

MLE Instructions

Go to either of the links below in Internet Explorer or Goggle Chrome (Apple devices are not currently compatible).

www.mle.salisbury.nhs.uk

<https://salisbury.kallidus-suite.com/LMS>

This will bring up this screen:



If you are already registered, please enter your sign in details below.

User name:

Password:

[Forgotten Password?](#)

This site uses cookies. To find out more about the cookies, see our knowledge base article on [Cookie use in Kallidus products](#)

Copyright © 2000-2018 Kallidus Limited

Your username is you first initial, full surname and DOB (DDMMYYYY) for example: **jbloggs22051965**

Then your password is: **elearning**

This will then ask you to change your password to something of your choice and will log you in.

MLE Instructions

This will take you to your home page which will show you all of your subject deadlines, and when modules are expiring etc. This is also where any courses or training you book onto will appear. There is also lots of training information available to you on this homepage so please do have a look through when you have the chance.

The screenshot shows the Salisbury Learning Hub LMS portal. At the top, there is a navigation menu with links for Home, Learning Plan, Course Directory, Workshop Calendar, My Reports, and Administration. Below the menu is a table of subject deadlines:

21/05/2020 12:26	Subject deadline	Core Mandatory Training - End of First Year
03/06/2020 14:37	Training expires	Moving and Handling (eAssessment)
03/06/2020 15:35	Training expires	Fire Safety - eAssessment
04/06/2020 11:30	Training expires	Hand Hygiene Assessment
28/06/2020 10:30	Training expires	Module 4 Breaches and incidents CURRENT

Below the table is a button labeled "Check my Compliance".

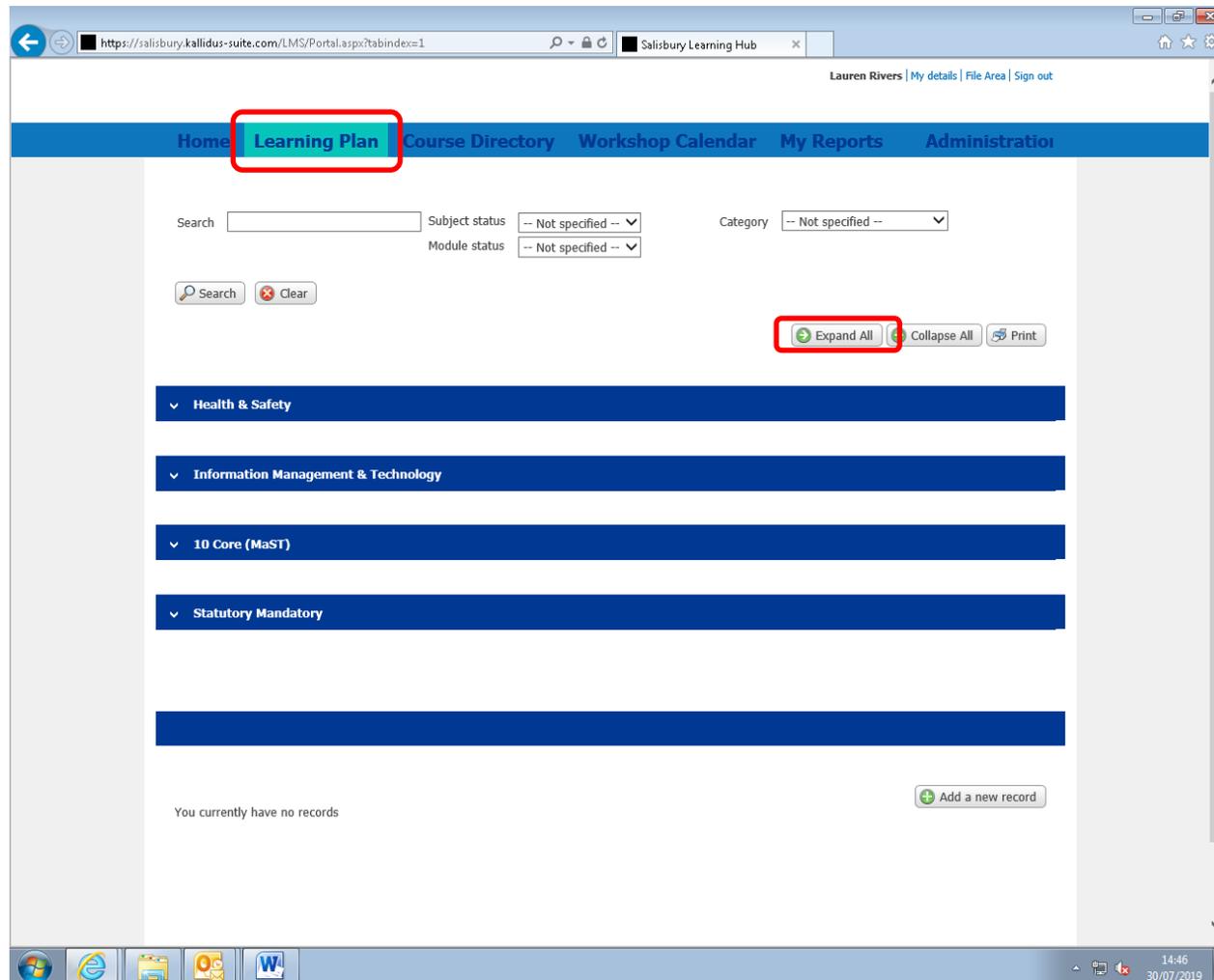
The main heading is "Welcome to the Leadership Learning Hub". Below this is a welcome message from the Chief Executive, Cara Charles-Barks, with a small profile picture. The message discusses the importance of high-quality leadership development and encourages staff to engage with the learning opportunities available.

