
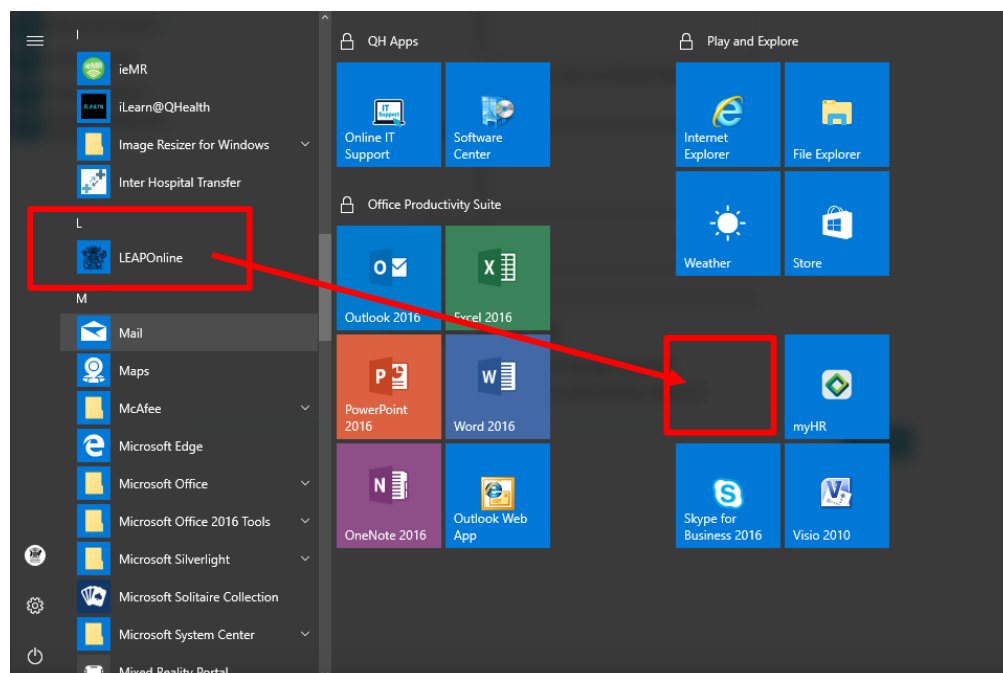
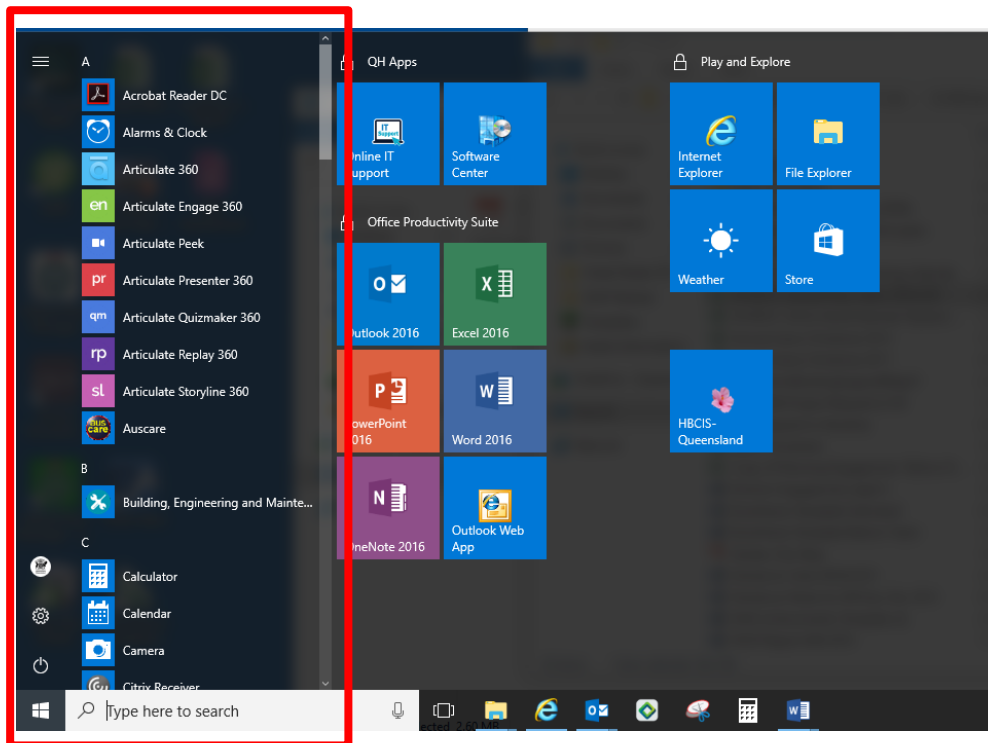


