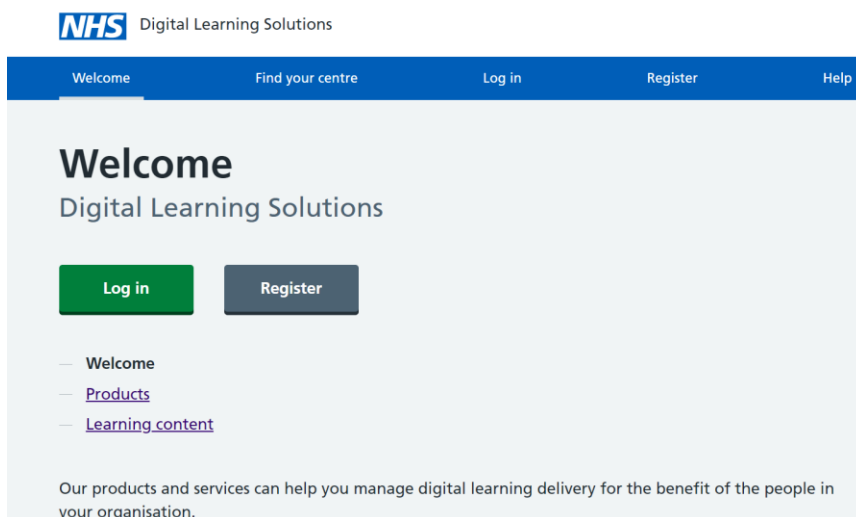


# MidYorks Systems eLearning (DLS)

**Please only use a Desktop PC or Laptop to complete this learning.  
Do not use an Apple MacBook, iPad, iPhone, Android phone or tablet to complete eLearning, the learning runs but may not track completion consistently.**

**Please only use Google Chrome or Microsoft Edge to access DLS. Other browsers, including Internet Explorer, are not supported and may not track completion.**

- Click the link below to begin
- Link to eLearning: <https://www.dls.nhs.uk/home>



- Click the **Green Log in** button

The screenshot shows the NHS DLS Log in page. It has a heading 'Log in' and a sub-heading 'Enter your details to log into your account.' There are two input fields: 'Email or user ID' and 'Password'. Below these is a checkbox labeled 'Remember me'. At the bottom, there is a paragraph: 'By logging in, I consent to my details being stored and processed in line with your [Privacy Policy](#) and agree to use the system according to [Terms of Use](#)'. There are two buttons: a green 'Log in' button and a grey 'Forgot password' button.

- Enter user id and password supplied to you
  - *user id is your initials and a number*
  - *password as supplied (case sensitive)*

- Click **Green Log in** button
  - *Log in this way every time you access your eLearning*
- If you see the below screen, click **Skip and link account later**

## Link your learning accounts

In the near future, you will be able to access DLS using the same login you use for elfh Hub and Learning Hub. Linking your learning accounts now will mean you are ready for this and it usually takes less than 2 minutes.

Linking your account will:

- allow you to access Learning Hub content from DLS, saving you time
- give you access to thousands of learning resources through the Learning Hub
- and you will be able to log in to DLS, the Learning Hub and the elfh Hub using a single account

[Link your account now](#)

[Skip and link account later](#)

## How to launch an eLearning course

- The **My Current Activities** screen opens listing your learning (*each course appropriate to your role*)

The screenshot displays the 'My Current Activities' page. At the top, there's a navigation bar with tabs: 'Current activities', 'Completed activities', 'Available activities', 'My account', and 'Help'. Below the navigation bar, the page title 'My Current Activities' is followed by contact information: 'Need Help? Digital Training Team x36545 (01924 319545) email: myh-tr.itcoursebookings@nhs.net'. There is a search bar and a 'Sort by' section with 'Last Accessed Date' and 'Descending' options. The main content area lists four courses, each with a green 'Launch course' button:

- Symphony Clinical (Doctor Role) - v1.1
- eMeds Prescriber - v1.2
- PPM+ Doctor Role - v1.1
- ICE Order Communications - v1.0

