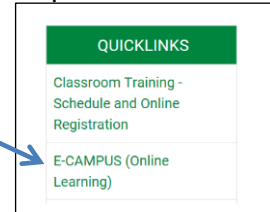


The following information is specific for students in the University of Saskatchewan, College of Medicine. This information will assist you with accessing the Workplace Assessment and Violence Education (WAVE) through SASWH's on-line learning program.

Before you start, you will need to have a valid email address. Do not attempt to access the course from a tablet or iphone as the course may not function as intended.

Step 1: Visit SASWH's website at www.saswh.ca

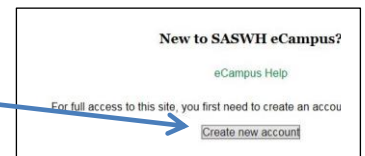
On the right side of SASWH's home page, click on "E-CAMPUS".



Step 2: Create Your Account

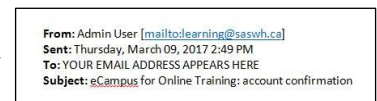
You will only need to create your on-line learning account one time - the system will remember you. It is not a financial account.

- Every first time e-learner will need to go to the right hand side where it says **New to SASWH e-campus** and then click "Create new account".
 - The page that opens will need to be completed accurately.
- Fill in all the required information (red text with asterisk*).
 - The username and password is created by you. **REMEMBER** the username and password that you created.
 - Ensure you **correctly enter your email address**; failure to do so will result in undeliverable emails to you that are generated automatically from the system.
 - For your employer, **you must select University of Saskatchewan - College of Medicine** with the appropriate site (Regina, Saskatoon or Prince Albert). This is required so that the system can capture your information for reports sent to the UofS.
- When you've filled in all the required information, at the bottom of the page click on "Create my new account".
- An online learning account is then created for you by the system.



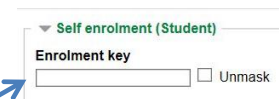
Step 3: Confirmation of Your Account

- After creating your account, you will receive an email that is not spam - it will be sent to the email address you provided when you created your account.
- Click on the verification link in that email to activate your account.
- You will then be automatically logged into the eCampus and ready to select WAVE under "Available courses".



Step 4: Accessing WAVE

- Click on WAVE - you will see a short course overview.
- At the bottom of the page you will see an enrolment area.
- Ensure you use "Self enrolment (Student)" - DO NOT use the Guest access as this will not track your learning.
- The enrolment key WAVE3 - it is case sensitive, so enter it exactly as WAVE3.
- You only need to use the enrolment key the first time you access the course.



Step 5 - Completing WAVE

- Select the link to WAVE which will take you to the course.
- As you complete the course, follow the instructions that will appear on the screen.
- When completing the quizzes throughout, you will need to complete the quiz correctly before continuing with the course.

Stopping Part Way Through the Course

If you need to stop part way through the program, you will be prompted to save what you've done so when returning to complete the program you'll be taken to where you left off.

The certificate:

- The certificate requires information for the UofS to complete.
- The UofS may retain a copy of your certificate for their records.
- Retain your certificate in a safe place; there is no option for you to reprint your certificate or obtain another.
- If your certificate fails to print, do not be concerned as the UofS will receive reports on successful completion.

Questions on Course Content

If you have questions with the content or need assistance as you work through this online program, please complete the ecampus help ticket or contact SASWH via learning@saswh.ca. Support and the email account are managed during SASWH regular office hours.

Support for the functioning of your computer hardware or software is not available from SASWH.