

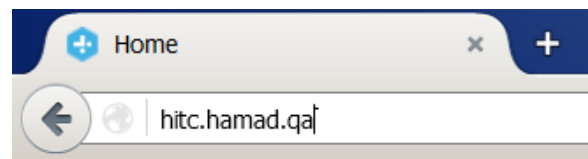
HITC eLearning Modules – Quickstart Guide

This Quickstart Guide has been designed to help you access the Hamad International Training Center (HITC) eLearning platform and course content. The Online Learning Environment to access the courses has been specifically designed by iheed for Hamad Medical Corporation (HMC) staff.

Log in & Change Your Password

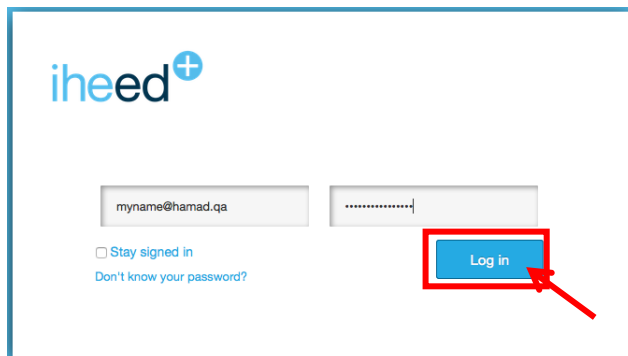
To login to the HITC Online Learning environment using HMC computers, you must:

1. Open a new blank page in your **Mozilla Firefox** browser (on HMC computers you can find Mozilla Firefox either on your start menu or on your desktop).
2. Enter the URL hitc.hamad.qa
3. Click **eLearning** (on top of the page)
4. Scroll down and click the **Login** button
5. Once on iheed logon page, please follow the instructions below.



Note: You can also logon using any other computer with Firefox, Chrome or IE11.

If you have followed the instructions above but can't see the iheed box shown below, please contact a member of HICT for help on 1444.

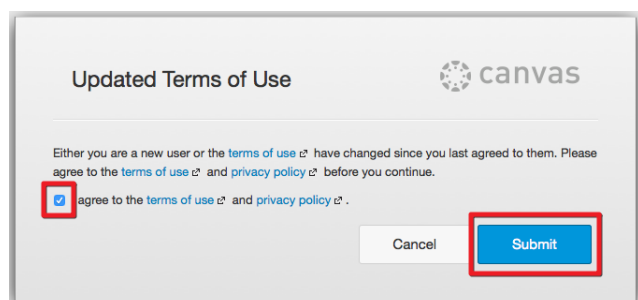


1. Next, type your **corporate email address** (e.g **yourname@hamad.qa**) into the Username box,
2. Use the password **'TempPassword1234'** and
3. Press the **Log in** button.

DO NOT USE your personal email address

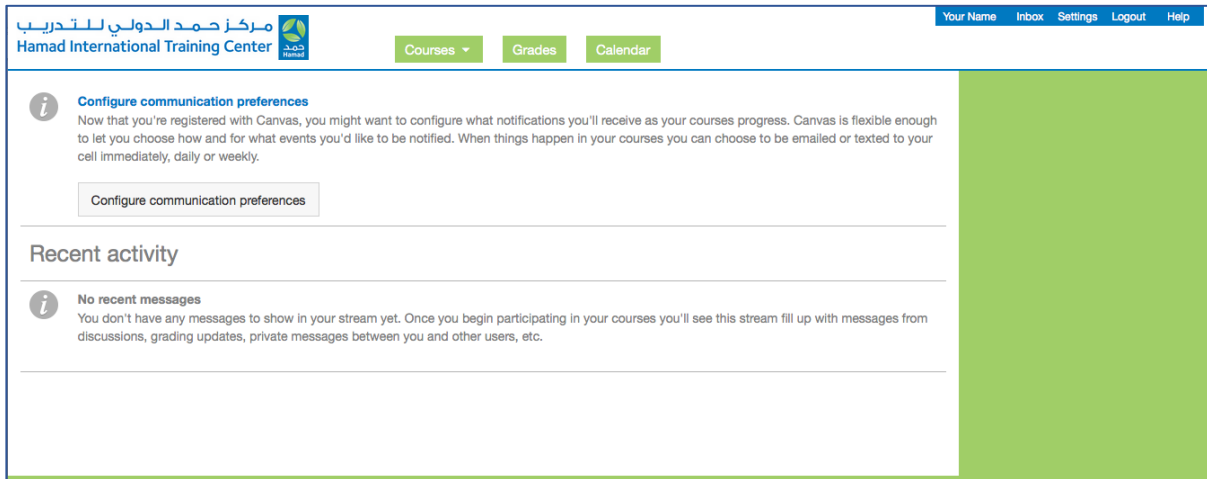
When prompted please accept the **terms of use** and **privacy policy** by checking the check box and pressing the **Submit button**.

