

# **HPB eLearning Management System**

## Quick User's Guide

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# 1. Introduction

Thank you for visiting HPB's eLearning Management System (HeLM). This website allows you to register and view our health related eLearning materials produced by HPB.

## 2. Overview of the website

The screenshot displays the HPB eLearning Management System (HeLM) interface. At the top left is the Health Promotion Board logo. At the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and links for 'Sitemap', 'Contact Us', and 'Feedback'. A search bar for courses is located below the logo. A blue banner reads 'LEARNING MANAGEMENT COURSE VIEWER'. Below the banner is a search input field with a 'Go' button and a 'Font Size' selector. A 'User Guide in PDF form' link is also present. The main content area is divided into two sections: 'Course (Sign up)' and 'Courses (Open Access)'. The 'Course (Sign up)' section lists several courses with their titles, descriptions, and approval modes (e.g., 'requires approval', 'auto approval'). Each course has a 'Select' button. The 'Courses (Open Access)' section shows 'Login to my courses' with 'HPB-PIN' and 'SingPass' options, 'Courses selected: 0', and a 'View Selected Course' button. A 'Welcome to HPB e-Learning Management System' message is displayed, along with a 'Need Help??' section and an 'Announcement board' section. A 'Course Page navigator' is located at the bottom of the page.

Labels in the image include:

- Search bar for courses
- User Guide in PDF form
- Course Title
- Course Description
- Course Approval Mode
- Selection button
- 2 modes of login
- Number of course selected register course
- Proceed to register course
- Announcement board
- Course Page navigator

### 3. Type of courses available

HPB offers 3 types of courses for the participants:

**1) Pre-registered participants**

Participants under this group would receive their login credentials when they participate in HPB programmes and will be able to login to the system directly to access their pre-assigned course.

**2) Self registering of course(s)**

Courses under this category requires the approval of the trainer. Participants can choose the course they are interested in under the Course (Sign Up) tab and sign up/login to sign up for the course. They will be prompted that they will be able to view the course after approval from the trainer.

**3) Direct viewing of course(s)**

Participants can choose the course of their interest under the Course(Open Access) tab and directly view the course.

### 4. Course enrolment workflow

#### 4.1. *Pre-registered participants*

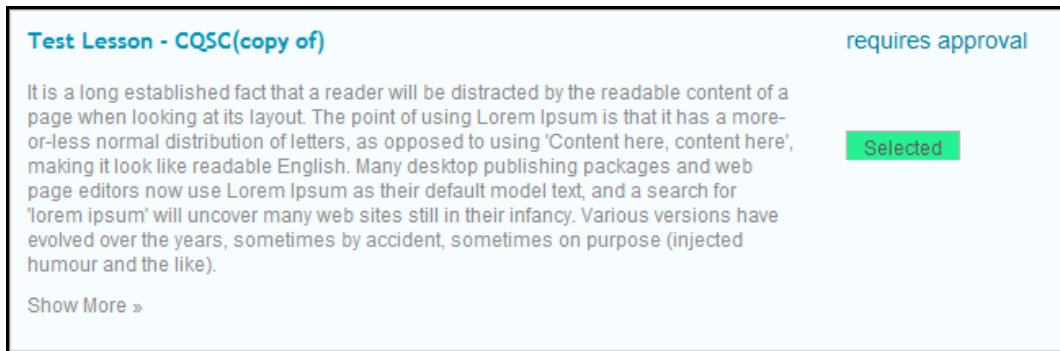
- 1) For pre-registered participants, go to the Login section to enter the user ID and password to access the course that you have pre-registered at one of the HPB programme.



## 4.2. Self registering course(s)

To register a course under the “Course(Sign Up)” ( [Course \(Sign up\)](#) ) tab

- Click the “Select” ( [Select](#) ) button of the course of your interest. The button will change from “Select”( [Select](#) ) to “Selected”( [Selected](#) ).



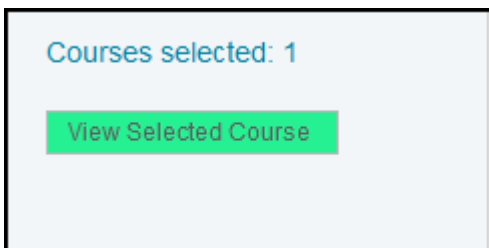
**Test Lesson - CQ5C(copy of)** requires approval

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Show More »

[Selected](#)

- After you have selected the course(s) of your interest, click on the “View Selected Course” ( [View Selected Course](#) ) to proceed with the registration.



