

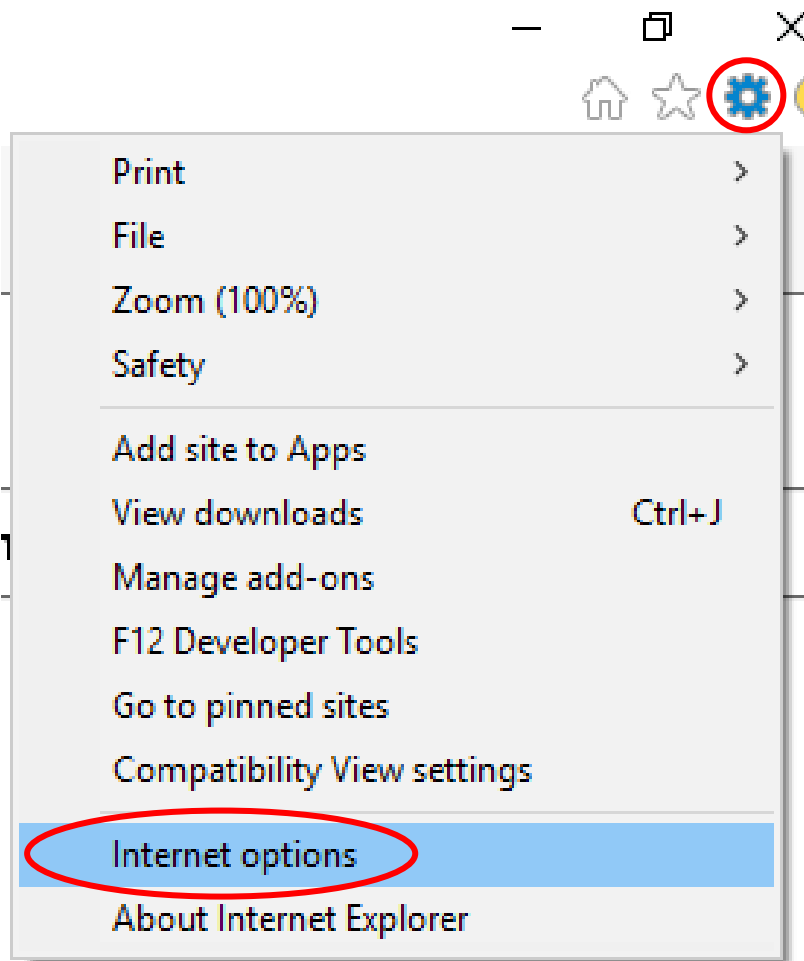


## Before logging in to LEAPOnline

A. Please ensure that you **ALLOW** pop-ups before accessing LEAPOnline.

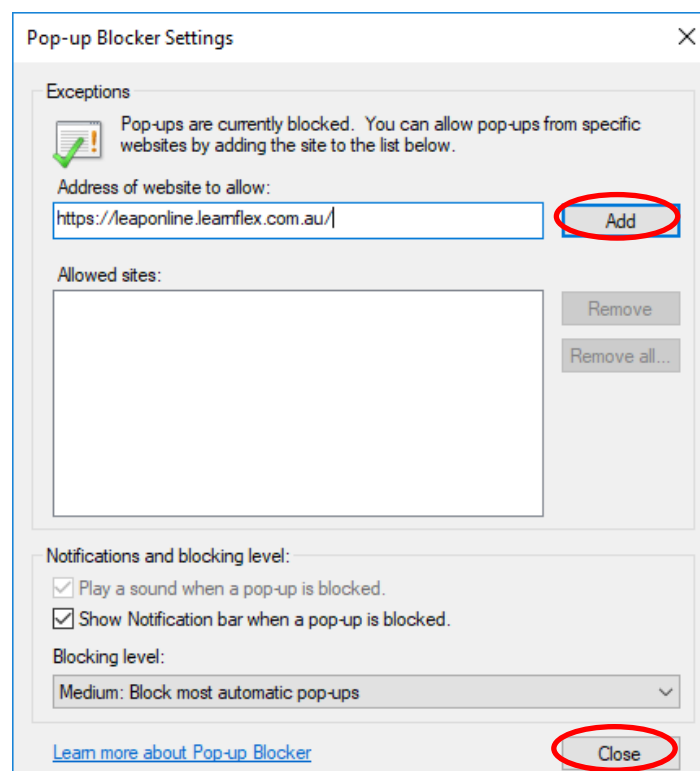
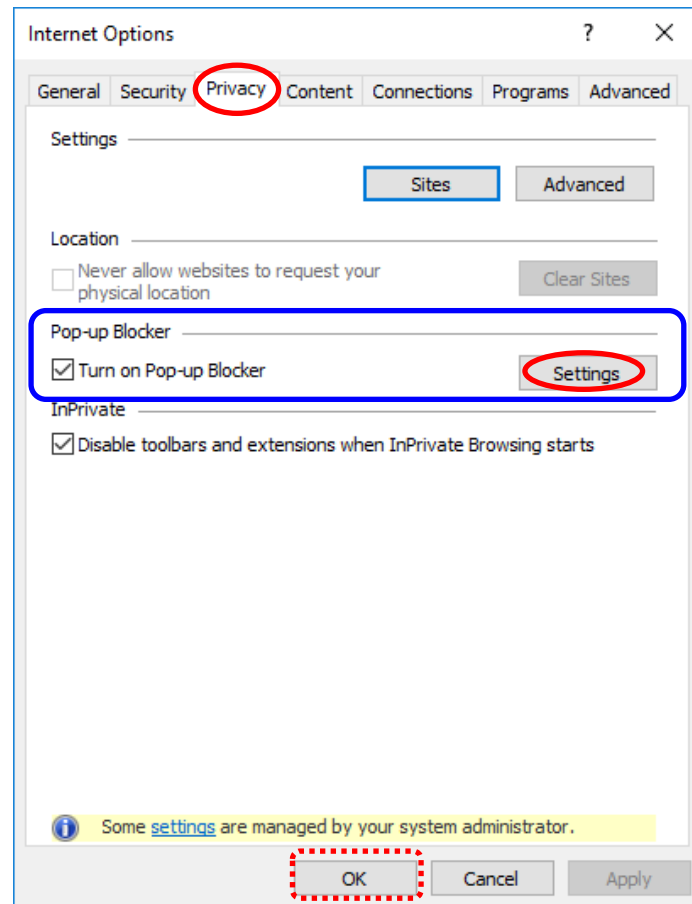
1. Open up Internet Explorer. 
2. Click on the “Setting” Button  at the right top corner, then select “Internet Options”.




3. *Internet Options* window opens. Select “**Privacy**” tab at the top; Under Pop-up Blocker, click on **Settings**.