Note that iheed use a product called Canvas, by Instructure, as the Learning Management System within the iheed Online Learning Environment.



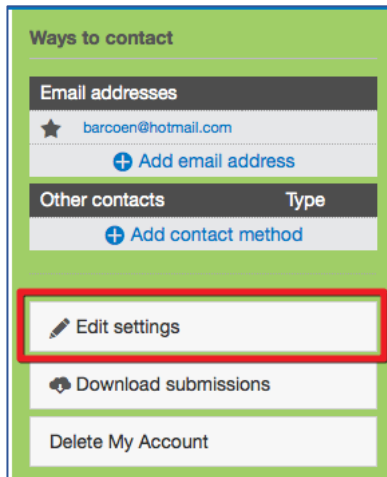


Next you will see the main Student Dashboard page, which won't have too much on it at this stage.



Before doing anything else, please change your password to a password that you will remember.

Click on **Your Name** in the Help Menu in the top right hand corner.



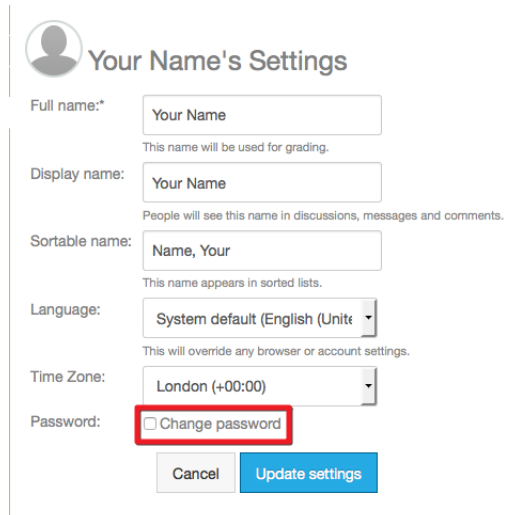
Click on **Edit Settings** in the right hand panel.

You can also add another email address if you would like to receive notifications (e.g. announcements) at an alternate email address by selecting the **Add email address** option.

Please note however that you must always log in ONLY with your corporate email address.

Click on the **Change Password** check box to enter your old (TempPassword1234) and new password.

From here you can also add a picture of yourself by clicking on the image to the left of your name and you can make any corrections to how your name is displayed via the Full name and Display name boxes.



Remember to press the **Update Settings** button when you have made your changes.

Click on **Home** to bring you back to the Dashboard page.

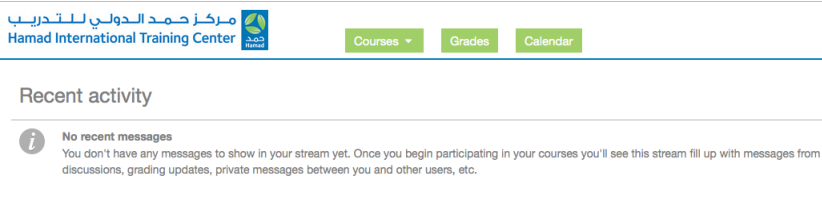
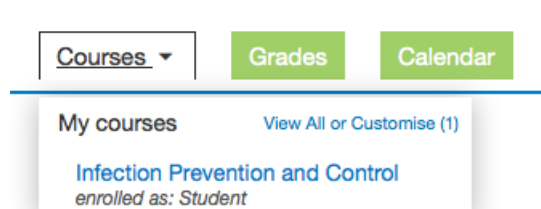
We suggest that you **bookmark** the URL hitc.hamad.qa so you can access your eLearning modules quickly in the future.

