



CURIE

HEALIX
LEARNING
MANAGEMENT
SYSTEM (LMS)
USER GUIDE

hx global[®]

Welcome to the Healix e-Learning platform

This platform is the gateway to the e-learning purchased by your company from Healix International covering a range of travel, medical and security advice.

This User Guide provides an overview of the platform for the user to enable learners to access the platform itself and register their user profile, then access and complete courses, download certificates and log out.

We have also included a couple of troubleshooting suggestions to include forgotten user details and issues with accessing certain courses using iPhones.

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Accessing the Platform

To access the platform, use the below URL:

<https://elearning.healix.com/>

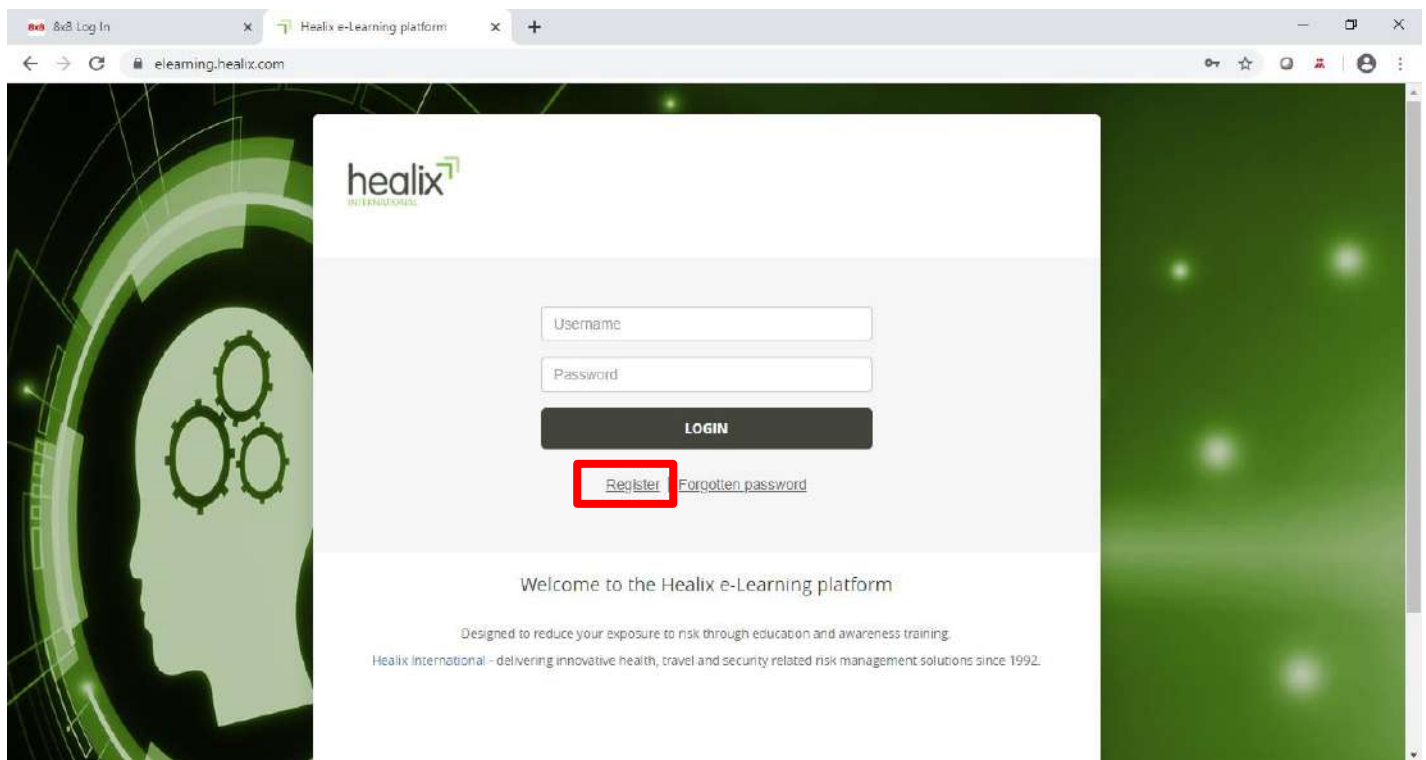
Code: **CUR213178**

The platform tends to work best on **Chrome** and **Internet Explorer** and it is helpful to use a private browsing or incognito window as well as clear your history.

