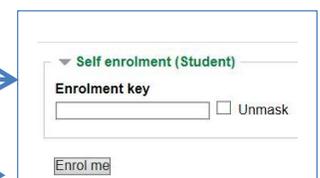
Step 5 - *Completing TLR®*
- Select the link to *Transferring Lifting Repositioning* which will take you to the course.
- As you complete the course, use the icons on the screen such as clicking "Next Page" to advance, clicking "Submit" to enter your responses to questions.
- *Test My Knowledge* questions are offered throughout the course to reinforce your learning.

Stopping Part Way through the Course
If you need to stop part way through the program, you will be prompted to save what you've done so when returning to complete the program you'll be taken to where you left off.

TLR Training Certificate
There is no certificate offered in this TLR online education course. A certificate in TLR would be provided to you following successful completion of classroom training.

## Need Help??? eCampus Support is Available to You
If you have questions with content or need assistance as you work through the online program, contact:
- SASWH by email at learning@saswh.ca or
- access eCampus Support by one of these options:

1. If you are logged into eCampus, at the top right of your screen click on "eCampus Support". If you are in the WAVE course, you will have to exit the course to access this eCampus Support link.

or

2. In your browser, enter https://support.saswh.ca/ to access eCampus Support.
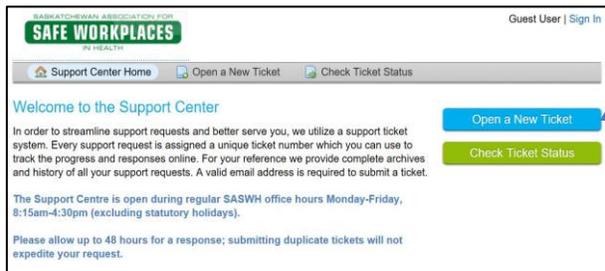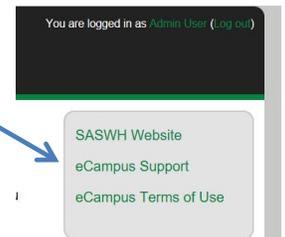
Both options will take you to the Support Centre - click on *Open a New Ticket* and complete the required information. You will receive an email from SASWH Support with your ticket number.

eCampus Support and the email account are managed during SASWH office hours, Monday to Friday, 8:15 am to 4:30 pm except for statutory holidays.

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

Edit Your Account!!
Step 1: Go to www.saswh.ca and access *eCampus* (Online Learning).

Step 2: Log in to your account by using the username and password you created. There is a link available if you've forgotten your username or password.

Step 3: Click on your name at the top right of the screen.

Step 4: Click on Edit profile.

Step 5: Make the changes that you need to.

Step 6: Click **Update profile**

Step 7: Scroll back up to the top of the page and log out

We rely on you to ensure your online account has accurate information. Please ensure all your information is complete and up to date so your course completions can be compiled accurately!