Getting Started

Once you login, you will see your dashboard which provides a summary of all recent activity on any courses in which you are taking part (e.g. Infection Prevention and Control).

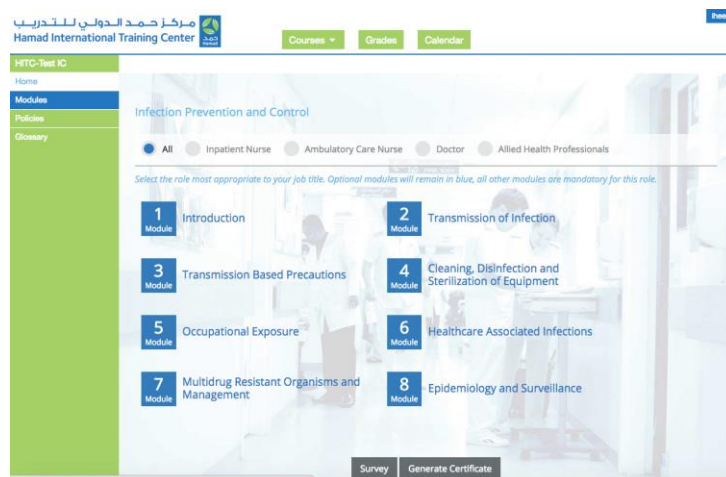
Also, there will be a notification that prompts you to customise your Communication Preferences. This enables you to choose how you would like to be notified about changes on your courses, e.g. would you like to be emailed or to receive a text message immediately, daily or weekly about announcements, quiz results etc? You can review and change your notification preferences by clicking on the link from your dashboard.

Recent Activity such as announcements can be viewed here

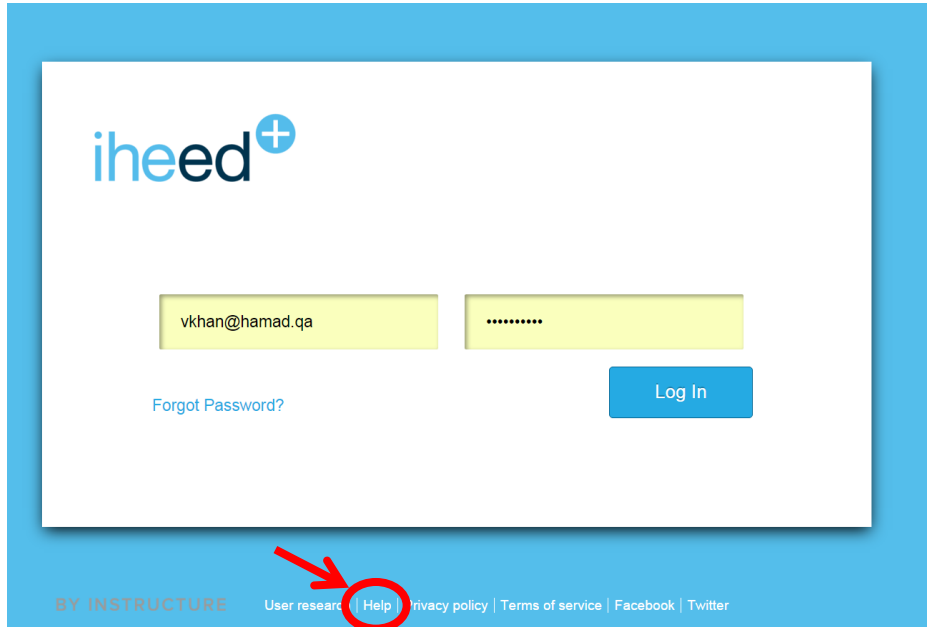
To begin a Course or eLearning Module select it from the Courses dropdown list. A full list of all the eLearning Courses and Modules in which you are enrolled will appear in this dropdown. This list will grow over time as more eLearning modules are added.

This will bring you to the Home page of the course/eLearning Module you selected (figure below).