- Click onto the **Green Launch course** button of the eLearning package you would like to start with
- If you do not have any courses in your current Activities, you can find and enrol onto courses. Click on the **Available Activities** tab

NHS Digital Learning Solutions Learning Portal

The Mid Yorkshire Hospitals NHS Trust

Current activities Completed activities **Available activities** My account Help

## My Current Activities

Need Help? Digital Training Team x36545 (01924 319545) email: myh-tr.itcoursebookings@nhs.net

Search

Sort by: Last Accessed Date Descending

- In the search bar, type a keyword for a course appropriate for your role e.g. PPM+

## Available Activities

Need Help? MY Digital Service Desk x5000 (01924 512512)

Sort by

PPM+ Activity Name Ascending

7 matching results

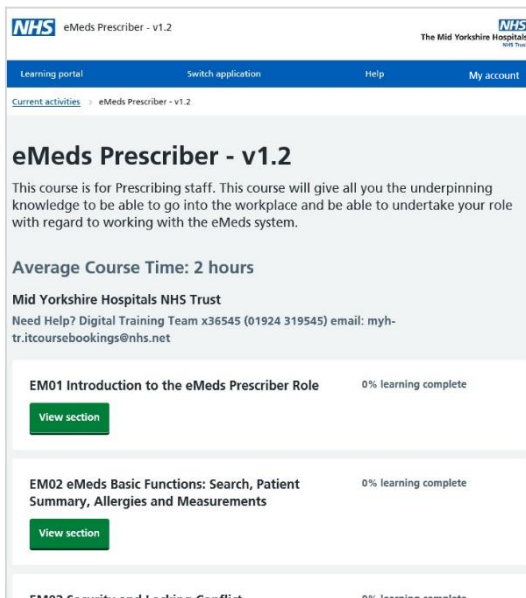
- PPM+ Desktop eObs View v1.1 - New #  
**Enrol**
- PPM+ Doctor Role - v1.1  
**Enrol**

- Results from the search are shown. Scroll down to view all results.
- Locate the correct course for your role (*choose the course carefully as failure to complete the correct eLearning for your role will result in repeating the training*)
- Click on the **Enrol** button located underneath the correct eLearning course for your role (*below is an example only*)

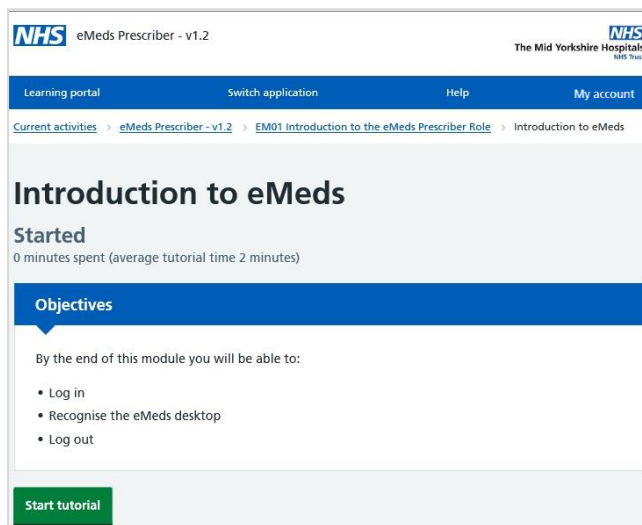
PPM+ Paediatrics - Nurse Role v1.0

**Enrol**

- The eLearning course opens (*this screenshot is for example only*)

