

INSTRUCTIONS ON HOW TO ACCESS WESTERN HEALTH'S ONLINE LEARNING PLATFORM

Western Health uses a system called '**WeLearn**' to deliver online education and training for all staff. As a new employee, you can send your Western Health details to the WeLearn Helpdesk (WeLearn@wh.org.au) to set up your WeLearn account for you. The required information is:

- Your full name
- Your Western Health email address
- Your Western Health logon name
- Your Western Health Employee ID (if known)

If you have not yet been issued a Western Health email address and you require early access to WeLearn, you can request this by contacting the WeLearn Helpdesk (WeLearn@wh.org.au). This is especially important if you will be working in a role where you are required to access our **Electronic Medical Record (EMR)** system for patient documentation. The required information is:

- Your full name
- Your personal email address
- Your role
- Your Western Health Employee ID (if known)

NOTE:

*Please forward your Western Health **network logon name** and **Employee ID** to the WeLearn Helpdesk (WeLearn@wh.org.au) as soon as they are issued so your account can be updated accordingly.*

Note that if your profile is not updated with your Western Health Employee ID, your training records will not report correctly.

To find your required EMR course, check the **My Learning** tab in your WeLearn profile. If the course is not listed there, you can add it to your profile by following the steps below:

1. Click **Search Catalogue** in the top navigation bar
2. Type **EMR** in the search box and click **Search**
3. Enrol in the EMR course that is relevant to your role
4. Complete the course requirements

We would recommend that you keep your certificate of completion for your own records. Completing the EMR course will ensure you have EMR access on your first day at work.

For WeLearn support, please contact WeLearn@wh.org.au