

Accessing Online Learning Modules

NOTE: Google Chrome is the only supported web browser for this platform

You can access the SHA learning platform on your computer, tablet, or smart phone using the instructions below.

IMPORTANT: It is very important that SHA employees access learning only through MyConnection because it allows for more accurate tracking of who has completed the training, which will be used for scheduling. Prior to logging into MyConnection go to Gateway and make sure the primary email you will be using for all your learning is entered. Multiple accounts cannot be merged at this time.

You may have already created an account using a personal email address for previous training. That account will remain active, but this and all future learning by SHA employees must be accessed through MyConnection.

SHA Employees with access to MyConnection (All employees with Gateway Access)

1. Go to [MyConnection](#) and log in. Be sure to use the Google Chrome browser. If you need help logging in to MyConnection, watch the helpful [Log in to MyConnection](#) short Video.
2. Click on “MyLearning,” then click “Access MyLearning” from the dropdown list, which will launch the SHA learning platform in a new tab. You will see your course dashboard
3. To search for a course that you are not yet enrolled in, click ‘CLICK HERE TO SEARCH ALL LEARNING MODULES’ in the top banner bar of the web page.
4. In the search bar, type the name of the learning module you are looking for (e.g., "Trauma Informed Practice").
5. Click Enroll for free.

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Instructions for non-SHA Employees (including physicians, volunteers, Patient-Family Partners)

IMPORTANT: If you are an SHA employee and are paid through the SHA payroll system, do not use these instructions. Instead, refer to the steps above for SHA employees.

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1. Physicians: You must use your SHA email address to access learning modules so that progress can be tracked. If you do not know your SHA email address, please contact Physician Staff Affairs.
2. Log in to the [SHA learning platform](#)
 - If this is your first time logging in click 'Create a new account'.
 - If you already have an account, but have forgotten your password, click 'Forgot password?'
3. After you have logged in, you will see your course dashboard.
4. To search for a course that you are not yet enrolled in, click 'CLICK HERE TO SEARCH ALL LEARNING MODULES' on the top banner bar of the web page.
5. In the search bar, type the name of the learning module you are looking for (e.g., "Trauma Informed Practice").
6. Click Enroll for free.
7. Watch the [Searching for Learning Modules in the SHA Learning Platform](#) video for a walkthrough of these instructions.

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