

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 aiready r | egistered, please enter your sign in details be | IOW. |
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| User name: | | |
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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.



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.

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| 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 | | |
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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:





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 | | |
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| Deadline: 10/07/2019 Moving and Handling (e-Learning) | □ Not started | |
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| Infection Prevention and Control (e-Learning) | Not started | |
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| Linformation Governance - Classroom session | □ Not started | B (1) |
| Sire Safety - eAssessment | Not started | I) |
| Infection Prevention and Control (eAssessment) | □ Not started | |
| S Moving and Handling (eAssessment) | Not started | ▶ (1) |



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.

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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.

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