



Mersey and West Lancashire
Teaching Hospitals
NHS Trust

NEW!

Quick Start Guide

elfh



elearning for healthcare

Version 1 July 2024

I have an OpenAthens Account

1. Please **do not use** OpenAthens to sign into eLfh

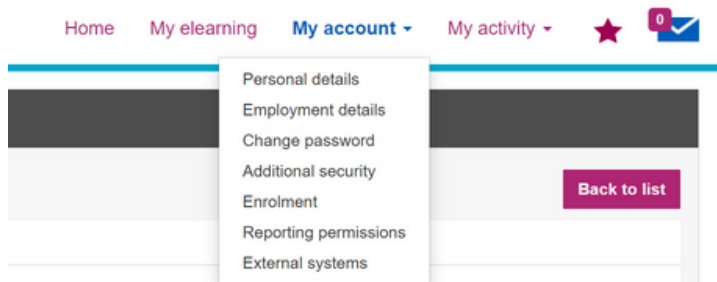
2. Either

- register for an account (page 5)
- or*
- sign in with an existing eLfh account (page 2)
-

I already have an eLfh account

1. Log into eLfh <https://portal.e-lfh.org.uk/>

2. Go to My account



3. Select personal details from the drop down - make sure that your primary email address is the **same that is used on 096 ESR** , if not please update it and click save changes.

Personal details

My account

Profile last updated:
24 Jul 2024

Edit details

Username
BURDE96801

First name
Helen

Last name
Burdett

Preferred name
Preferred name

Country
England

Region
North West

Primary email address
helen.burdett3@stfk.nhs.uk

Alternate email address
Alternative email address

4. Select employment details from the drop down and click on job role.

Primary role	Job role	Place of work
⊙	Nurse	MERSEY AND WEST LANCASHIRE TEACHING HOSPITALS NHS TRUST NHS CHESHIRE AND MERSEYSIDE INTEGRATED CARE BOARD WHISTON HOSPITAL WARRINGTON ROAD PRESCOT L35 5DR 🗑️

5. Make sure that you have completed / selected the following:

- Job role - **select from**
 - Trainee Doctor
 - Trainee Dentist
 - Public Health Registrar
- GMC number / GDC Number
- Grade
- Primary Speciality
- Place of work - **select** Mersey and West Lancashire Teaching Hospitals NHS Trust

The screenshot shows a web form titled "This role" with several fields highlighted by red boxes:

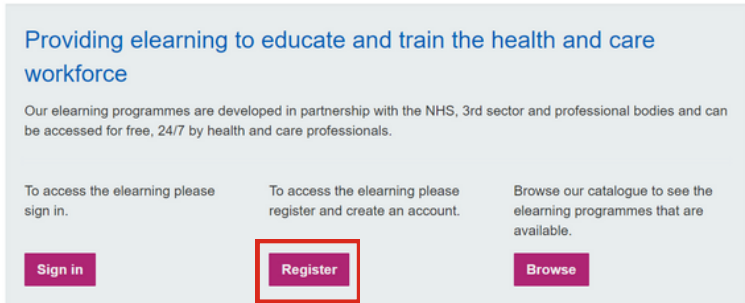
- Job role (Staff group):** A dropdown menu with "Trainee Doctor (Medical (GMC) and Dental (GDC))" selected.
- Professional body:** A dropdown menu with "General Medical Council" selected.
- GMC Number:** An empty text input field.
- Grade:** A dropdown menu with "Select Grade..." selected.
- Primary speciality:** A dropdown menu with "Other" selected.
- Place of work:** A dropdown menu with "MERSEY AND WEST LANCASHIRE TEACHING HOSPITALS NHS TRUST, NHS CHESHIRE AND MERSEYSIDE INTEGRATED CARE BOARD, WHISTON HOS..." selected.
- Start date:** A date picker set to "19 May 2022".
- End date:** An empty date picker.
- Additional responsibilities:** A list of checkboxes:
 - Caldicott Guardian
 - Information Governance Professional
 - Information Security and Risk Professional
 - SIRO
- Buttons:** "Save changes" and "Cancel" buttons at the bottom right.

6. Your account will now link with your 096 ESR and training completed on eLfH will now show.

7. If you have an account but cannot access it please contact support@e-lfh.org.uk

I don't have an eLfH account

1. Go to eLfH <https://portal.e-lfh.org.uk/> and click register



2. Ensure that you use the **same** email address that you use in O96 ESR

Registration

Ideally you should provide a work email address, if you have one, so that your registration results in the most appropriate access to e-learning content.

NOTE: If you use a personal email address, the available e-learning content should be sufficient for those working in social care, volunteers and for individuals registering for personal use.

Work email address

Work email address

Confirm work email address

Confirm work email address

Register

3. Complete the registration details page making sure that you completed the following in the **Your Current Role** and **Place of Work** sections:

- Job role - select Trainee Doctor (Medical (GMC) and Dental (GDC))
- GMC number
- Grade
- Primary Speciality
- Place of work - select Mersey and West Lancashire Teaching Hospitals NHS Trust

Registration Details

Your details

Email address hb.patchwork@stihk.nhs.uk	Secondary email address
First name Jane	Preferred name
Last name Smith	Country England
	Region Select Region...

Your Current Role

Job Role (Staff Group) Trainee Doctor (Medical (GMC) and Dental (GDC))	
Professional Body General Medical Council	GMC Number
Grade Select Grade...	Primary Speciality Select Speciality...

Place of work

Start date 29 Jul 2024	Place of work Enter your ODS code (if known) or work place postcode to start searching
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Register

4. Click **register** and the following will appear

Registration

Complete

Thank you for registering with e-LfH. You will shortly receive an email notifying you of your username and temporary password.

Please be aware that at busy times, your registration email may take up to an hour to be generated and sent.

If you haven't received your registration email within an hour, please contact support - support@e-lfh.org.uk - after checking your spam and junk email folders in case the email has been diverted.

5. Check your emails for the address used to register which will contain a link and your user name.

NL no.reply@e-lfh.org.uk
To: C&M.nhsbank-training

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Jane Doe,

Thank you for registering with e-Learning for Healthcare. Please click on the link below to choose your new password.

- Your username is **DOE8340843**
- <https://portal.e-lfh.org.uk/validate-password?token=ykMf4%2hMCD6u0j9ntq%3f%3d&loctoken=Mxk5%2b4B0CC0TWW5tq4%3d%3d>

In the unlikely event that clicking on the above link does not work, please cut and paste it directly into your browser.

Please note that this link has a time limit of 2.0 days. If you click this link after this time you will receive instructions on how to generate a new one.

To log in at any other time please go to <https://portal.e-lfh.org.uk> and click the 'Log in' button.

When you first log in the login wizard will guide you through a series of steps to complete your registration. Please try to complete each step of the wizard fully and as accurately as possible.

Please do not reply to this email, if you need support:

- Please visit our [Quick Start Guide](#) which provides a useful overview of the LMS particularly for new learners.
- If you have any problems accessing e-LfH's online content or have any further questions please contact us using the following [Support Form](#).
- For more information on how to log in, access your e-learning and technical checks please visit e-LfH's [Support page](#).

Thanks again for registering and we hope you enjoy using the e-LfH services.

Best regards,

The e-LfH Registration Team

NHS e-Learning for Healthcare
(NHS England in partnership with the NHS and professional bodies)