Registering to Use the Platform

The first time you use the platform you will need to register. To do this, you will need the **Unique Registration Code** provided by your HR team.

To register, please access the above URL and click “Register” underneath the ‘Login’ button.



Once on the registration screen, create a Username [1] for yourself and enter your email address [2], personal details and language [3].

The next step is to create a password [4] that you will need to remember for future visits to the site. This will need to be re-entered correctly before you can proceed. Then enter the Unique Registration Code [5] mentioned previously.

Please familiarise yourself with terms of use and privacy policy and tick the box [6] to agree to these.

Once the form is complete and you have accepted the Terms of Use and Privacy Policy, you can proceed to click the 'Register' button.

The screenshot shows a registration form with a green border. At the top left is a '<BACK' link. The main heading is 'Fill out the fields below to register for the platform'. The form contains several input fields: 'Username *' (callout 1), 'Email *' (callout 2), 'First name *' (callout 3), 'Last name *' (callout 3), a language dropdown menu currently set to 'english' (callout 3), 'Password *' (callout 4), and 'Retype the password *' (callout 4). Below these is a 'Code *' field (callout 5). A paragraph of text provides information about data collection: 'Healix International Limited offer healthcare related e-Learning. When you register for this service we will collect the following information: Name, position and company, email address and registration code. We will also record your usage information and results and we will share this information with your employer. This section informs you about the Terms of Use when accessing and using the e-Learning and information about how we collect, use, disclose and store information about you when you register'. Below this text is a checkbox (callout 6) with the text 'I accept the Terms of Use and Privacy Policy'. At the bottom is a large dark grey 'REGISTER' button (callout 7) and a 'Back to login' link.

The next screen will ask certain details as requested by your employer e.g. Country of Residence [1], please complete as required and click 'Register'[2] to continue.

The screenshot shows a form titled 'Please enter additional details' with a green border. At the top left is a '<BACK' link. The form contains a single dropdown menu labeled 'Country of Residence' (callout 1). At the bottom is a large dark grey 'REGISTER' button (callout 2).

Accessing and Completing Courses

Once registered you should arrive at your E-learning dashboard.

The screenshot shows the Healix e-Learning platform dashboard. At the top, there is a navigation bar with the Healix logo, 'MY COURSES', and 'YOUR NAME'. Below this is a filter bar with dropdown menus for 'All categories', 'All types of course', and 'All years', along with a search box and 'Apply filters' and 'Reset filters' buttons. A red box labeled '2' highlights the filter bar, specifically the 'Completed' radio button which is selected. Below the filter bar is a section titled 'All courses' containing a grid of four course cards. A red box labeled '1' highlights the entire grid. Each card has a title, a star icon, a thumbnail image, a 'STUDENT' icon, a description, and a green 'ENTER >' button. A red box labeled '3' highlights the 'ENTER >' button on the first course card, 'COVID-19: A Guide to Workplace Protection'.

Your dashboard gives access to the courses you are enrolled on [1] and using the key at the top of the page [2] you can see which courses you have completed and which might be new to complete.


Courses can be filtered by clicking on the relevant icon to see only those courses that are new or those that have been completed as required.

TO ACCESS A COURSE MODULE


To open a course, simply click on the 'Enter' [3 above] button underneath the course description. This will bring you to a page listing the course modules.

The screenshot shows the 'COURSE DOCUMENTS' page. It features a list of documents under the heading 'Lectures'. A red box labeled '1' highlights the first document, 'Introduction to Malaria', which has a speech bubble icon and a checkmark icon. Below it are 'Module 1 Test', 'Site Prevention', and 'Module 2 Test', each with a document icon.


To open a course module double click on the module itself [1].

Modules marked with  have been started, but not completed.

Modules marked with  have been completed.

Modules marked with  will not be available to complete until the previous modules have been completed.

