

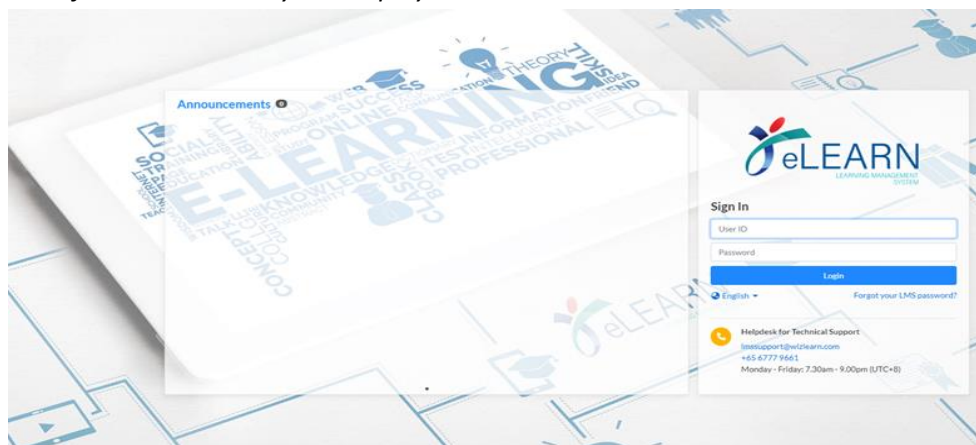
eLEARN LMS NAVIGATION GUIDE FOR HBR ERC ONLINE COURSE

Getting Started

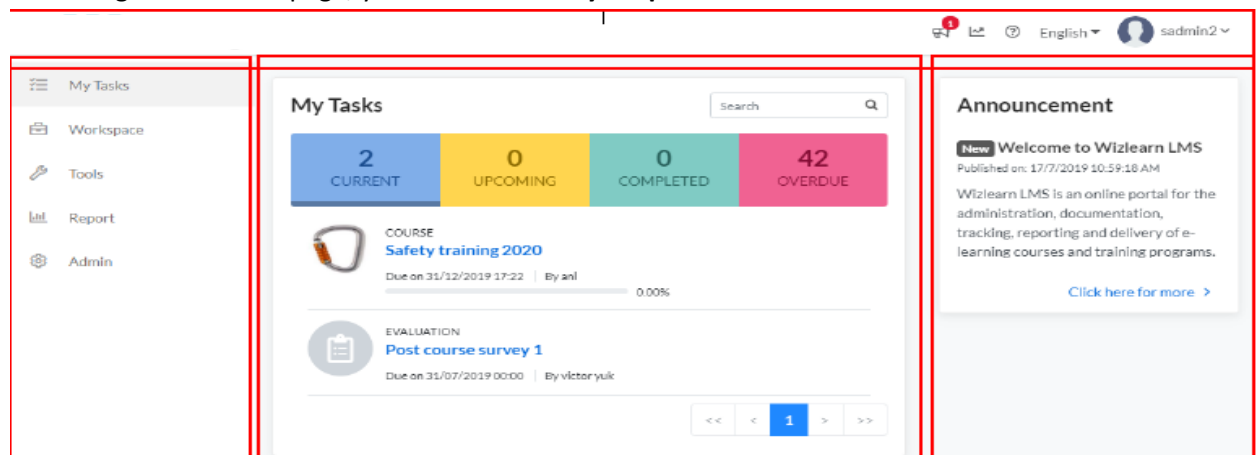
[UPDATED] Steps to log into the system:

1. Input the URL of the Learning Management System (LMS) in the browser's address bar (<https://elearn.sg/nhg>). Please use **Internet Explorer 11** or **Google Chrome** to access the eLEARN system.
2. Input your User ID (ADID/Windows Login) and Password, and click on **Sign in**.

Note: Default Password is your Employee ID.



3. You may be prompted to change Password on your first login.
4. You will see the webpage below once you are logged in to the LMS.
5. On the right of the webpage, you would see the **your profile**.



6. On the left side of the webpage, is the navigation panel.
7. On the right side of the webpage, displays a quick view of the announcements.

8. You can also view the list of tasks that had been assigned to you under the **Current** category tab on top of the webpage.

Registering for Access to the HBR ERC Alternative Online Assessment

9. For the HBR ERC Alternative Online Assessment, upon registering on eLEARN, you will need to wait for the Course Administrator to grant you access to the online assessment. An email will be sent to you once it is approved.

Note: If you did not receive the email notification within 1-2 working days after requesting for access, please login in to eLEARN to check if you had been granted access.

Additional Tips While Using eLEARN

- ✓ **DO NOT** open Multiple Browser windows while accessing the eLEARN at any time.
- ✓ **DO NOT** leave your computer / idle the account for more than 30 minutes. The website can time-out / disconnect if you take too long between actions.
- ✓ **DO NOT** login concurrently with different logins on the same computer.