



# iTacit 2.0

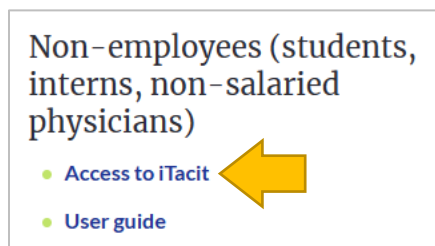
## User Guide for non-employees

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### How to access Itacit for the first time

**Note:** If you are a Vitalité employee with an active AD account, use the following link instead: <http://itacit.rha-rrs.ca/>. Else, please continue with the steps below.

1. Open the iTacit login page in one of the following two ways:
  - a. By using this link: <https://santebhealth.itacit.com/login?LANGUAGE=en>.
  - b. By going through the Vitalité Health Network website:
    - i. Use this link: <https://www.vitalitenb.ca/en/>.
    - ii. Click on the « *Employees* » section in the blue bar at the top of the screen.
    - iii. Click on the « *Access to iTacit* » link in the « **Non-employees** » subsection.



2. Click on the « *Forgot your password?* » link to generate your temporary password.

Username

Password

Forgot your password?

SIGN IN

3. Enter your username (which you have received from your coordinator) and click on « *Reset Password* ». A temporary password will be sent to your email address.

Forgot your password?

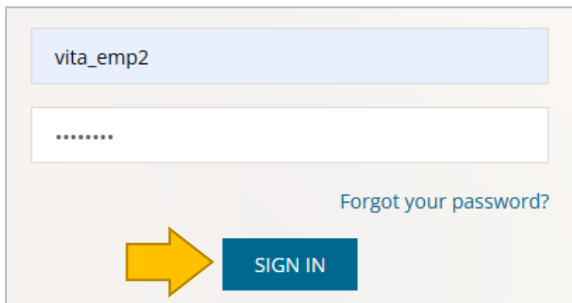
No problem. Type your username below. We'll reset and send you a new, temporary password.

Username

RESET PASSWORD

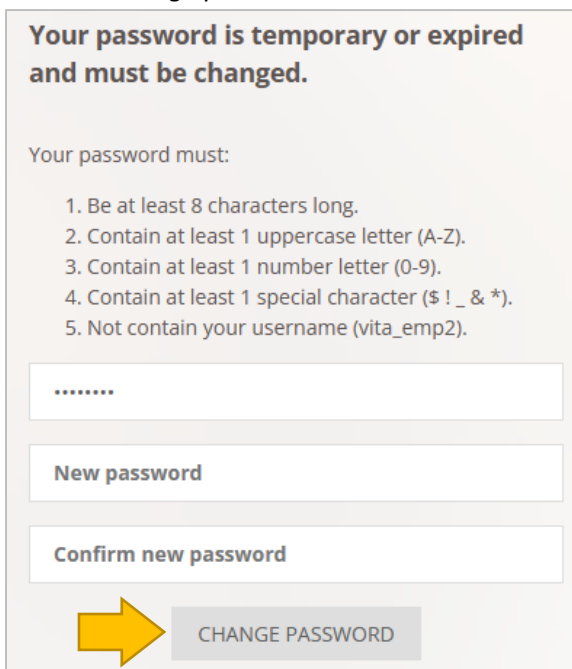
CANCEL

4. After verifying your email address, enter your username and temporary password. Then, click on the « *Sign In* » button.



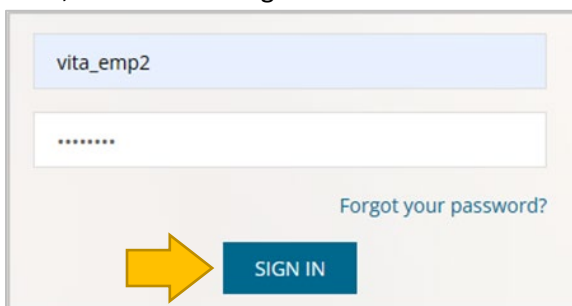
A screenshot of a web form for signing in. It features two input fields: the top one contains the username 'vita\_emp2' and the bottom one contains a temporary password represented by seven dots. To the right of the password field is a blue link that says 'Forgot your password?'. Below the fields is a yellow arrow pointing to a blue button labeled 'SIGN IN'.

5. Enter your new password (in both the 2<sup>nd</sup> and 3<sup>rd</sup> field) to replace the temporary one. Then, click on the « *Change password* » button.



A screenshot of a 'Change Password' form. At the top, it says 'Your password is temporary or expired and must be changed.' Below this, it lists requirements for the password: 'Your password must:' followed by five numbered points: 1. Be at least 8 characters long. 2. Contain at least 1 uppercase letter (A-Z). 3. Contain at least 1 number letter (0-9). 4. Contain at least 1 special character (\$ ! \_ & \*). 5. Not contain your username (vita\_emp2). There are three input fields: the first contains a temporary password (dots), the second is labeled 'New password', and the third is labeled 'Confirm new password'. A yellow arrow points to a grey button labeled 'CHANGE PASSWORD'.

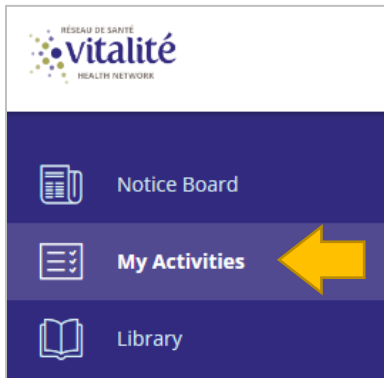
6. Now that you have configured your own password, enter your username and new password. Then, click on the « *Sign In* » button. This will bring you to the iTacit homepage.



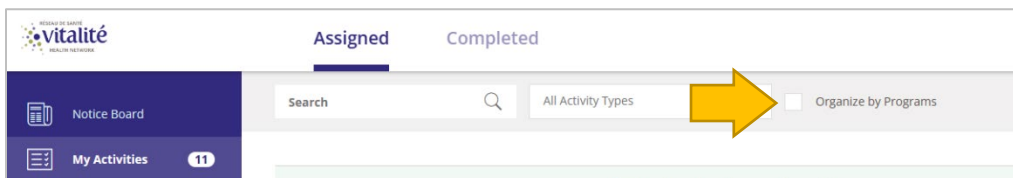
A screenshot of the 'Sign In' form, identical to the one in step 4. The username field contains 'vita\_emp2' and the password field contains a new password (dots). A yellow arrow points to the blue 'SIGN IN' button.

## How to launch your training modules

1. From the iTacit homepage, click on the « *My Activities* » section.



2. The mandatory training modules assigned to you will display on screen. To group them by programs (e.g., your orientation program), check the « *Organize by Programs* » option in the filter bar.



3. Click on the course that you want to launch. This will bring you to the course's detailed page.



4. Click on the « *Start Now* » button to launch your online training module.