If you have already started a module, but logged out before you have completed it, you can log in at any time in the future and when you open that course, the module should open the at the same place you left off, or choose to start from the beginning again.

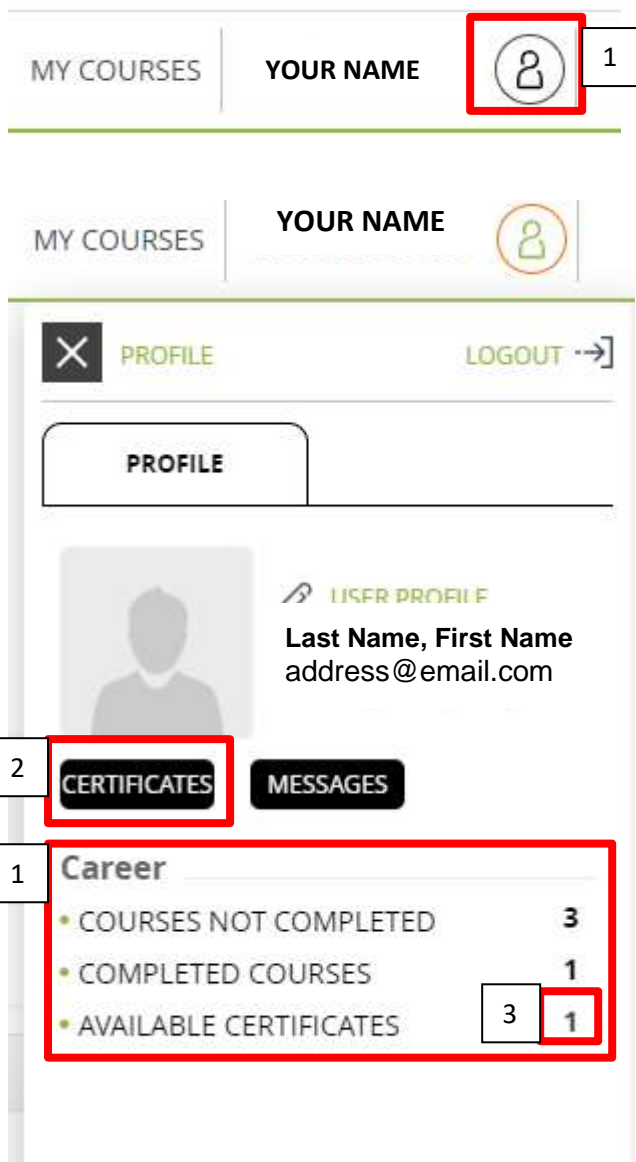
If you have completed a course, but you wish to take it again you can either click the home button  or you can use any menu at the side of the course to navigate to the section you are interested in [1 below].



TO COLLECT ANY CERTIFICATES

Most of the courses in the Healix International E-learning platform award certificates for completion.

Certificates can be accessed by clicking 'YOUR NAME' [1] at the top right of the screen.



This screen will indicate the number of courses you have completed and not completed as well as the number of certificates you have available [1].

To collect a certificate you can either click the 'CERTIFICATES' button [2] or click the number next to 'AVAILABLE CERTIFICATES' [3].

From the screen that opens, the require certificate can be selected and downloaded by clicking 'Download' [1].

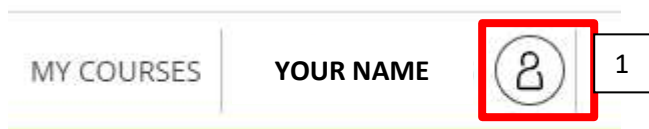
My certificates

Year	Course code	Course	Certificate	Date of course completion	Certificates generation		
2020		COVID-19: A Guide to Workplace Protection	Healix standard certificate	2020-06-04 17:51:29	2020-06-04 17:52:36		

Certificates will open as pdfs and can be saved or printed as required.

Updating User Profile


Should your details change, you can update your User Profile by clicking 'YOUR NAME' [1] at the top right of the screen.



Then click 'USER PROFILE' to open the profile screen

To add a picture to your profile, click the picture box [1] – please note that your picture will be resized if it exceeds 150 pixels and will be visible to your company administrator.