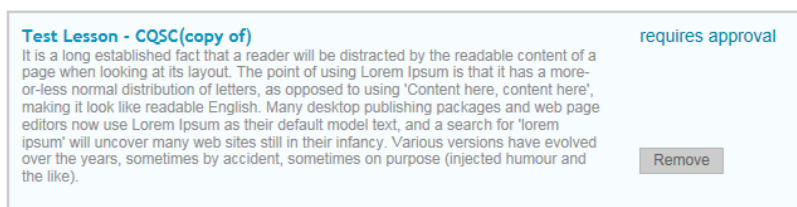
Courses selected: 1

[View Selected Course](#)

- “Your selected course(s)” page will display the summary of your selected course(s). A sample is shown as below.

### Your selected course(s)

Click on “Proceed” to continue with the registration of the course(s)



**Test Lesson - CQ5C(copy of)** requires approval

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

[Remove](#)



**Care Giver Lesson - Test Report Function** auto approval

[Remove](#)

[Add more Courses](#)

[Proceed](#)

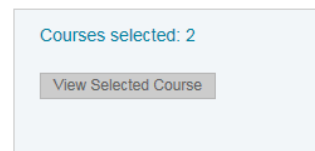
Last updated on 12-Sep-2013



Login to my courses

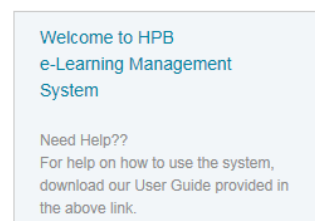
[HPB-PIN](#)

[SingPass](#)



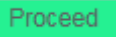
Courses selected: 2



[View Selected Course](#)

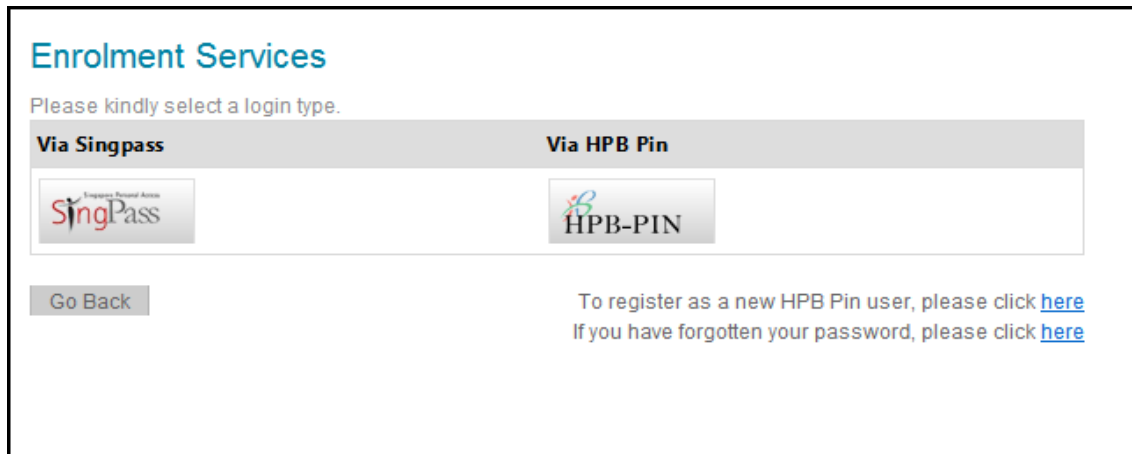


Welcome to HPB e-Learning Management System

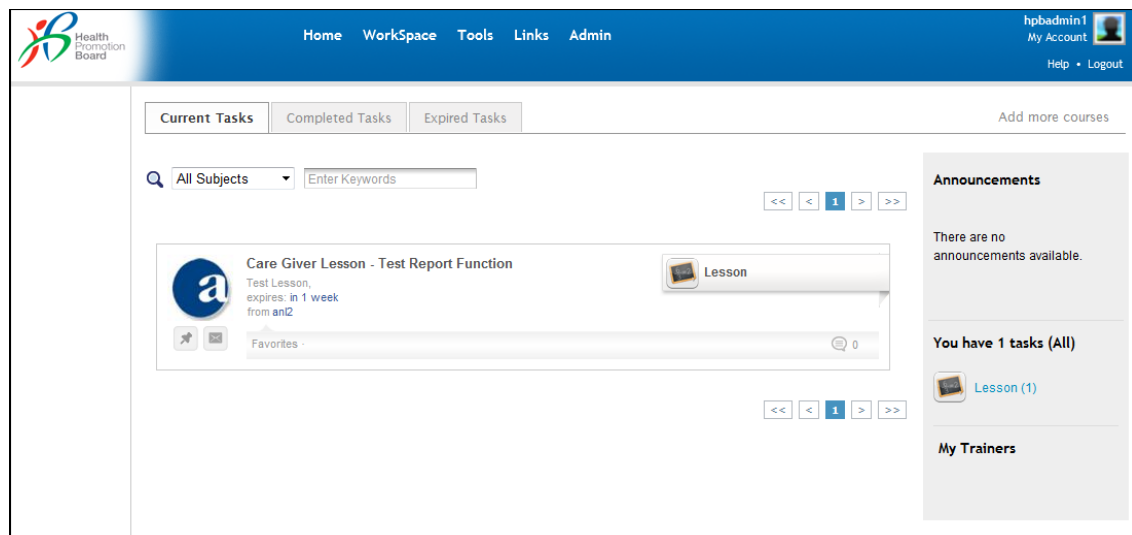
Need Help??  
For help on how to use the system, download our User Guide provided in the above link.

