Trainers Guide: Logging into DHIS2

Getting all participants to the same starting point

# Introduction to this guide

This guide is part of a support package for trainers who are teaching participants to use the Sudan FMOH DHIS2 platform. The main objective of this session is to get all participants logged into the DHIS2 training instance, and ready to participate in further sessions.

This guide will help the trainer prepare and deliver a demonstration of logging into DHIS2 and carrying out basic user profile functions such as changing a password or changing the interface language.

It also provides an outline for delivering two exercises to participants.

The ‘demonstration’ is outlined as a Quick Guide (a list of steps or ‘cheat sheet’) while the exercises are also described in some detail. The participants can either download the exercises from DHIS2 once they have logged in or the trainer can hand them out separately.

Trainers can use the exercise walkthrough to help them plan the session, and use the Quick Guide as a reminder prompt while delivering the training.

# Learning objectives for this session

1. Understand how to log in to DHIS2.
2. Obtain valid logins for DHIS2 to use for the training exercises.
3. Understand the user profile (and how to personalize)
4. Understand how to change the password
5. Understand how to change the interface language
6. Understand that three types of users get different privileges
7. Become familiar with navigating DHIS2

Time needed

Introductory demonstration: 20 minutes

Hands­on exercises: 20 minutes

# Quick Guide - overview of steps for the demonstration

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| 1. Show initial login screen and describe briefly that users have different types of permissions (e.g. data entry, approvers, programme managers etc.). |  |
| 1. Explain the concept of user types and permissions in simple terms (e.g. a data entry role responsible for a number of facilities is different from a State-level programme manager) |  |
| 1. Show logging into DHIS2. |  |
| 1. Show the Profile and Apps menu items (hover over them). |  |
| 1. Show the basic mechanism for finding ‘an App’ (searching by letter in the Apps menu) |  |
| 1. Explain that different users may see different Apps depending on the type of role. Explain that three different training ID’s will be given to each user. |  |
| 1. Show how to change the password   then  *Remember there are two rules for the password:*   * *A password has to be at least 8 characters long.* * *A password must contain at least 1 CAPITAL and 1 DIGIT.* |  |
| 1. Show how to change the interface language. Explain that the translation of the system to Arabic is a work in progress and that in certain parts of the DHIS2, some items have yet to be translated.   then |  |
| 1. Show how to set up custom user information   then |  |
| 1. Show users how to log out of DHIS2   then |  |
| 1. Show users that a different user sees different Apps. (Log in with a different account with different permissions). |  |
| 1. Introduce the exercises: | * 1: Logging in as basic data entry user. * 2: Resetting Password * 3: Customising user |
| 1. Hand-out the Login Sheets to each user (each with 2 unique logins: a locality data entry role, a State level programme manager/HIS role) |  |

# Exercises

## Exercise 1 - initial login

Each participant should have his/her own private user account with username and password (the first account on the hand-out sheet). Each user account is associated with a set of user roles that define which part of the system the user can see and access.

**The goal of this exercise is for each user to login to the system and get familiar with navigating to any App or Profile item.**

*Note: that the first account is a data entry user type, and each account will have a different Locality across various States. These accounts will be able to enter facility level data for the health centres and hospitals in their locality.*

## Exercise 2 – Changing the User Password

Ask users to change their passwords for the first account ID on their list. Reiterate the rules for passwords.

**The goal of this exercise is for users to successfully change their password and be able to do it at a future date.**

*Note: it may be necessary to reset passwords for some users during the sessions should they forget it. Ask them to write the password they chose beside the User ID on the hand out sheet.*

*Note:* ***The dashboard of the training server will include a special training TAB*** *that will include* ***all of the exercises for participants in Arabic****. Each exercise listed here is numbered the same in the dashboard and when a user clicks on it, they will download the exercise on their screen*.

*Note: An alternative option to the dashboard is to hand out the exercise sheets or display them on the overhead.*

## Exercise 3 – Customising the User

Ask users to use the Profile options to change their language and to fill in some ‘dummy’ details in the user profile.

**The goal of this exercise is for users to successfully change their profile, or change their interface language.**

Note: The profile is a useful tool to allow users to socialise (via the DHIS2 platform), to encourage discussion and sharing and sense of community. It is also useful for National or State level HIS (or other) staff to know now to contact various people.

## Exercise (Optional) – Login as a different User type

Ask participants to log in using one of the other User IDs on their hand-out sheet.