

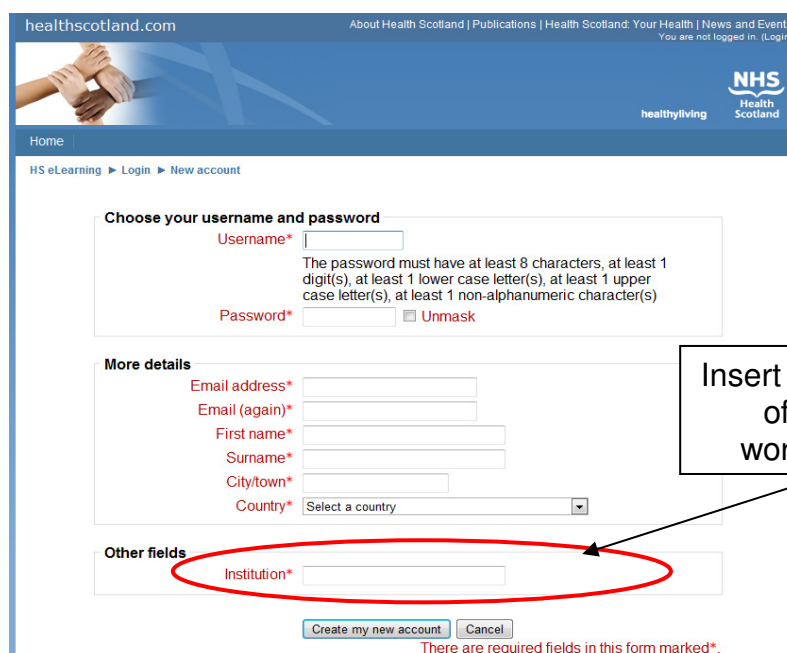
In order to complete the online Mentally Healthy Workplace course you'll need to take a minute to create a new account for yourself on this web site. Here are the steps:

1. Go to <http://elearning.healthscotland.com>
2. Click on 'Create new account'.



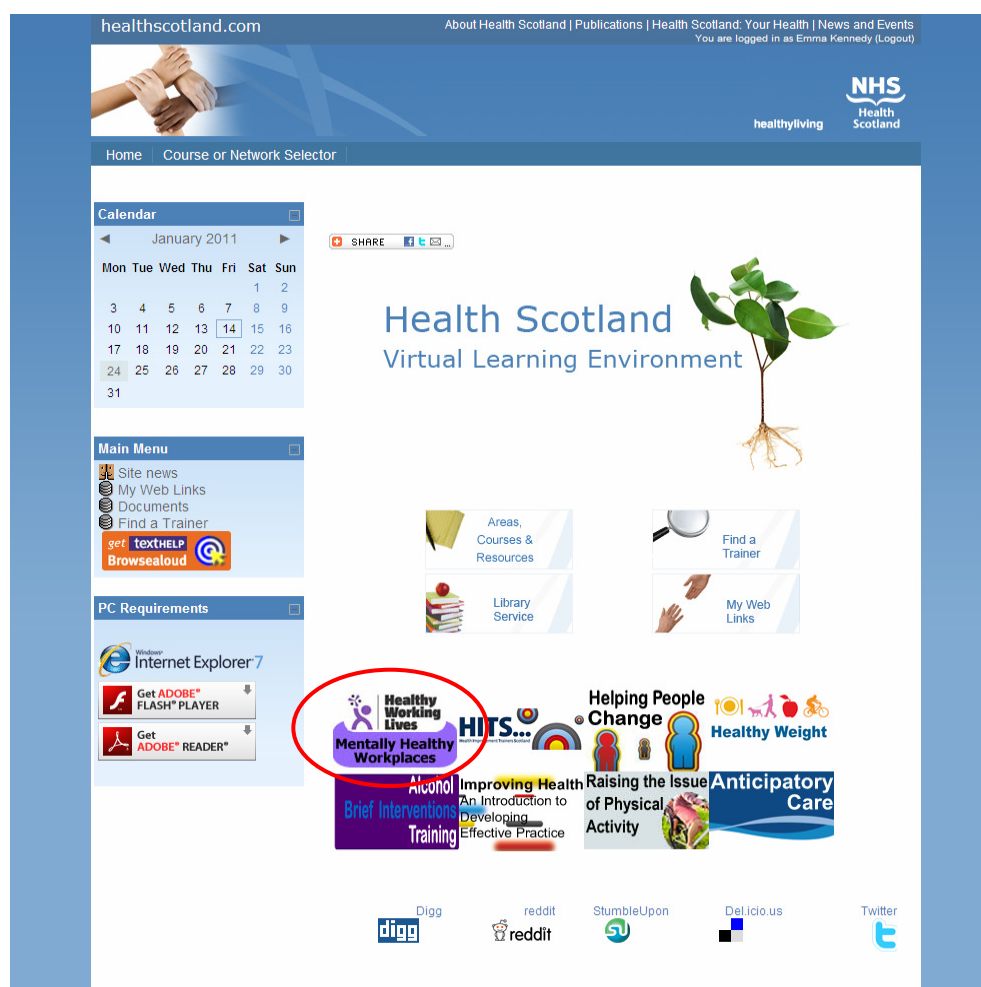
Once you have clicked on 'Create new account' this page will appear. → Follow the guidance to create your username and password.

An example password that meets the criteria is **Password#1**



3. Choose a username and password and fill out the rest of the details. In the field called institution insert the name of your workplace.

4. When you have inputted all your details and clicked 'Create my new account' an automated confirmation email is sent out, within 5 minutes or up to an hour, to the email address you entered when you registered. Please ensure you correctly type your full email address in the registration form.
5. Read your email\*, and click on the web link it contains.
6. Your account will be confirmed and you will be logged in.
7. Now, select the thumbnail shown below. 'Healthy Working Lives, Mentally Healthy Workplaces'.



8. Select 'Yes' to enrol on the course.
9. You can now access the full course. Please read the instructions on the page then complete the course and print off your certificate.
10. From now on you will only need to enter your personal username and password to log in.



\* Depending on your computer's settings, this email may be sent to your 'spam', 'junk' or 'trash' folder rather than your inbox. Please check these folders in the first instance.

If you still have not received this email, it may be as a result of local email system settings or firewall. This means the email is processed through various filters before eventually getting through, or in some cases, not getting through at all. You need to contact your local I.T. department to ask if this email has been blocked from reaching your email address.

If you still cannot locate the email please contact the HWL Adviceline on 0800 019 2211.