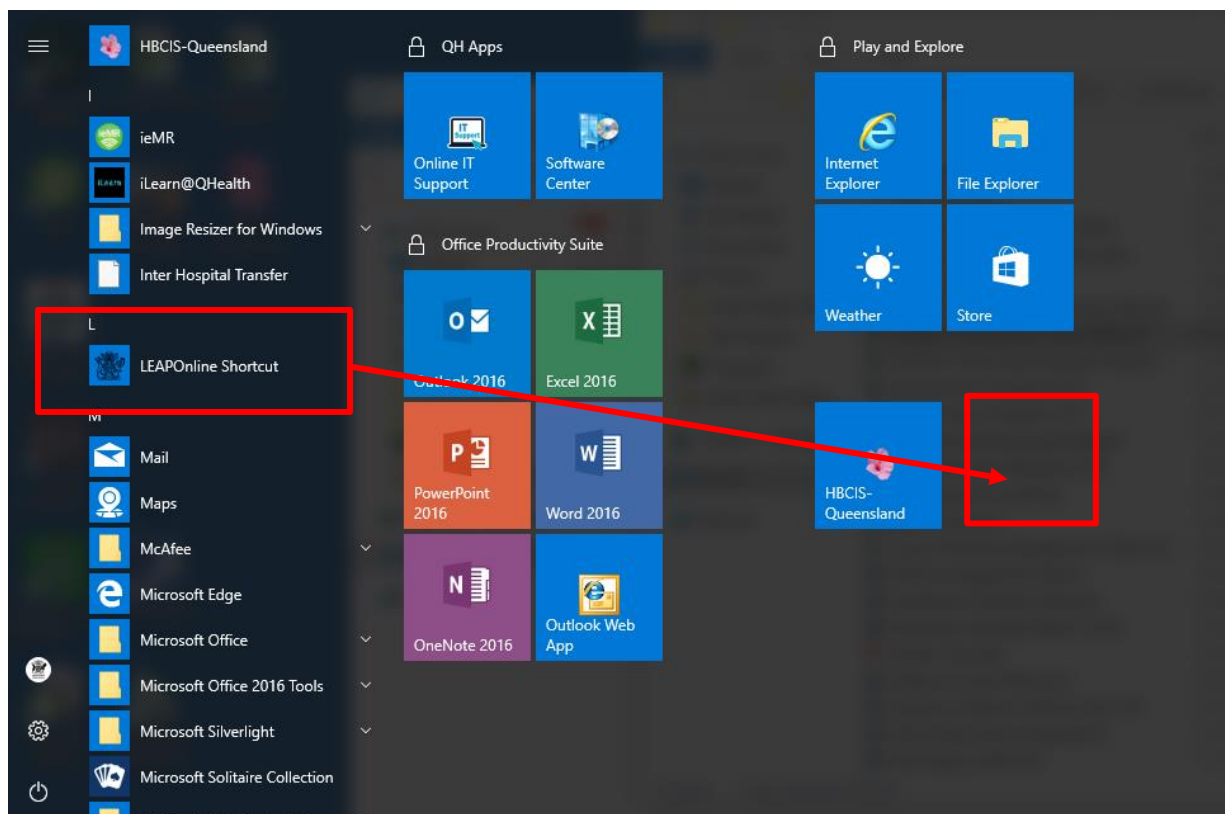
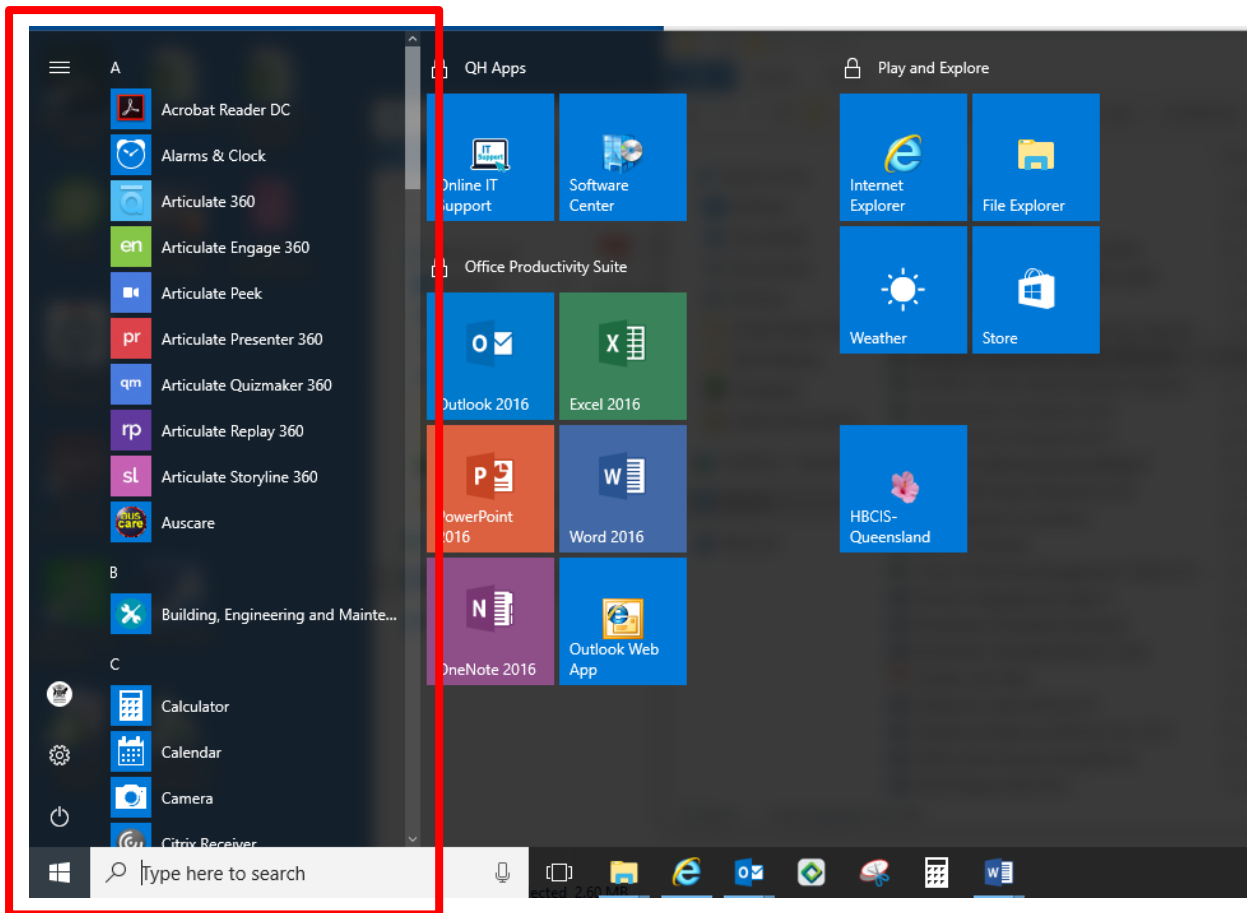
*Pop-up Blocker Settings* window opens. Enter <https://leaponline.learnflex.com.au> in the text box under “**Address of website to allow**”. Click “**Add**”; then click “**Close**” to close the window.

