

Before your first day of work

Welcome to WSLHD. To support you in your new role we have developed a comprehensive Orientation program. The first part of this program consists of Mandatory Training which is available to you online (via My Health Learning (MHL)). The second part is attendance at the face to face WSLHD Orientation program which will help to develop your understanding of WSLHD and NSW Health.

For employees new to NSW Health, your employee number (StaffLink User ID) needs to be obtained from State-wide Service (see below). If you are transferring from within NSW Health you will retain your current StaffLink number.

1. Before you can login, new employees must obtain and activate a StaffLink password by calling State-wide Service Desk on **1300 28 55 33**
2. Once activated, log into My Health Learning via <https://hetionline.cit.health.nsw.gov.au/>
3. Check your profile under 'My Details' to ensure your details are correct.
4. Familiarise yourself with My Health Learning basic function starting with the 'Learner's User Guide.'

Now you are ready to book into the WSLHD Orientation Program. This must be completed prior to commencing.

5. **For all employees, book into WSLHD Orientation.**
You need to book a date to attend the face-to-face WSLHD Orientation. Ideally, this should be your first day with WSLHD. To book into Orientation, login to My Health Learning via <https://hetionline.cit.health.nsw.gov.au/>
If you are unable to book in via My Health Learning please contact the Helpdesk on 02 8860 4396
6. **For all employees, complete Mandatory Training.**
It is encouraged that you complete the Mandatory Training within the first two weeks of your commencement date at WSLHD.

Mandatory Training contains 11 modules that can be completed via My Health Learning. These modules are found in the MHL learning pathway called **WSLHD All Staff Orientation online** (as shown on image overleaf).

Please note for non-clinical: on the afternoon of WSLHD Orientation, there will be a computer support session provided with limited PCs to complete your Mandatory training during the second half of the day for non-clinical only.

7. **For Nursing & Midwifery employees only, book in to/attend the Clinical Orientation Day 1 afternoon session.** You also need to book this via My Health Learning before your first day of work. This date should be the same day as the WSLHD Orientation.

Commencing with WSLHD

- **Day 1—AM:** Attend the WSLHD Orientation morning session which ideally would be the week you start working in WSLHD. If WSLHD Orientation is not on your first day, please proceed to your department for work.
- **Day 1—PM:** Nursing & Midwifery Staff attend the Clinical Orientation afternoon session. All other staff attend your workplace.
- After attending Orientation you will have an induction in your specific workplace with your manager.
- Completion of other Mandatory training

For further instructions visit our website:

Intranet: [WSLHD Home page](#) | [Services menu](#) | [Education & Training Services](#) | [Orientation](#)

Internet: <http://www.wslhd.health.nsw.gov.au/>
[Research and Education](#) | [Education & Training Services](#) |