At the bottom of the page, there is a grid of four learning paths, each with a colored icon and a name:

- Team Leaders & Supervisors (purple icon, name EDWARD)
- Junior Sisters & Department Managers (teal icon, name MARY)
- Head of Service, General Managers, Senior Sisters/Clinicians (pink icon, name ELIZABETH)
- Directorate Managers & Clinicians (orange icon, name NIVE)

MLE Instructions

To view all of the online modules you need to complete, go to your learning plan. The best way to view them all is by clicking 'expand all' which will show you everything within your learning plan. These are circled these in red:



MLE Instructions

This will show all the modules that need completing throughout your time in the Trust, the CORE section shows when they need completing by either on your home page or in the grey header. The three modules that need completing for your first day in the Trust are the eLearning and eAssessments for:

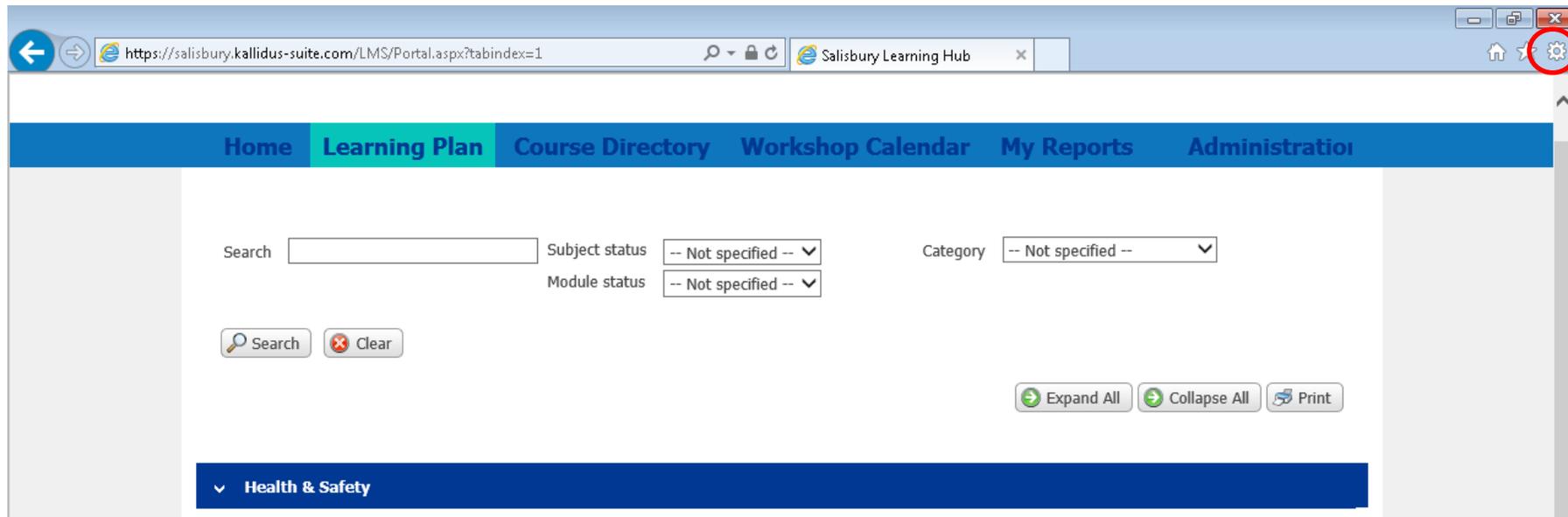
- Fire Safety
- Moving and Handling
- Infection Prevention and Control

The Basic Introduction to Safeguarding Children and Adults, and Information Governance are both classroom sessions you'll attend on your first day so don't worry about them two, we will mark them as complete. You just need to complete the elearning followed by the eassessment for the above three modules; that is all that is needed for your first day.