In the *Internet Options* window, click “**OK**” to close the window.



## B. Accessing LEAPOnline through your Start Menu.

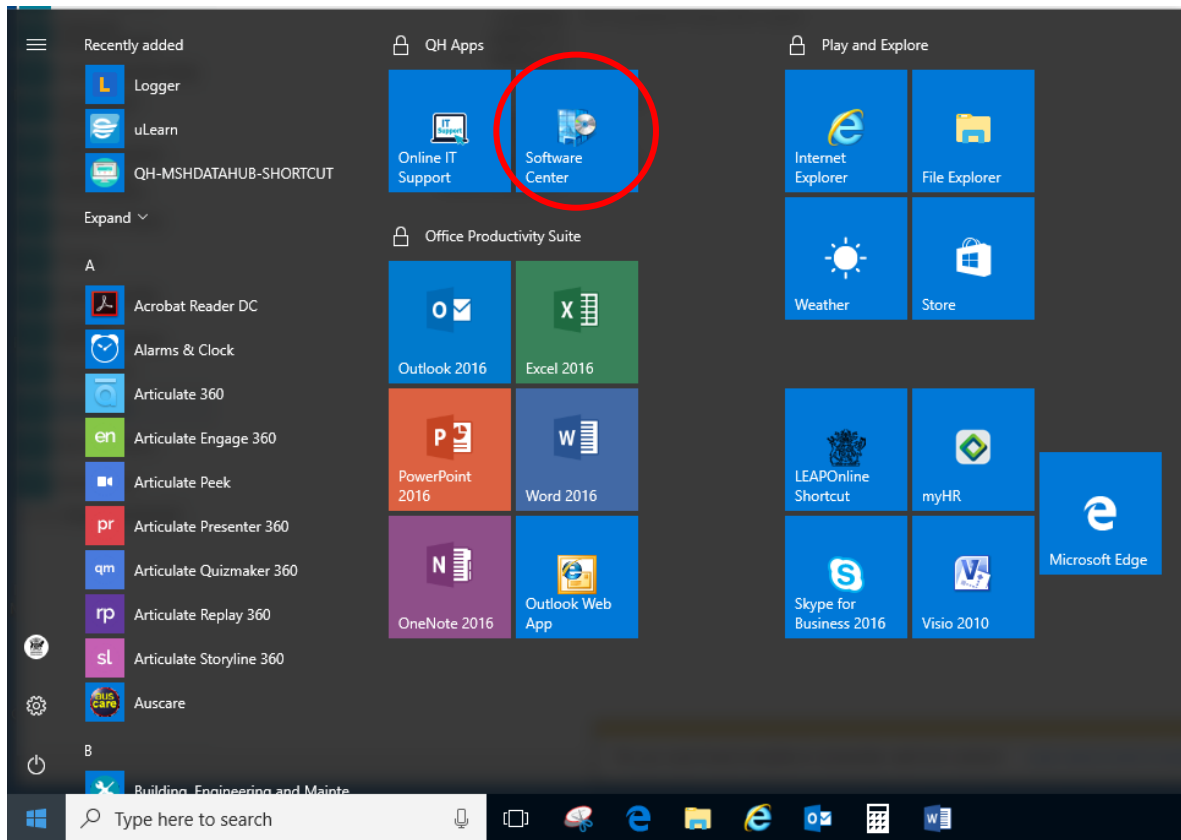
1. Click on the “**Start Menu**” button  at the left bottom corner of your desktop.
2. *Start Menu* opens. Applications are Listed on the left hand side in alphabetical orders. Scroll down to applications with name start with **L**. Click and drag the “**LEAPOnline Shortcut**” to the right hand side of the Start Menu.