WSLHD Learning and Development Services

Tel: 02 8860 4396 (Helpdesk) | Fax: 02 9840 3375

Email: WSLHD-EducationTechnology@health.nsw.gov.au

Important Notice

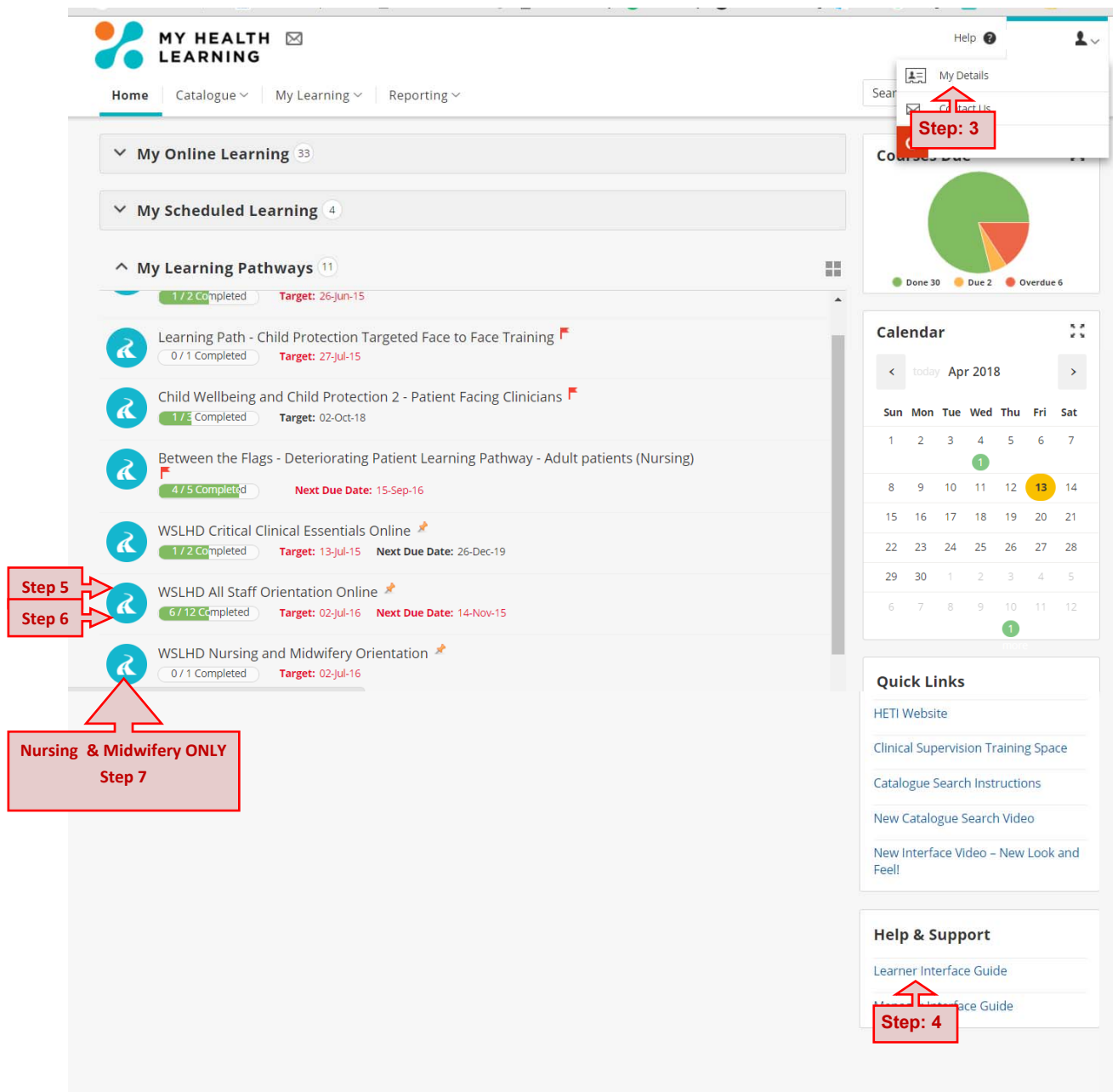
LEARNING AND DEVELOPMENT SERVICES

BOOK INTO ORIENTATION PROGRAM

Step 1-Before you can login, you must activate your StaffLink password by calling State-wide Service Desk on **1300 28 55 33**. Have your employee number with you to do this.

Step 2-Once activated, log into My Health Learning via <https://hetonline.cit.health.nsw.gov.au/>

Steps 3-7 as shown below



The screenshot shows the My Health Learning dashboard. The main content area lists learning pathways with completion progress and target dates. Red callout boxes with arrows point to specific elements:

- Step 3:** Points to the 'My Details' dropdown menu in the top right corner.
- Step 5:** Points to the 'My Learning Pathways' section header.
- Step 6:** Points to the 'WSLHD All Staff Orientation Online' pathway entry.
- Step 7:** Points to the 'WSLHD Nursing and Midwifery Orientation' pathway entry, with a separate box below it stating 'Nursing & Midwifery ONLY Step 7'.
- Step 4:** Points to the 'Learner Interface Guide' link in the 'Help & Support' section on the right sidebar.



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