Options to change the user profile are available at the bottom right of the screen as follows:

- To edit the profile, click  Edit [1]

- To change a password, click 'Change Password'
- To edit the view rights, click 'Fields Visibility'

Logging Out

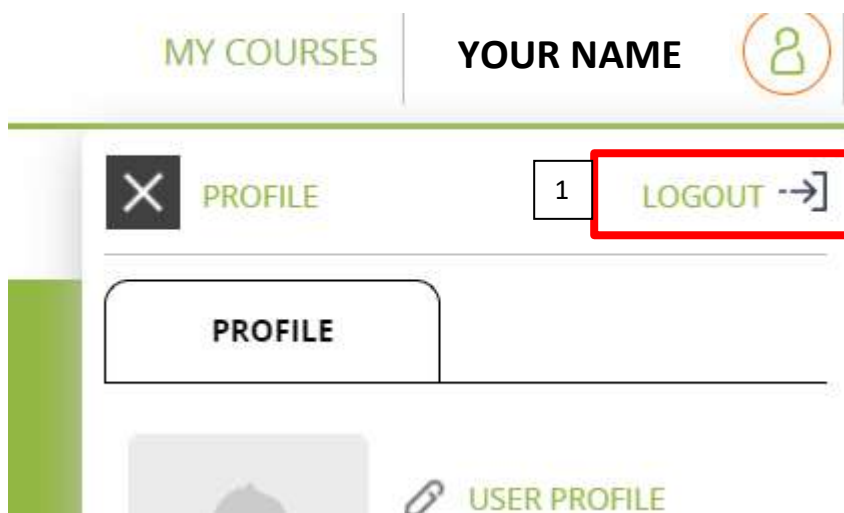
The LMS will automatically log you out if there is no activity after 10 minutes, the screen will not automatically return to the log in page, but the system will appear to freeze, simply follow the below Log out process and log back in again if you need to continue using the system.

At all other times, it is advisable to log out of your e-learning account when you have finished with the courses.

To do so click 'YOUR NAME' [1] at the top right of the screen.



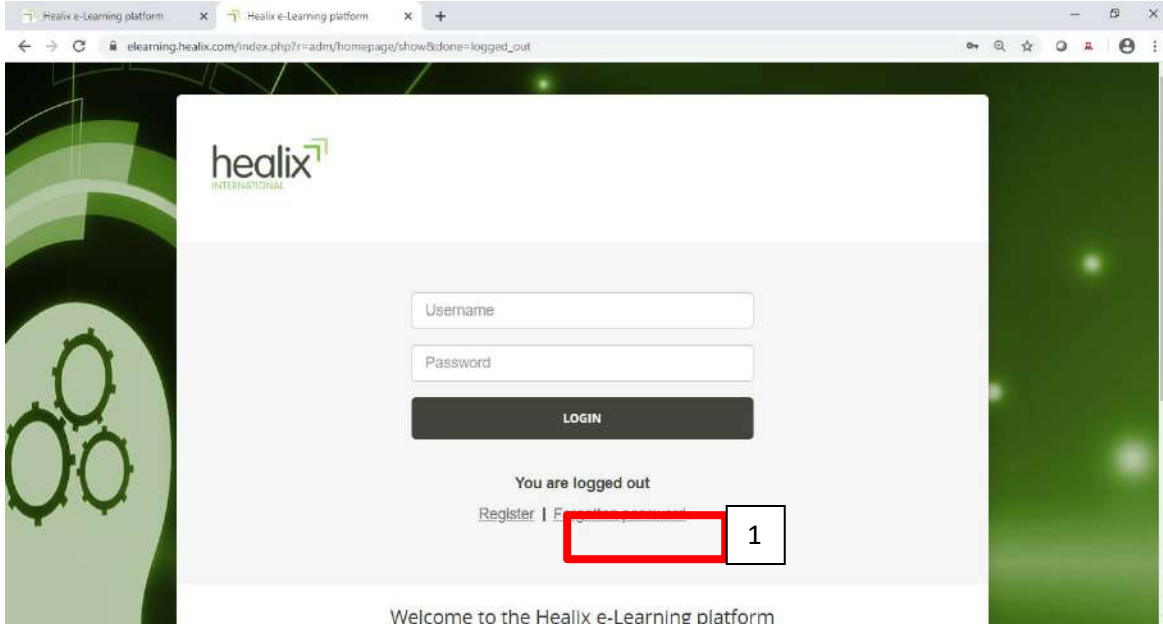
When your Profile is available, click 'LOGOUT' [1].