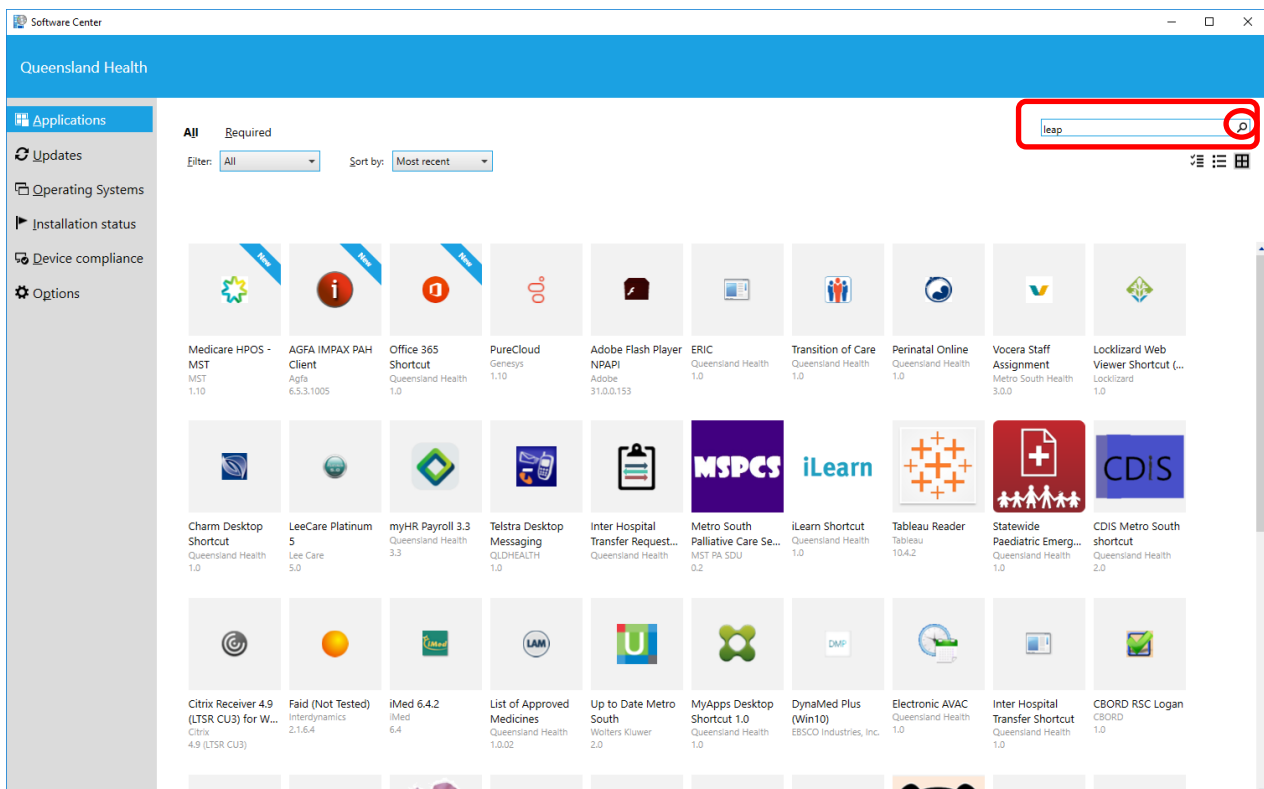
You should now be able to open **LEAPOnline** in your Start Menu.