Logging in to LEAPOnline via Microsoft Edge

A. Accessing LEAPOnline through your Start Menu.

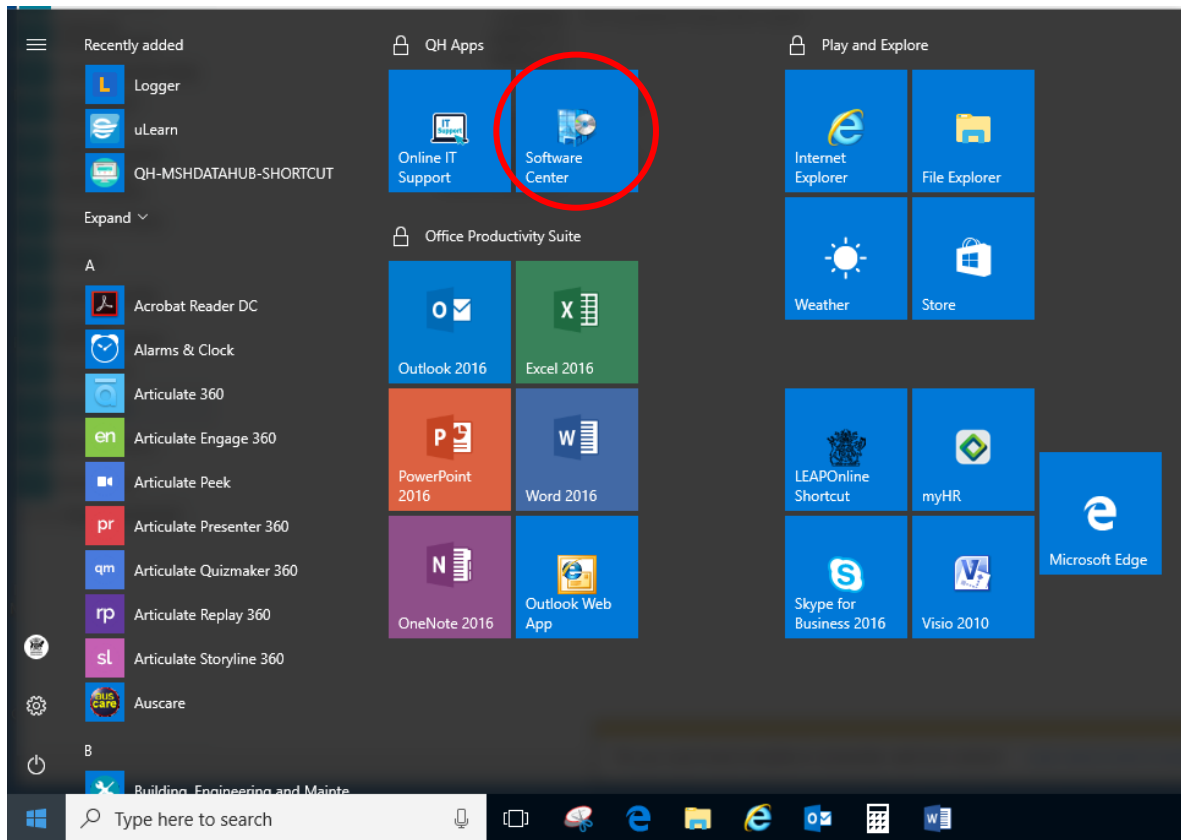
1. Click on the “**Start Menu**” button  at the left bottom corner of your desktop.
2. *Start Menu* opens. Applications are Listed on the left hand side in alphabetical orders. Scroll down to applications with name start with **L**. Click and drag the “**LEAPOnline**” to the right hand side of the Start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



