University of Manitoba PHIA Pledge Completion Instructions

Completing the Training:

- Log into UMLearn using your University email and password
  https://universityofmanitoba.desire2learn.com/d2l/login
  - If you are not able to log in, contact the Accreditation Coordinator for alternate instructions.
- Near the top of the page, click on 'Self Registration'. This will open a list of possible courses.
- Scroll down this list and click on 'Privacy Training for Researchers & WRHA PHIA'
  - On the next page, click 'Register'. Confirm your information is correct, click 'Submit'. You will be asked again if your information is correct. Click 'Confirm'.
- Click 'Go to course offering…'
- In the menu on the right-hand side, click on the 'Privacy Training for Researchers' to open it.
- In the right-hand menu, click on the 'Welcome' module.
- Once on this page, click the arrow at the bottom right of the screen to view the training presentation. You can view it online or download it as a PDF. Be sure to read and understand what is required of you.
- Once you have read and understood the requirements, click 'Next' at the bottom of your screen. This will take you to the quiz. You will have one attempt to pass it.
- When you have completed all the questions, click 'Submit Quiz' and confirm that you want to submit your answers.

Sending MCHP your completed training certificate:

- Click on your user name in the top right corner of your screen. Select 'Profile' from the drop-down menu.
- On the Profile page, under Awards Showcase, click on 'View my awards'. It may take a few minutes for the completion certificate to show up.
- Click on the picture for privacy training. This will give you a pop-up window asking if you want to generate your certificate.
- Click on 'Generate Certificate'. This will generate a PDF confirming that you have completed the privacy training. Send this document to the Accreditation Coordinator at mchp_access@cpe.umanitoba.ca for our records.