

# Instructions for accessing eLearning

If you have any problems whilst running or trying to access the eLearning please contact the team on:

☎ 0300 422 6093  
✉ ghn-tr.elearning.ghft@nhs.net

## To begin:

Please navigate to the eLearning System which can be found at <https://ghft.kallidus-suite.com> or please find the link on the eLearning information page on the intranet.

Your user name should be first initial, surname and full date of birth, e.g. **JBloggs28031975**

Password will be "password" until you are prompted to change it.

Click **Log In**.

1



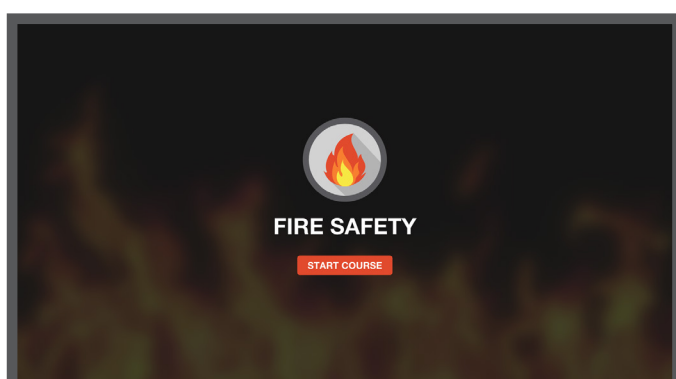
You will then see this screen (eLearning Homepage), please click on the **My Learning** Tab.

2

Core Mandatory Training			
^ Blood Transfusion	Status: In progress	Date: 20/02/2018	
Blood Transfusion [Renewal Frequency: 1 year]	<input type="checkbox"/> Not started	20/02/2018 10:01	
^ Code of Confidentiality v3	Status: Complete	Date: 10/05/2018	
Code of Confidentiality	<input type="checkbox"/> Not started	10/05/2018 09:29	
Code of Conduct	<input type="checkbox"/> Not started	21/12/2017 11:18	
^ Equality and Diversity	Status: Not started	Date: 24/04/2018	
Equality & Diversity [Renewal Frequency: 3 years]	<input type="checkbox"/> Not started	24/04/2018 13:35	
^ Fire Safety	Status: Complete	Date: 10/05/2018	
Fire Awareness [Renewal Frequency: 1 year]	<input type="checkbox"/> Not started	10/05/2018 09:42	

To launch a course simply click on the title.

3



The course will then appear, ready to be completed.

4



**Please note** - Some courses heavily rely on audio so ensure that you always have a pair of headphones with you when completing eLearning.