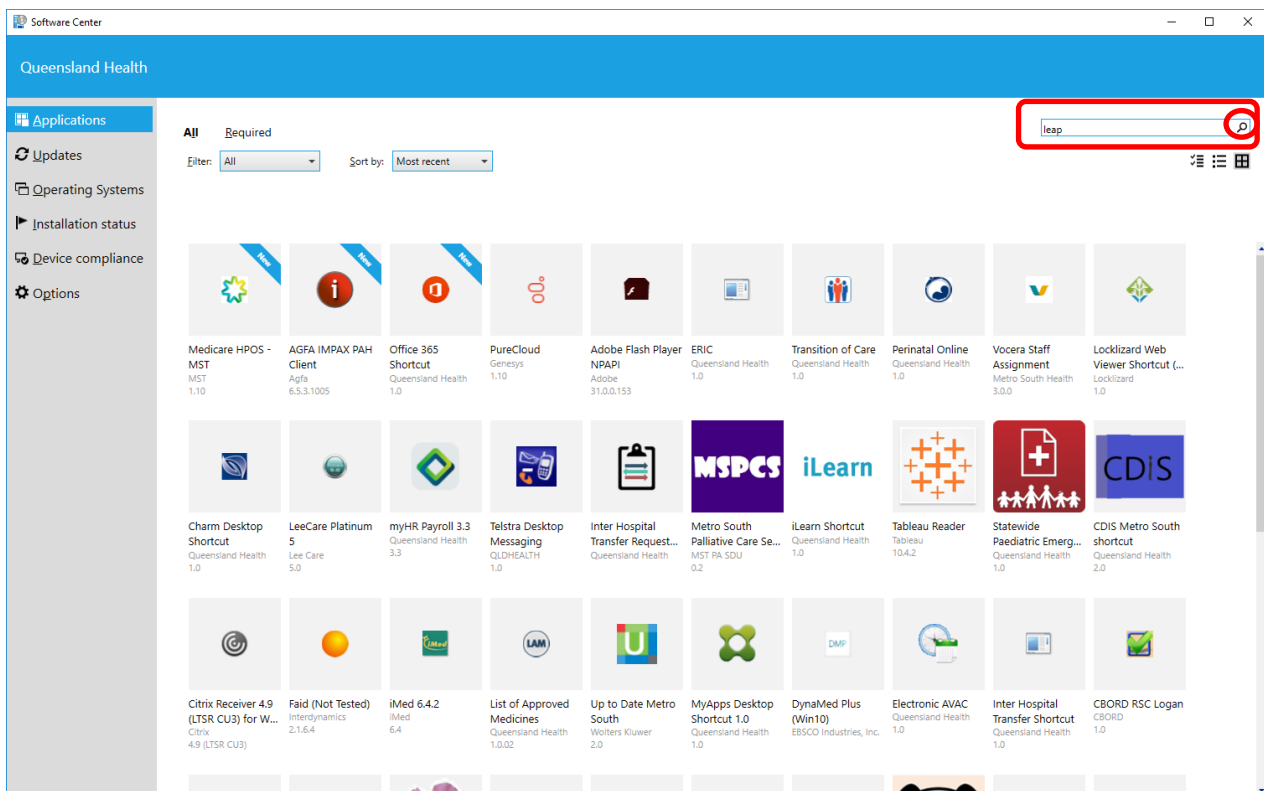
You should now be able to open **LEAPOnline** in your Start Menu.