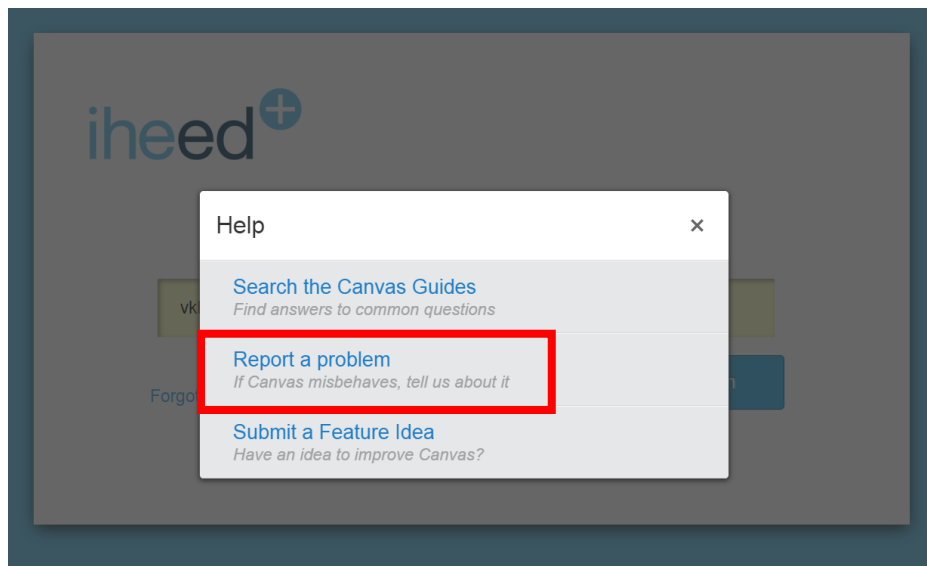


Other important things to know

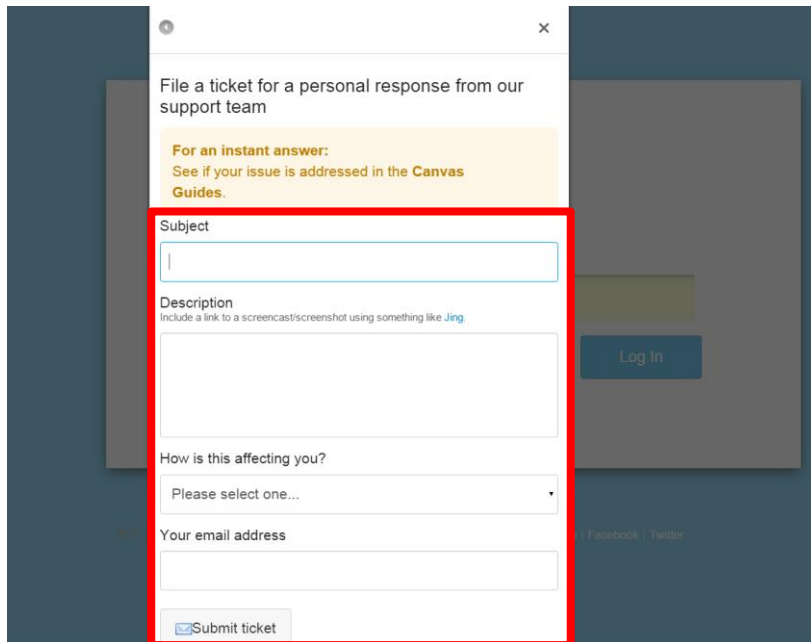
- **If you have any having trouble logging in, please follow the steps below:**



- Click on **“Help”**



- Click **“Report a Problem”**



- Type in the:
 - Subject
 - Description of the issue
 - Your (user@hamad.qa) email address (**Note: Do NOT use your personal email address**)
- Click **“Submit Ticket”**

If you have logged in but are having trouble accessing a course / eLearning Module, please click on the **Report a Problem** link, accessed by clicking on Help in the top right hand corner and one of the team will get back to you.

You can change your profile settings at any time by clicking on Your Name in the top right menu bar. Here you can add your photo and add an additional email address, if required.

Note: Add noreply@iheed.org to your **MS-Outlook contacts** to avoid email certificates from being marked as spam in your **“Junk”** email folder.