iTacit 2.0
## User Guide for non-employees

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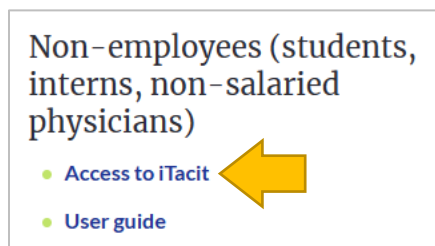
2. Click on the « *Forgot your password?* » link to generate your temporary password.

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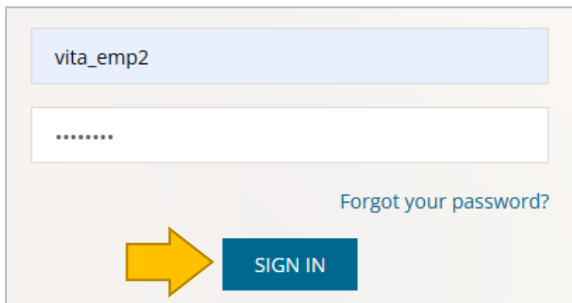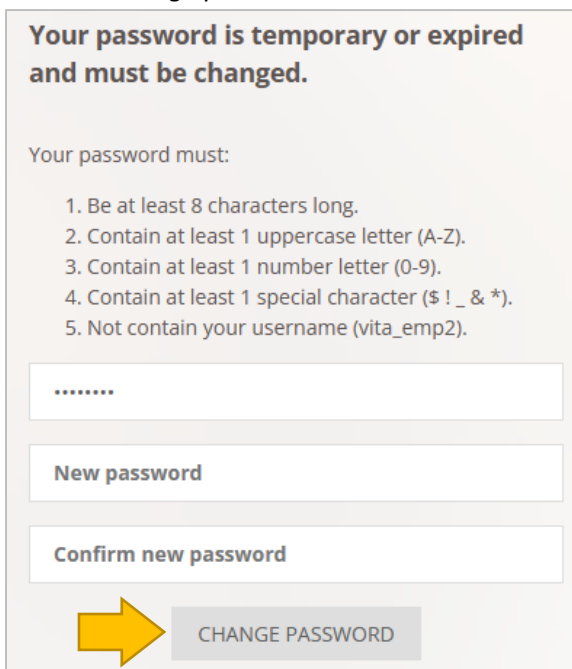
4. After verifying your email address, enter your username and temporary password. Then, click on the « *Sign In* » button.
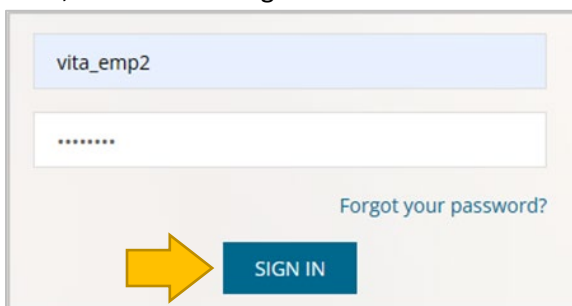

5. Enter your new password (in both the 2nd and 3rd field) to replace the temporary one. Then, click on the « *Change password* » button.

Your password is temporary or expired and must be changed.

Your password must:

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).
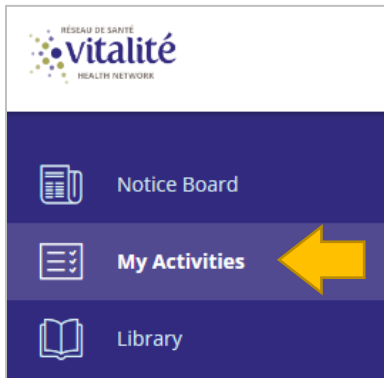
New password

Confirm new password

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.
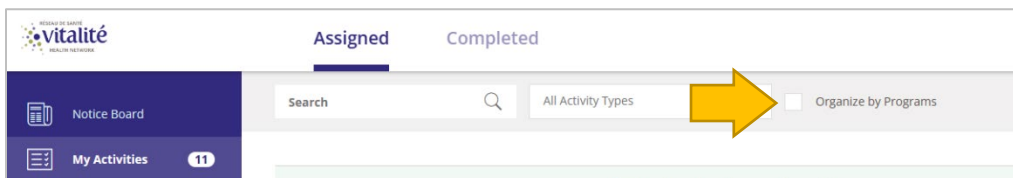
How to launch your training modules

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.