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

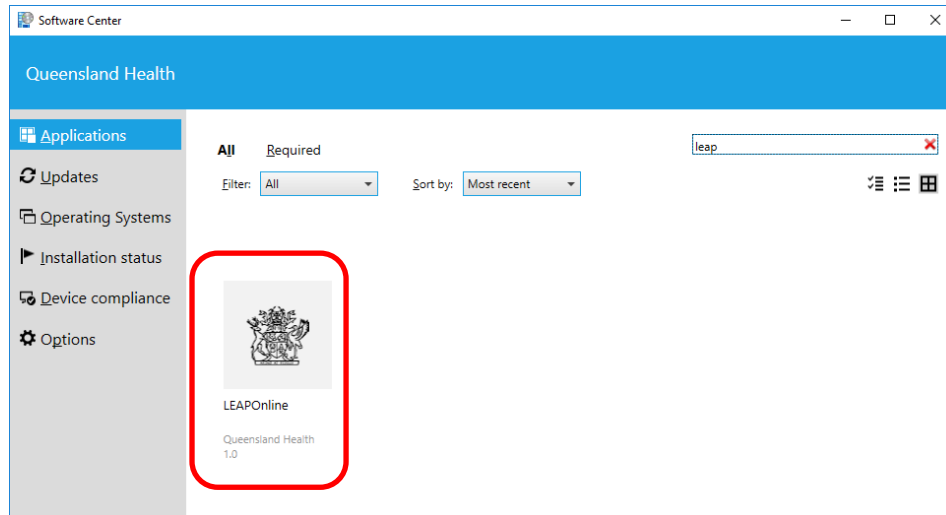
1. Click on the “**Start Menu**” button  at the left bottom corner of your desktop.
2. *Start Menu* opens. Click on the “**Software Centre**” icon



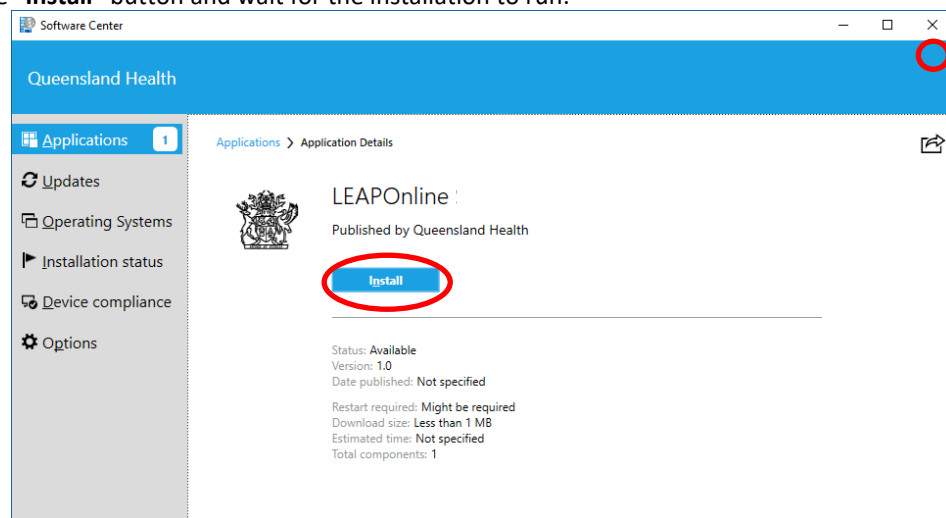
3. *Software Centre* Window opens. Enter “**Leap**” on the search bar and click on the magnifier icon in the search bar.



