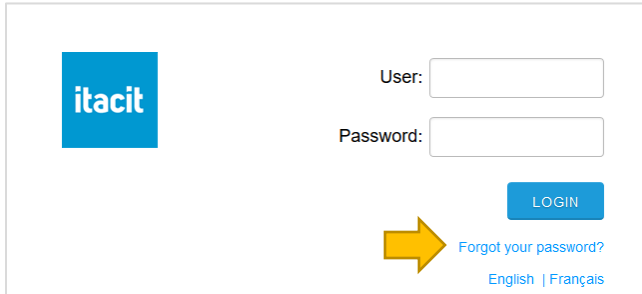


How to access Itacit for the first time

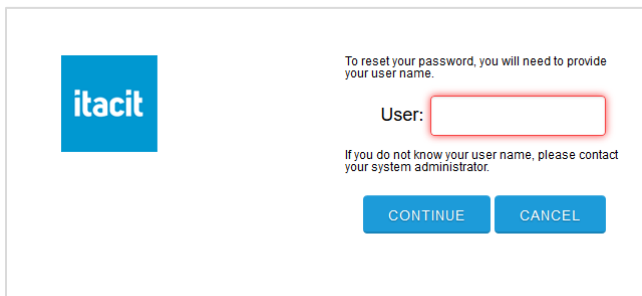
1. Open Itacit by clicking on the following link:
<https://santenbhealth.itacit.com/itacit/index.jsp?CLIENT=73224542677&LANGUAGE=E>
2. Click on the « *Forgot your password?* » link to create your password.



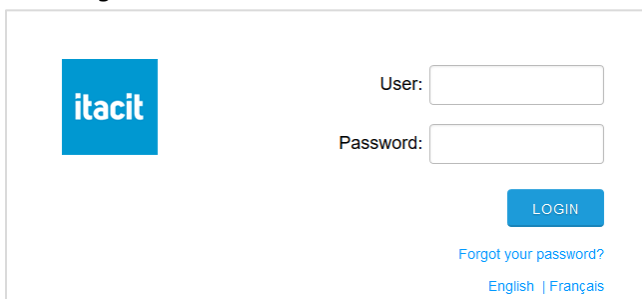
Note: Know that the « *Forgot your password?* » link has two distinct functions:

- A. Resetting your password in case you have forgotten it
- B. Activating your account during your first visit

3. Enter your username (which you have received from your coordinator). Itacit will automatically send you a temporary password to your email address.



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



5. Enter your **new** password twice to replace the temporary one. Then, click on the « *Change my password* » button.

Change Password

Vous utilisez un mot de passe temporaire ou expiré. Pour assurer que votre profil est sécurisé, vous devez créer un nouveau mot de passe maintenant.

When choosing your password, it must meet the following minimum security requirements:

1. Make it at least 8 characters long
2. Use at least one upper case character (A-Z)
3. Use at least one number (0-9)
4. Use at least one non-alpha character (ex. #,\$!..)
5. Do not use your user name

Enter your current password:

Enter your new password:

Re-enter your new password:

[CHANGE MY PASSWORD](#)

6. Your account is now activated. The Itacit homepage will display on your screen.

For the following visits to the Itacit site, simply click on the link available at step #1 above. Afterwards, enter your username and password and finally click on the « Login » button.

How to launch your training items

1. From the Itacit homepage, click on the « *My Knowledge Programs* » section.

My Knowledge Programs >

Enrolled (1)

Since: 27 Aug 2018

2. Your mandatory training will display on screen. Click on the « *Details* » link.

My Knowledge Programs

General orientation program-Students enrolled in a...

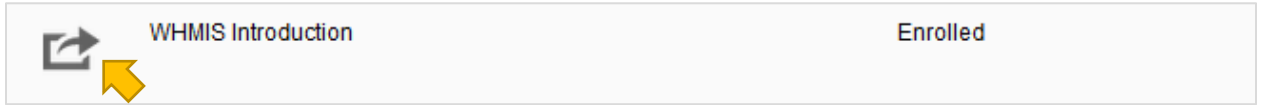
26 Sep, 2018 - 24 Dec, 2018

Courses	Credits
Required: 10	Required: 0
Completed: 0	Received: 0
Remaining: 10	Remaining: 0

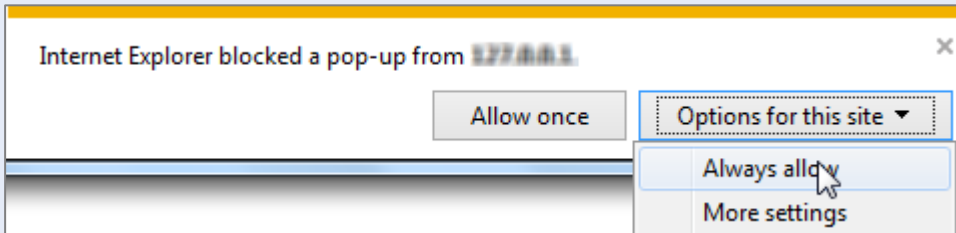
Enrolled

[Details](#)

3. In the program's profile, go to the « *Training Requirement Details* » section and click on the launch icon to begin the chosen training item.



When launching a training item, it is **possible** that your browser's pop-up blocker will appear on screen and display the following options:



In such cases, choose the « *Always allow* » option. This will cause your browser to close. You will simply have to repeat steps 1-3 described above to relaunch your training item. However, on your second attempt, your training item will launch correctly and the « pop-up blocker » won't appear.