



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.

Non-employees (students,
interns, non-salaried
physicians)

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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?

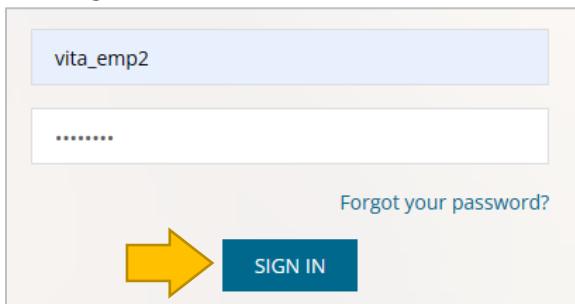
No problem. Type your username below. We'll reset and send you a new, temporary password.

Username

RESET PASSWORD

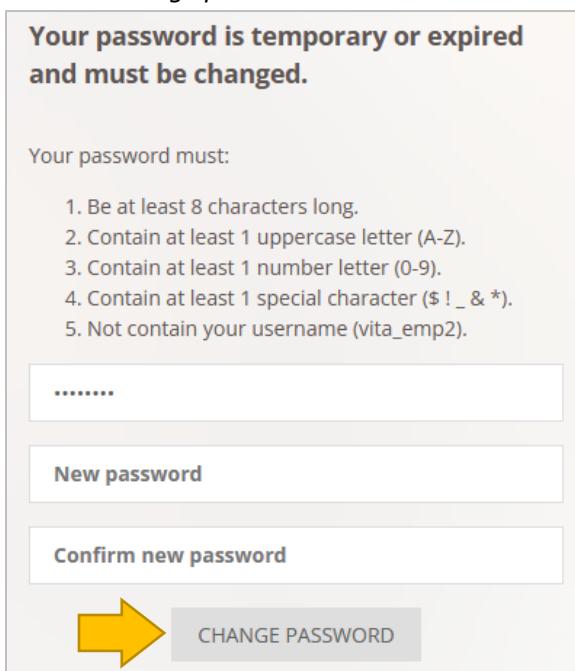


4. After verifying your email address, enter your username and temporary password. Then, click on the « *Sign In* » button.



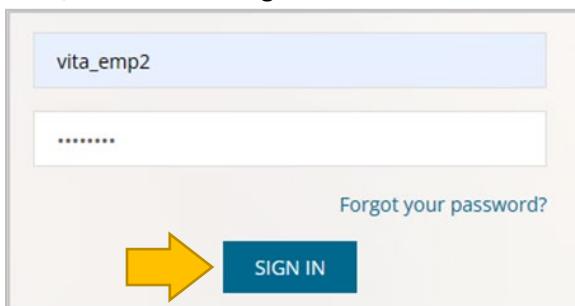
A screenshot of the iTacit sign-in page. It features two input fields: one for the username ('vita_emp2') and one for the password ('.....'). Below the fields is a link 'Forgot your password?'. At the bottom right is a blue 'SIGN IN' button with a yellow arrow pointing to it.

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



A screenshot of the iTacit change password page. It displays a message: 'Your password is temporary or expired and must be changed.' Below this, it says 'Your password must:' followed by five rules. There are three input fields: '.....', 'New password', and 'Confirm new password'. At the bottom right is a blue 'CHANGE PASSWORD' button with a yellow arrow pointing to it.

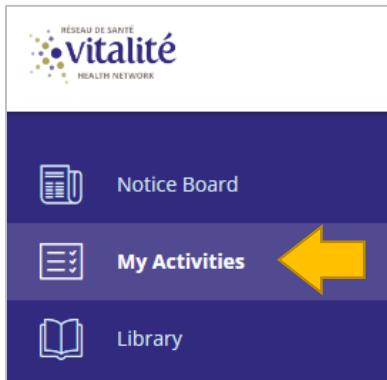
6. Now that you have configured your own password, enter your username and new password. Then, click on the « *Sign In* » button. This will bring you to the iTacit homepage.



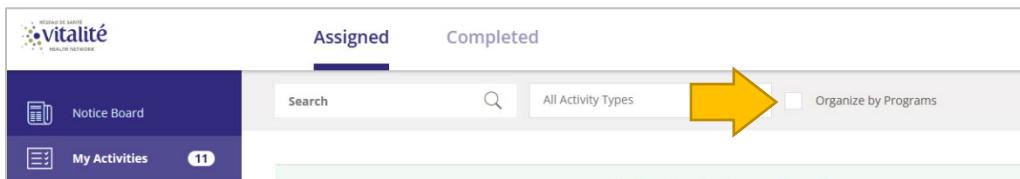
A screenshot of the iTacit sign-in page, identical to the one in step 4. It shows the 'vita_emp2' username and '.....' password in the input fields, with a blue 'SIGN IN' button at the bottom right and a yellow arrow pointing to it.

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.