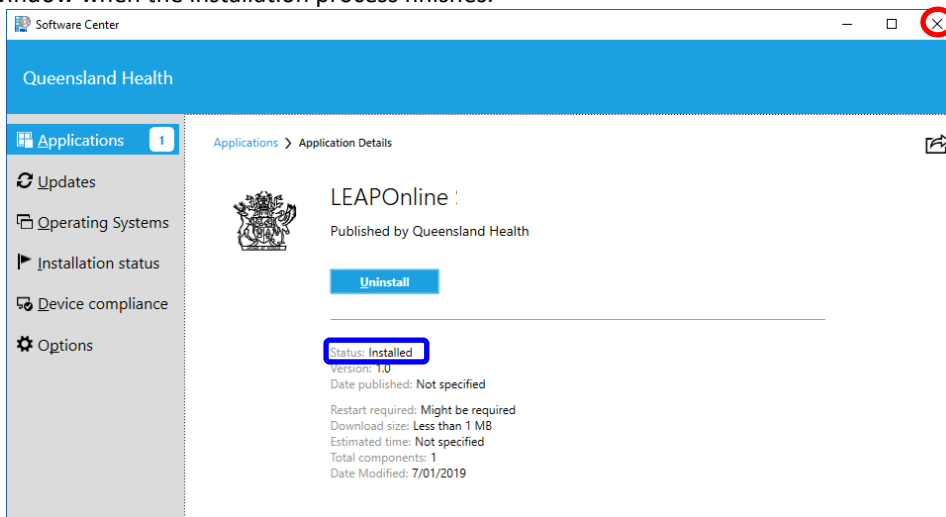
4. Click on the “LEAPOnline” icon in the search result



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




6. Close the window when the installation process finishes.

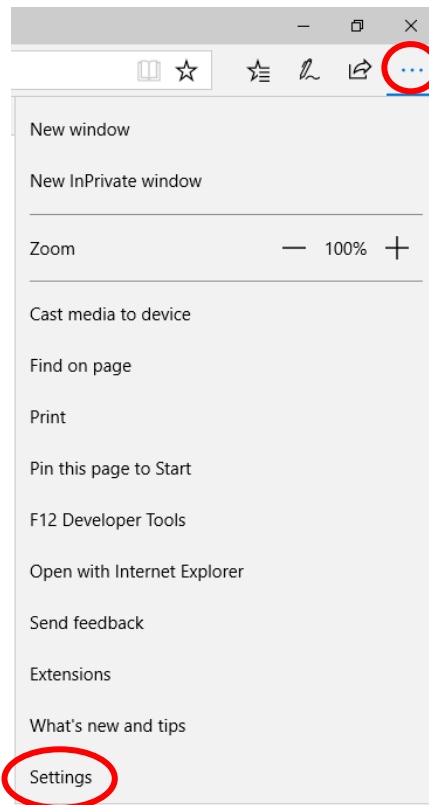


You should now be able to follow the steps under [A. Accessing LEAPOnline through your Start Menu](#) to have your LEAPOnline displayed in your Start Menu.

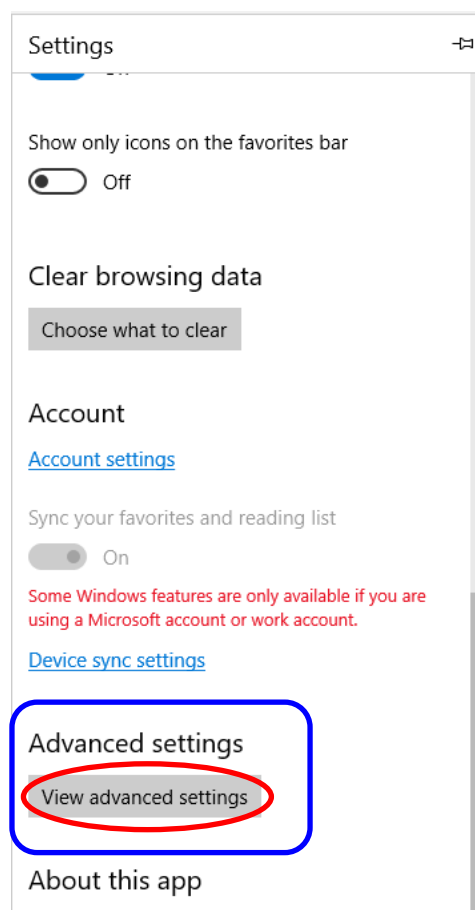
Please contact [IT Support](#) if you cannot install the LEAPOnline Shortcut through Software Centre.