Please try the following steps if you cannot find the LEAPOnline Shortcut in your Start Menu

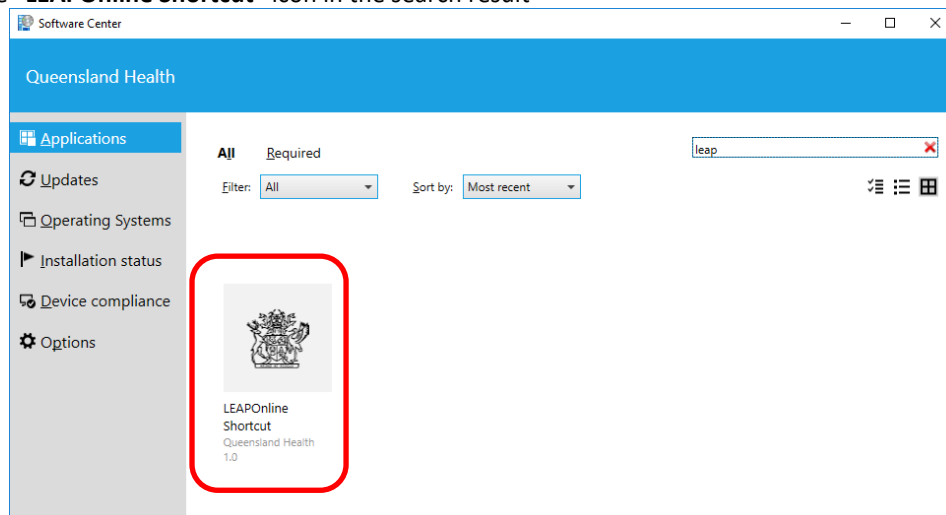
1. Click on the “**Start Menu**” button  at the left bottom corner of your desktop.
2. *Start Menu* opens. Click on the “**Software Centre**” icon



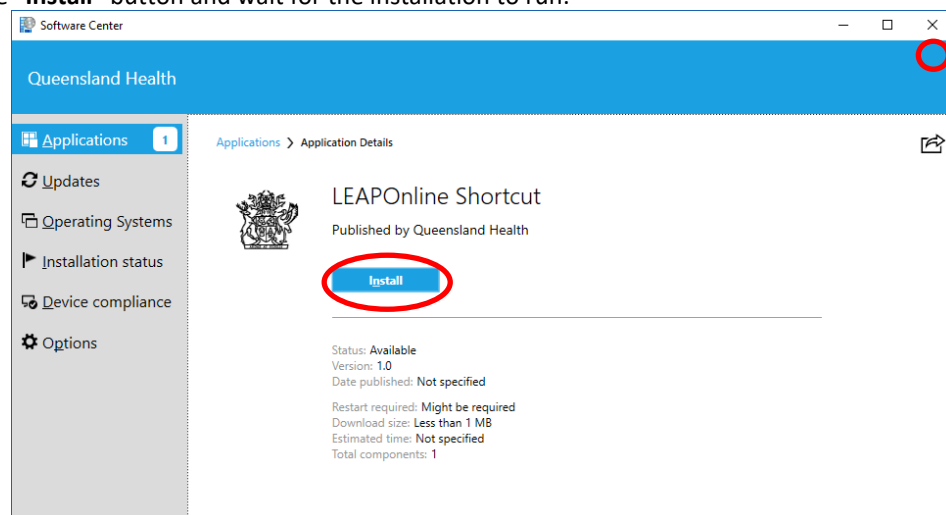
3. *Software Centre* Window opens. Enter “**Leap**” on the search bar and click on the magnifier icon in the search bar.



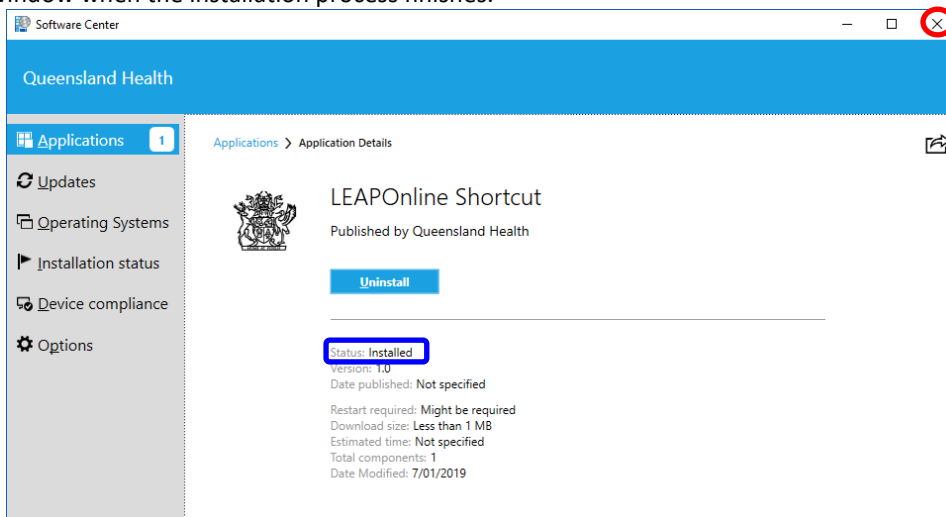
4. Click on the “LEAPOnline Shortcut” icon in the search result