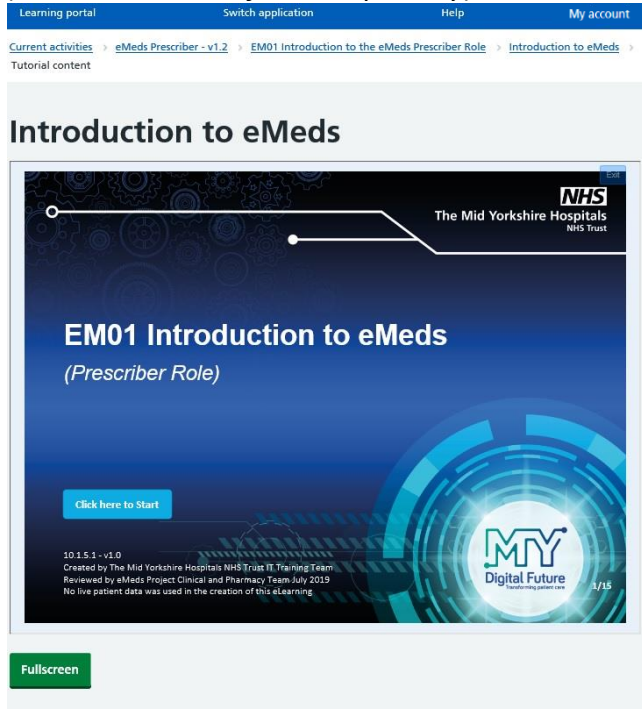


- Click the **Green View section button** on each module to open the learning objective (*this screenshot is for example only*)



- Click the **Green Start tutorial button** to start the eLearning module

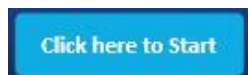
*(This screenshot is for example only)*



- Click the **Green Full screen button** to maximise the eLearning module on screen. **We recommend using full Screen View.** *(not mandatory)*
- To Exit full screen, click the **Grey “Exit fullscreen” button** in the bottom right of your screen



- To start the eLearning click the **Blue “Click here to start” button** on the learning



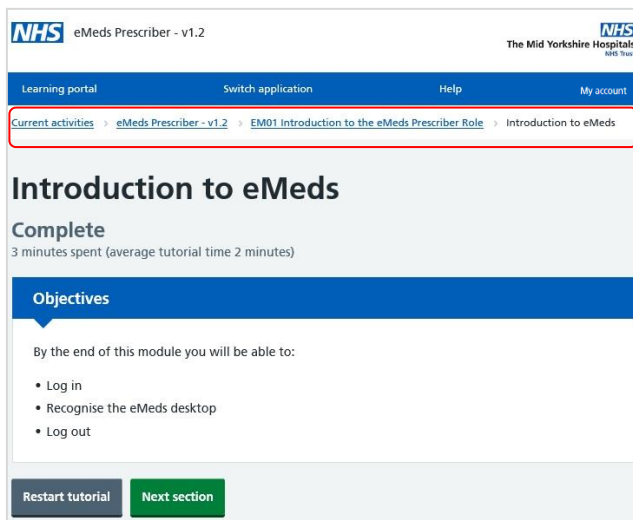
- If you leave a module part way through before the end or exit incorrectly the system **will not track** completion of the module you are working on.
- To exit a module correctly, click on the **Blue “Exit” button** when instructed to do so.



- At the end of the module objectives are confirmed, you can use the **Grey Restart tutorial button** to view again or click the **Green “Next section button”** to move to the next module



- Click the **Blue “breadcrumbs” links** under the **blue top link bar** to go back to the **beginning of the module (e.g. EM01 Introduction to eMeds Prescriber Role)** or go to the **beginning of the course (e.g. eMeds Prescriber – v1.2)** or to move back to your **Current activities** home screen to see all courses you are enrolled on.  
*(This screenshot is for example only)*



- Completed modules are marked as **100% complete**  
 Modules still to complete show as **0% complete**.

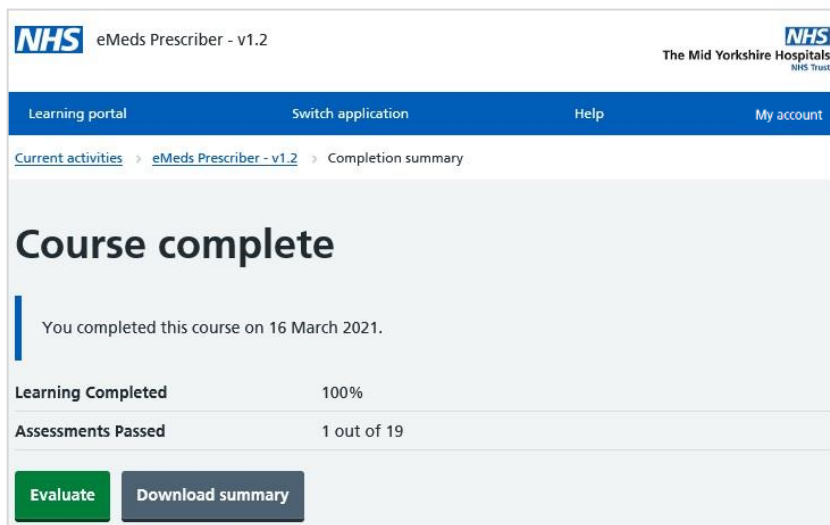
### What to do once learning is complete