- d. To edit your selected course, you can remove it or go back to add more courses. Once you have confirmed your course(s) selection, click on “Proceed” (  ).

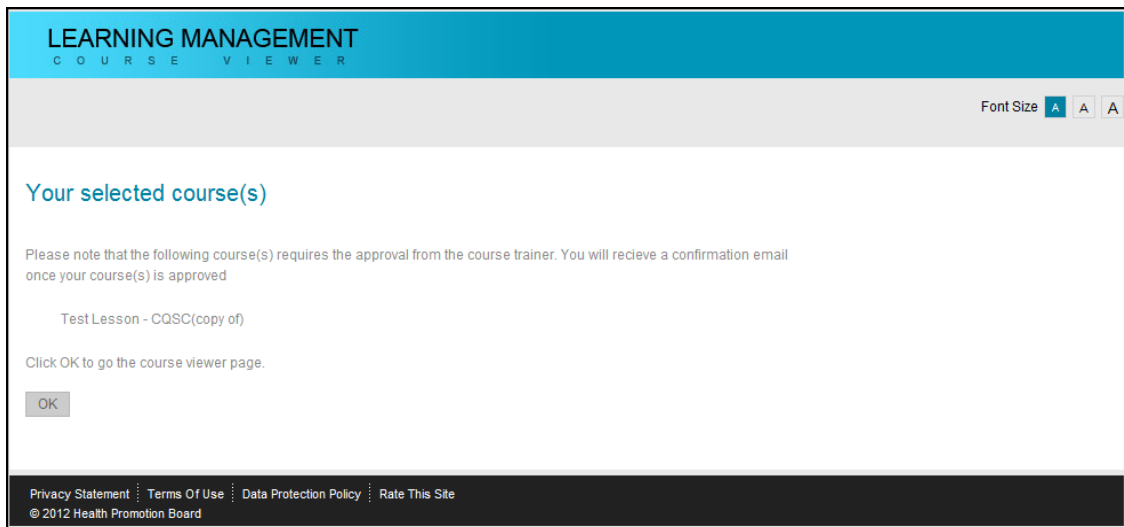
- e. A login option screen will appear. Select either “Singpass” (  ) or “HPB-PIN” (  ) to login. If you do not have Singpass or HPB-PIN, you may create a new HPB-PIN at the same screen. Refer to [Appendix A](#) for more details on HPB-PIN.



- f. For a course that is auto approved by course trainer, upon successful login, you will be brought straight to the “Home” page where your registered course is now accessible.

