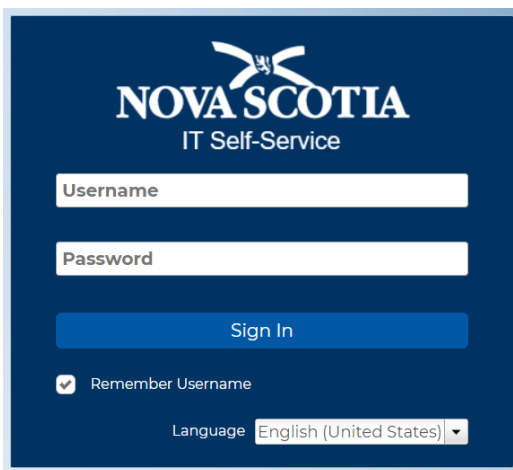


## Transferring Completed LMS Modules

If you have previously completed the required orientation modules in LMS using a staff or student account, you have the option of transferring those completed modules from one account to another. For example, if you are an employee and would like to transfer them from your staff account to your NSS student account or if you have been recently hired as an employee and would like to transfer them from your NSS student account to your staff account, please follow the instructions below.

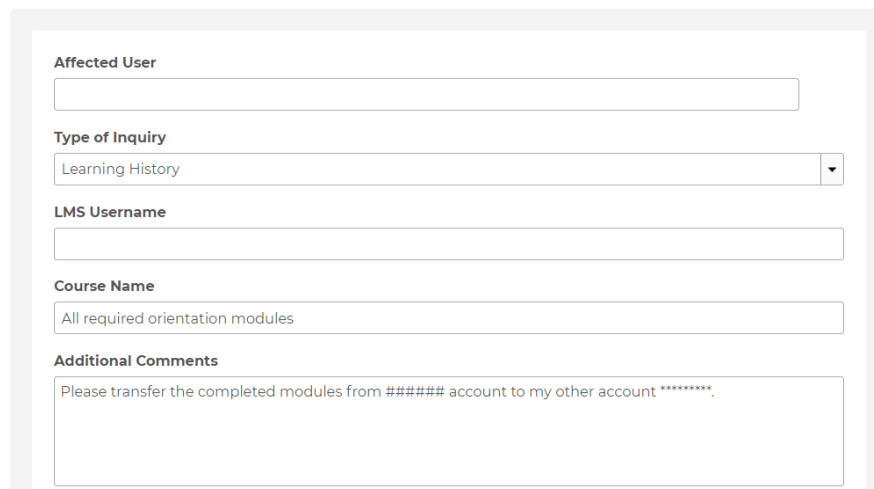
- 1) Click on this link: [LMS Inquiry](#)
- 2) Log into IT Self-Service using one of your NS Health accounts.



The screenshot shows the Nova Scotia IT Self-Service login interface. It features a dark blue background with the Nova Scotia logo at the top. Below the logo, there are two input fields for 'Username' and 'Password'. A blue 'Sign In' button is positioned below the password field. There is a checked checkbox for 'Remember Username' and a language dropdown menu set to 'English (United States)'.

- 3) Complete the Inquiry form as below by finding your name under “Affected User”. Request to have your completed modules transferred from the account where you completed the modules to the account where you’d like them transferred to then click submit.

Request this Service



The screenshot shows the LMS Inquiry form. It contains the following fields:

- Affected User:** A text input field.
- Type of Inquiry:** A dropdown menu with 'Learning History' selected.
- LMS Username:** A text input field.
- Course Name:** A text input field with 'All required orientation modules' entered.
- Additional Comments:** A text area containing the text: 'Please transfer the completed modules from ##### account to my other account \*\*\*\*\*'.