- Once the eLearning course has been completed: Click the Link **Course Completion Summary**.



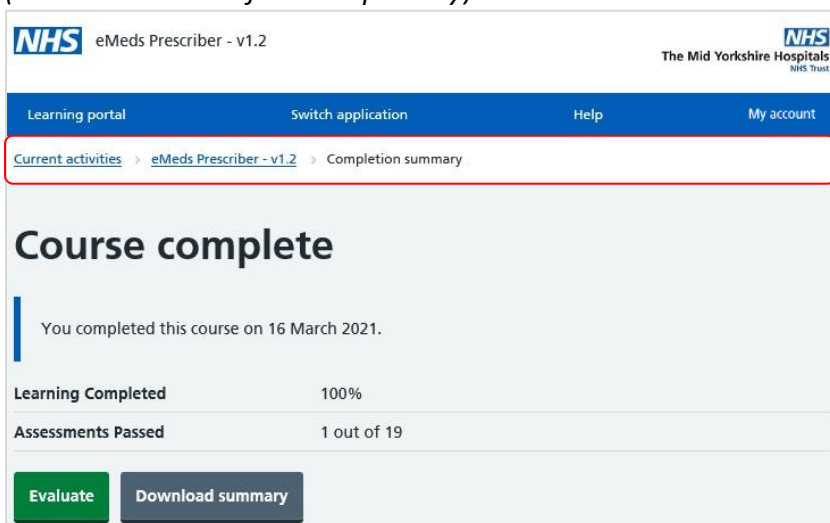
- The **Course Completion Summary Link** opens a screen that summarises the percentage of learning completed and details of assessments passed.

*(This screenshot is for example only)*



- Click the **Green Evaluate button** this opens a course evaluation form once completed a certificate opens to be printed. A **Green Open as PDF button** gives you the option of opening and saving a PDF course completion certificate (*this is available for courses with assessments only*) (*this can be printed, uploaded to an online portfolio or photographed for your records*).
- Close the internet Tab containing the certificate
- Click the **Grey Download Summary button**, this opens a new internet tab that contains a summary of the completed course
- Close the internet Tab containing the summary
- Click the **Blue “breadcrumbs” links** under the **blue top link bar** to go back to the course (e.g. **eMeds Prescriber – v1.2**)

(This screenshot is for example only)