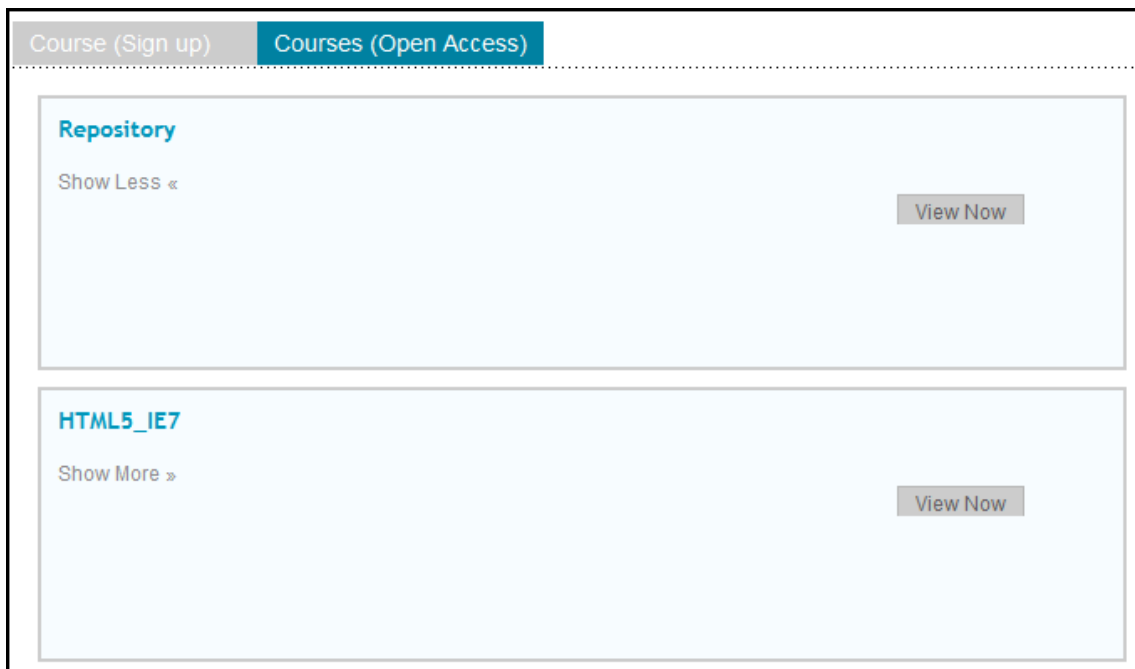


- g. For a course that requires the approval of a course trainer, upon successful login, a confirmation note will be shown as below. Once the course trainer approves the registration, an email will be sent to your mailbox to notify you that your registration is successful.



### 4.3. *Direct viewing of course(s)*

- 1) To view any open access course(s), click on the “Course(Open Access)” tab
- 2) Click on “View Now” of your selected course to start view the eLearning content.



– The End –

# Appendix A – HPB PIN (HPB Personal Identification Number)

## 1. Register as a new user HPB PIN user



You can possibly get your HPB pin through registering via a HPB program or via a self-registration of an account. Under section 4.2, self-registering of a course, you will come to the screen below.

here. If you have forgotten your password, please click [here](#)'."/>

**Enrolment Services**

Please kindly select a login type.

**Via Singpass** **Via HPB Pin**

[Go Back](#)

To register as a new HPB Pin user, please click [here](#)  
If you have forgotten your password, please click [here](#)

Click on “**here**” ( [here](#) ) to proceed with the registration details as shown below.

**LEARNING MANAGEMENT**  
COURSE VIEWER

**Enrolment Registration User Details**

*\* Denotes compulsory fields*

User Id

Name

Email

Designation

Organization

NRIC

Professional ID   (if applicable)

Mobile No

Password

*Minimum 8 characters consists of alphabets, numeric or symbols.*


Confirm Password

Click on “**Submit**” (  ) to complete the registration.



## 2. Forgotten your HPB PIN password



To reset your password, you can access the forget password via (  ) on the home page. It will bring you to the login screen where you will be able to reset your password.

A screenshot of the HPB-PIN Learning Management Course Viewer login page. The page has a grey header with the Health Promotion Board logo on the left and the Singapore Government logo on the right. Below the header is a blue banner with the text 'LEARNING MANAGEMENT COURSE VIEWER'. The main content area is white and contains a 'Login' section with two input fields: 'User ID' and 'Password'. Below the input fields are two buttons: 'Back to Courseware Listing' and 'Login'. At the bottom of the login section, there is a link to register as a new user and a link for forgotten passwords. The footer contains links for Privacy Statement, Terms Of Use, Data Protection Policy, and Rate This Site, along with the copyright notice for the Health Promotion Board.

Click on “**here**” ( [here](#) ) and it will trigger a password reset flow that will guide you through the process.

A screenshot of a password reset selection screen. The screen has a white background with a black border. At the top, there is a heading in orange: 'What is the problem you are now facing?'. Below the heading are two radio button options: 'I forgot my Password but I know my UserID' and 'I forgot my UserID and Password, but I know my account Email'. At the bottom center of the screen is a grey button labeled 'Next'.

Choose the appropriate option and an email will be sent to you to complete your reset password process.

If you have selected the first option “**I forgot my password but I know my UserID**”, enter your useID and an email containing your login ID and password would be sent to your email address (registered in the system)

## Your Password Has been Sent

Your Password has been sent to this email address  
'\*\*\*\*\*@hpb.gov.sg'

[Click here](#) to login

If you have selected the first option “**I forgot my UserID and Password but I know my account Email**”, enter your email address (as registered in the system) and an email containing your login ID and password would be sent to your email address

## Please enter your Email Address

My Email is