Statutory Mandatory			
Core Mandatory Training Day 1 - Trust Ind...		Status: Not started	
 Deadline: 10/07/2019			
 Moving and Handling (e-Learning)	<input type="checkbox"/> Not started		
 Fire Safety (e-Learning)	<input type="checkbox"/> Not started		
 Infection Prevention and Control (e-Learning)	<input type="checkbox"/> Not started		
 Basic Introduction to Safeguarding Children & Adults	<input type="checkbox"/> Not started		
 Information Governance - Classroom session	<input type="checkbox"/> Not started		
 Fire Safety - eAssessment	<input type="checkbox"/> Not started		
 Infection Prevention and Control (eAssessment)	<input type="checkbox"/> Not started		
 Moving and Handling (eAssessment)	<input type="checkbox"/> Not started		

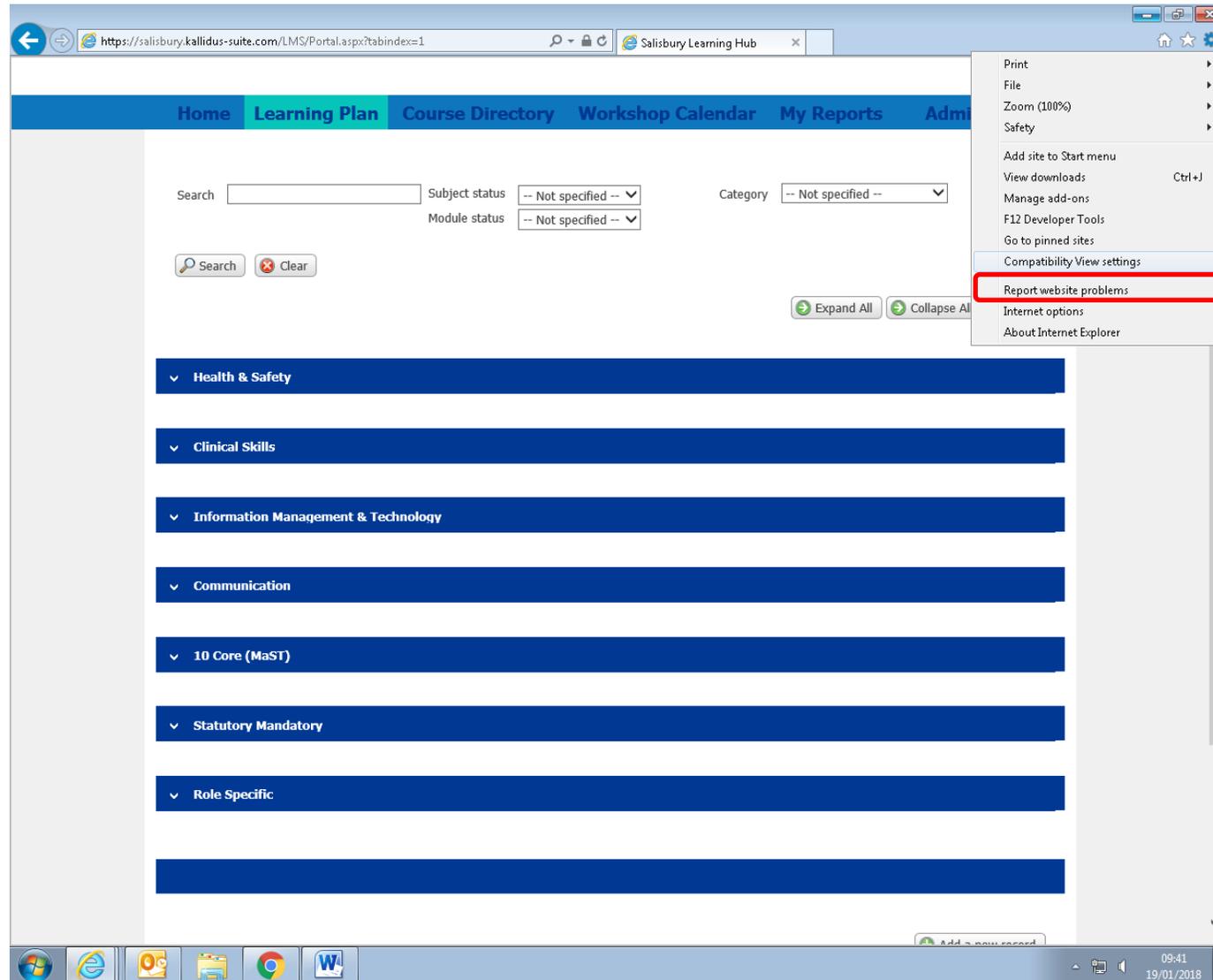
MLE Instructions

If you find any modules won't load this shows you how to change your compatibility view settings if you accessed the MLE via the Internet Explorer. In the top right hand corner of the screen, underneath the 'red x' is a tools icon (looks like a cog) click on it.



MLE Instructions

Then scroll down to '**Compatibility View Settings**' and click on that



MLE Instructions

This should bring up a box which will have 'kallidus-suite.com' in, just click add and then close. This will reset your page and may ask if you want to leave the page, always leave the page as it doesn't actually close the website, just reloads it. Now just open the module and hopefully will now load.