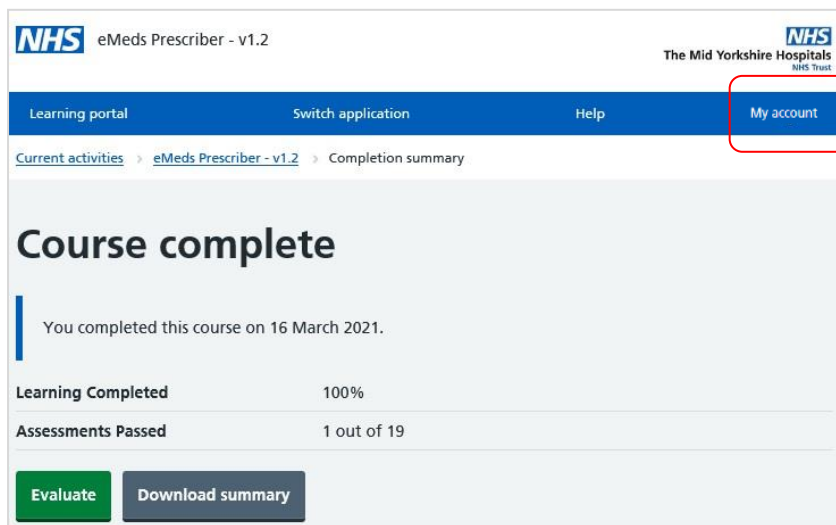


- Once back on the course home screen, scroll to the bottom of the screen and click the **Green Complete button** at the bottom of the screen this gives you access to the **Green Certificate** and the **Grey Download summary buttons** (*print certificate at a later date or reprint*)



### Logout of Digital Learning Solutions correctly

- Click the **My account** tab on the **Blue Top Link Bar**



### My account screen tour

<b>Centre</b>	Mid Yorkshire Hospitals NHS Trust
<b>User</b>	Your email address
<b>Delegate ID</b>	Your User ID
<b>My details</b>	Your information given to the Digital Training Team by yourself or the Medical Education Team at MidYorks to create your eLearning account.
<b>Edit Details</b>	This is where you can update your own details, including your name and email address (please note that your delegate ID will remain the same)
<b>Change password</b>	This is where you can change your password
<b>View notification preferences</b>	We recommend to keep DLS notifications switched on
<b>Log out</b>	Logs you out of Digital Learning Solutions Learning Portal (DLS)




**NHS** Digital Learning Solutions Learning Portal

Current activities Completed activities Available activities **My account** Help

## My account

Centre	##HEE Demo Centre##
User	Bertie.Mawdesley@catmail.com
Delegate id	BMS23
Alias id	Berts

### My details

First name	Bertie
Last name	Mawdesley
Email address	Bertie.Mawdesley@catmail.com
Job group	Activities worker or coordinator
Base / office / place of work	Blucher Site
Department / team	Ward 1-5
Contact telephone number	666
Year of study	-
Organisation / company	-
Profile picture (optional)	

[Edit details](#) [Change password](#)

[View notification preferences](#)

[Log out](#)

- Click the **Grey Log Out button**
- You are taken to the DLS Welcome and Log in screen

**NHS** Digital Learning Solutions

Welcome Find your centre Pricing Log in Register Help

## Welcome

Digital Learning Solutions

[Log in](#) [Register](#)

- Welcome
- [Products](#)
- [Learning content](#)

Our products and services can help you manage digital learning delivery for the benefit of the people in your organisation.

### I've completed my eLearning, how do I gain access to the systems?

- The Medical Education and/or your Line Manager will liaise with the Digital Identity Service to get you a Network Account
- To log into PPM+, eMeds, ICE and any Trust computer you will need a Trust network account.
- You will receive your network login details from your Line Manager
- Your Line Manager will liaise with the Digital Systems Access team to grant you appropriate access to Trust systems
- Once your network account has been generated, *and* you have completed the appropriate eLearning for your role, your access to PPM+, eMeds and ICE will be granted automatically.
- Completion details will remain on your **Mid Yorkshire Digital Learning Solutions Portal** eLearning record.
- Completed eLearning can be viewed again for reference, it can be found in the **Completed activities** link on the blue top link bar

### Filtering and Sorting My Current Activities (Courses List)

- You can search for courses you have enrolled on or completed
- Learning can be sorted using many criteria on the drop down list
- Sorting can be ascending or descending order

### Additional FREE Learning

- Once the eLearning identified for your role is completed you can access FREE Microsoft eLearning for Office 2016 and 365 as well as other optional clinical systems eLearning:
- To access this – **on your My Current Activities screen** click onto one of the options below:
  - **Current activities** (My Current Courses) a list of your current learning that is not complete
  - **Completed activities** a list of completed eLearning that can be viewed again for reference
  - **Available activities** a list of available FREE eLearning packages

Any enquiries about the eLearning, please contact us via the MY Digital Service Desk  
Telephone: 01924 512 512 (x5000 internal)  
Self-Service Portal (MY staff use only): <https://midyorks-dwp.onbmc.com/>