

Accessing the LMS Hand Hygiene Module - Cheat Sheet (Revised Oct. 22, 2012)

First, sign in to LMS....

- Enter your “**Username**” and “**Password**”

In the LMS *Catalogue* Search Field: type “**Hand Hygiene**” in the search bar and hit “**go**”

The course is called: *Course Online: Infection Prevention and Control – Hand Hygiene v2*

Follow the prompts in LMS.

Once you get to this point, click: “**Click Here to View the Course Material**”

You will now be on the Canadian Patient Safety Institute (CPSI) external website.

- Log into the CPSI e-learning module by **filling out the registration information** on the right hand side of the screen and Click the “**submit**” button.

**Please Note: In the organization section, you may type in "Capital Health" or your facility name if it is not currently listed.*

This now takes you to the CPSI module Welcome Page.

- On left hand side Click: “**Catalogue**” {shows you which courses are available (there are only 2)}.
- Click: “**Add to My Cart**”
- Click “**My Education**”. The hand hygiene course will be listed in both English and French versions.
- Click: “**Take This Course**” found on right hand side.

The course will open up. Complete the module and test. Print a certificate for your records if you like.

When you **close out** of the CPSI module (2 pages to **X** out of in the upper right hand corner).

You are now back in the CDHA LMS (it is called Learning Studio Player).

Sign out of LMS.

You are done for another year 😊!