5. Click on the “Install” button and wait for the installation to run.



6. Close the window when the installation process finishes.



You should now be able to follow the steps under [B. Accessing LEAPOnline through your Start Menu](#) to have your LEAPOnline Shortcut displayed in your Start Menu.

Please contact [IT Support](#) if you cannot install the LEAPOnline Shortcut through Software Centre.

Congratulations! You are now ready to Log in to LEAPOnline.

To log in to LEAPOnline, you need to:

1. Open LEAPOnline through the **Start Menu**
2. Enter your user name in the “**User Name**” section. Enter your password in the “**Password**” section. Click “**Enter**” when finished. Please note that you can click on “**Email me my password**” if you are unsure about your password. You can also click on “**Login Assistance Video**” or “**Assistance Document**” for more information about logging on. Please contact [LEAPOnline@health.qld.gov.au](mailto:LEAPOnline@health.qld.gov.au) if you require further assistance.

Enter User Name  
User Name: Your **8 digits** payroll number (place zeros in front of your payroll ID to make 8 digits)  
e.g 00001234

\*Password is upper/lower case sensitive – please check the caps lock function in your keyboard is not turned on before entering your password.

User Name:

Password:

**Enter**

[Email me my password](#)

[Login Assistance Video](#)

[Assistance Document](#)

[Click here if you are New Starter at MSH](#)

## Login Password Reset

If it is your first time logging into LEAPOnline you may be asked to enter a new password. The LEAPOnline Administration Team recommends that you change your password at this time to ensure that your profile remains private. Click “**Submit**” when finished.

**Login Password Reset**

The LEAP online administration team has recommended that you change your password at this time to ensure that your profile remains private.

New Password:

Re-type Password:

**Submit** **Skip**

The password:

- Must be at least 6 characters long

## Basic Information Confirmation

Please confirm your details at this screen. If your personal information (First Name & Last Name) is incorrect changes will need to be made via payroll services. Please also enter at least one email address into the Email field. Click “Save” when finished. Then, click any of the option tabs to begin navigating through LEAPOnline.

Test Test Admin Menu Log Off

Metro South Health LEAPOnline

Welcome What's New My Learning Find a Course Help and Resources

Account Information

Basic Information Basic Information

\* Community: MSH  
\* User Name: 00112233  
\* First Name: Test  
Middle Name:  
\* Last Name: Test  
Job Position: Administration  
\* Email (@health.qld.gov.au if known):  
Email (Alternate / Personal):

(\*) Required

Save

\* Please nominate an active email address.  
(This email address can be external to Metro South Health if you don't have a QHealth email)

## Unsure about your password?

1. Click on “Email me my password”



User Name:  
Password:

Enter

Email me my password

Login Assistance Video

Assistance Document

Click here if you are New Starter at MSH

### Need more help?

- Link available on login screen
- Email [Leaponline@health.qld.gov.au](mailto:Leaponline@health.qld.gov.au)

2. Password Reminder page opened. Enter user name at the “User Name” section. Please note that the user name is your 8 digits payroll ID (place zero's in front of your ID to make 8 digits. E.g. 00123456).

Metro South Health LEAPOnline

Password Reminder

User Name:

Submit

\* Enter your user name here (your payroll number with Zeros in front to make it 8 digits), and then click “Submit”.

3. You should receive an email with your log in details if your email address has previously been entered into your LEAPOnline account.

**\*\* Note:** please contact [leaponline@health.qld.gov.au](mailto:leaponline@health.qld.gov.au) if you receive an error message stating “*An email address for this user does not exist. Please try again with your 8 digits payroll ID or contact [LEAPOnline@health.qld.gov.au](mailto:LEAPOnline@health.qld.gov.au) for a password reset.*”.

If there are any questions, please contact LEAPOnline via email ([leaponline@health.qld.gov.au](mailto:leaponline@health.qld.gov.au)).