
	Name of Activity: e-Learn Registration Role performing Activity: all SCA staff	
	Location: All	Department: All
	Document Owner: Carissa Villeneuve	Date Prepared: Jan 13, 2022
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	Related Policies/Documentation	

WORK STANDARD

Work Standard Summary: This work standard outlines the process for creating an e-Learn account for SCA education.

**If you have any technical difficulties, contact the Service Desk @ 1-888-316-7446.

** SCA contract staff members without an employee number, please contact Sandra.Lee@saskcancer.ca for your unique username.

Essential Tasks:	
1.	<p>Open your "Google Chrome" internet browser. Firefox or Edge work as well if possible do not use Internet Explorer.</p> 
2.	Open SCA e-learn site https://elearn.saskcancer.ca/
3.	First time users, click on "click here for account activation/help"
4.	<p>Enter your person number and last name as it appears on your pay slip. Click Submit.</p> <p>*For SCA staff members, your person number can be found on your pay slip in AIMS (MyConnection). ** For SCA contract staff members without a person number, a unique username is required. Please contact Sandra.Lee@saskcancer.ca for a unique username)</p>
5.	<p>Enter your email address. Re-enter the address to confirm correct spelling. Recommended that your saskcancer email is used for e-Learning account.</p> <p>*Use the email address of the account that you check frequently</p>
6.	Enter the password you wish to use (must be at least 8 characters and must contain at least 1 uppercase, 1 lowercase, 1 number and 1 special character). Enter the same password a second time to confirm spelling. Click save.
7.	Click "Login Now" and enter your employee number and password and click "Sign In" to use the system. Click "no" or "do not save" if you are using a shared SCA device and are prompted to save your password.

Original Location/Department of Work Standard