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

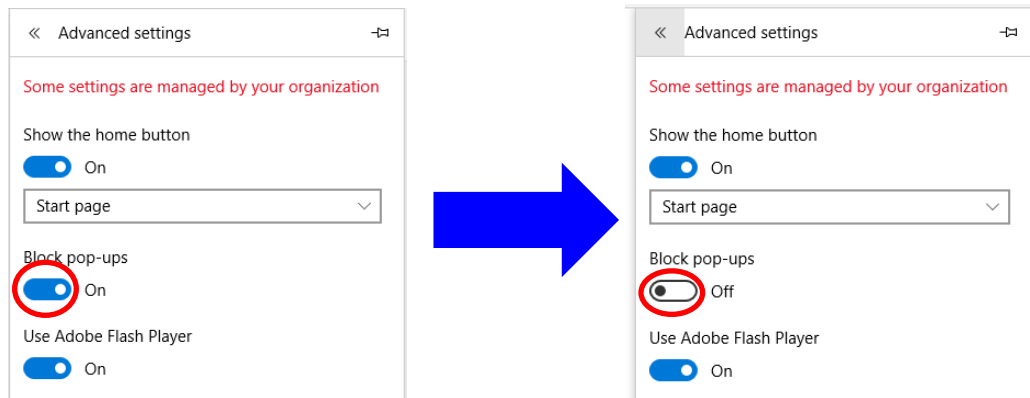
1. Open up **LeapOnline** in your **Start Menu**
2. Click on the  icon at the right top corner, then select **"Settings"**.



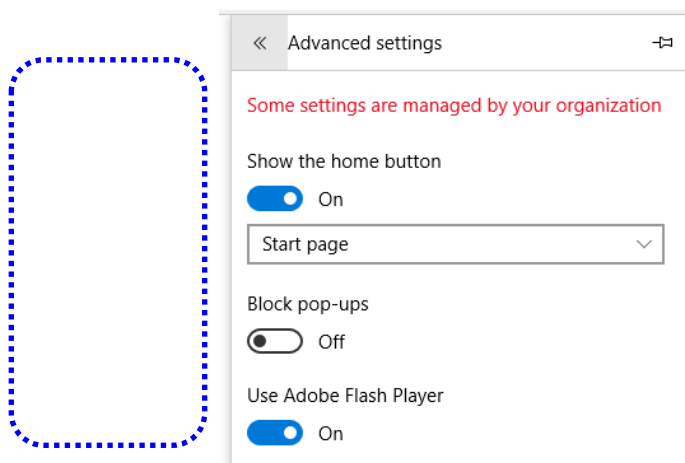
3. *Settings* window opens. Scroll down and select **"View advanced settings"** under **"Advanced settings"**



4. *Advanced settings* window opens. Click the switch and turn off the “**Block Pop-ups**” function



5. Click anywhere outside the *Advance settings* window to close the window



The Pop-up Blocker function in your Microsoft Edge should now be turned off. Please contact **IT Support** if you cannot turn off the Pop-up Blocker function.

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 if you require further assistance.

The screenshot shows the LEAPOnline login interface. At the top left, a callout box titled 'Enter User Name' provides instructions: 'User Name: Your **8 digits** payroll number (place zeros in front of your payroll ID to make 8 digits) e.g 00001234'. To the right is the Metro South Health LEAPOnline logo. Below the logo are two input fields: 'User Name:' and 'Password:'. A red circle highlights the 'Enter' button below the password field. Below the 'Enter' button are three links: 'Email me my password', 'Login Assistance Video', and 'Assistance Document'. At the bottom, there is a link that says 'Click here if you are New Starter at MSH'. A second callout box on the left states: '*Password is upper/lower case sensitive – please check the caps lock function in your keyboard is not turned on before entering your password.'

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.

The screenshot shows the 'Login Password Reset' page. The title is 'Login Password Reset'. Below it, a message states: 'The LEAP online administration team has recommended that you change your password at this time to ensure that your profile remains private.' There are two input fields: 'New Password:' and 'Re-type Password:'. Below these fields are two buttons: 'Submit' and 'Skip'. A callout box on the right points to the password fields and contains the text: '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

* 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

4. 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 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 for a password reset.*”.

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