Troubleshooting

FORGOTTEN PASSWORD OR USER NAME

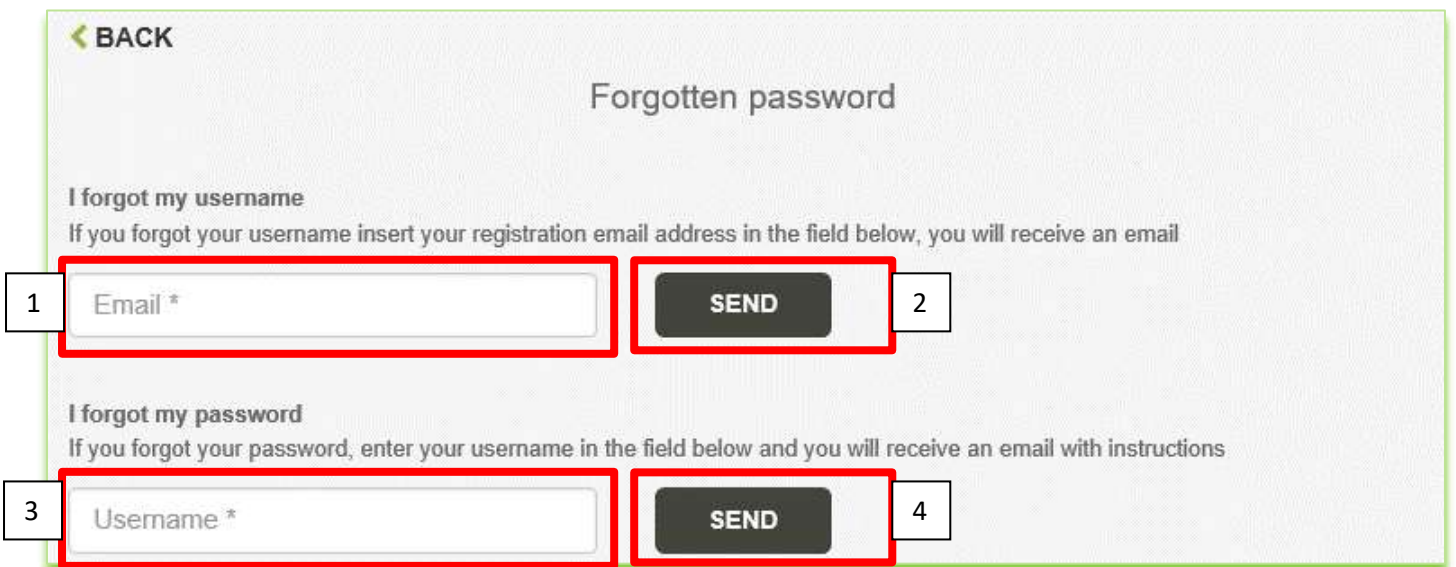
If you forget your username or password, you can use the 'Forgotten Password' option on the platform home page [1]



The same button is used for resetting both your password and your Username.

To reset your Username, complete your email address [1] and click 'Send' [2]. An email will be sent to your chosen email address to allow you to reset your Username.

To reset your Password, complete your Username in the box [3] and click 'Send' [4]. An email will be sent to your registered email account to allow you to reset your Password.



COURSE DOES NOT PLAY ON MY IPHONE

Some of the course content may not immediately play on iPhones, this is likely due to the iPhone settings relating to cookies.

Should problems be encountered, please change the iPhone settings as follows:

1. Choose 'Settings'
2. Scroll to 'Safari'
3. Under 'PRIVACY & SECURITY'
4. Make sure that 'Block All Cookies' is off

This should allow course content to play and can be reversed after the course is completed as required.