



BEMS Contractors – How to create a LEAP account

***Please note: this information is only relevant if you do not have a LEAP account. If you had previously used LEAP and if you are unsure about your login details, please go to **Page 4** of this document or contact your Workplace Coordinator.*

Step 1: Copy the following link; paste into a web browser; press Enter on your keyboard.

<https://leaponline.learnflex.com.au/users/index.asp?lmsuserid=21359&community=3&url=/users/ecommerce/accountredirect.asp?community=3>

Step 2: LEAPOnline Account Information page opens. Enter personal information. Click “Next” when finished.

The screenshot shows the 'Account Information' page in the LEAP Online system. The page has a sidebar with a navigation menu containing 'Catalogue', '1 Account Creation', '2 Additional Information', and '3 Confirmation'. The main content area is titled 'Account Information' and contains two sections: 'Basic Information' and 'Work Information'.

Basic Information:

- Community Name: External
- Payroll ID: [text box]
- * User Name: JamesTest
- * First Name: James
- * Last Name: Test
- * Password: [masked]
- * Verify Password: [masked]
- Challenge Phrase: [text box]
- Challenge Phrase Answer: [text box]
- * Email (@health.qld.gov.au if known): Test@ABCDE.com.au
- Email (Alternate / Personal): Test@gmail.com
- Allow Promotional Email: [checkbox]

Work Information:

- Job Position: [dropdown menu showing 'External Contractor']

Annotations:

- A speech bubble points to the 'Email' field with the text: 'Please enter your work email here. If you do not have one, you can enter your personal email.'
- A red circle highlights the 'Next' button at the bottom right.
- A blue box highlights the 'Job Position' dropdown menu, which is open, showing a list of job positions. The 'External Contractor' option is highlighted in blue. A red circle highlights the dropdown arrow button.

Text at the bottom of the blue box:

At Job Position section, please click on the [dropdown arrow] button and select “External Contractor”.

Job Position List:

- Administration
- Building and Engineering
- Default Job Position
- External Contractor
- Health Practitioners
- Medical
- Nursing and Midwifery
- Operational
- Professional
- Technical
- Temp
- VMO/VS

Step 3: Additional Information page opens.

- i. **Facility:** Select the MSH site that you work at by clicking on the button.
 ➤ *Tips: If you go to multiple sites, please select "other"*
- ii. **Company Name:** Enter your company name
- iii. **Workplace Coordinator:** Enter **Aleicia Russo**
- iv. **Phone Number:** Enter your mobile number
- v. Click **"Next"** when finished.

[Login](#)




Account Information

- [▶ Catalogue](#)
- [1 Account Creation](#)
- [2 Additional Information](#)
- [3 Confirmation](#)

Additional Information

* Facility:

* Company Name:

Workplace Coordinator:

Phone Number:

* Required fields

Click NEXT to continue.



Step 4: Confirmation page opens. Click **“Process Request”** if the information is correct.

Confirmation

1 Account Creation
2 Additional Information
3 Confirmation

Registration

Account Information

Community Name: External
User Name: JamesTest
Name: James Test
Password: ****
Language: English
Email (@health.qld.gov.au if known): Test@ABCDE.com.au
Email (Alternate / Personal): Test@gmail.com
Job Position: External Contractor
Time Zone: Brisbane
Address 1: .
City: .
Post Code: .
Other: Queensland
Country: Australia
Telephone Number: 000000000

Please verify your account information is correct. Click Process Request to continue.

Process Request

Step 5: Completion page opens.

Completed

Thank you

Thank you for registering for LEAP Online. Your account will be activated once your payroll ID is visible in the HR system or by request to leaponline@health.qld.gov.au from your line manager. Once activated you will receive an email with your login details.
External Contractors - you can now login to your account with the username and password you have created.

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How to Log in to LEAPOnline and Navigate your User Access

Step 1: Copy the following link; paste into a web browser; press Enter on your keyboard.

<https://leaponline.learnflex.com.au>

Step 2: LEAPOnline Login page opens.

- i. Enter your user name at the “**User Name**” section.
- ii. Enter your password at the “**Password**” section.
 - *Please note that the password is upper case / lower case sensitive. You need to enter the exact password that you had previously set up.*
 - *You can click on “**Email me my password**” if you are unsure about your password.*
 - *Please contact your Workplace Coordinator if you require further assistance.*
- iii. Click “**Enter**” when finished.

Metro South Health
LEAP Online

Login:

User Name: JamesTest

Password:

Enter

[Email me my password](#)
[Login Assistance Video](#)
[Assistance Document](#)

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

If the “Pop-up Blocker” function is turned on in your computer, you will see the following screen when you click on the “Enter” button. If this happens, please **TURN OFF the Pop-up Blocker** on your browser before clicking on the “Continue” button.

Browser Requirements

Browser: Passed
Pop-up Blocker: Detected

Browser Requirements

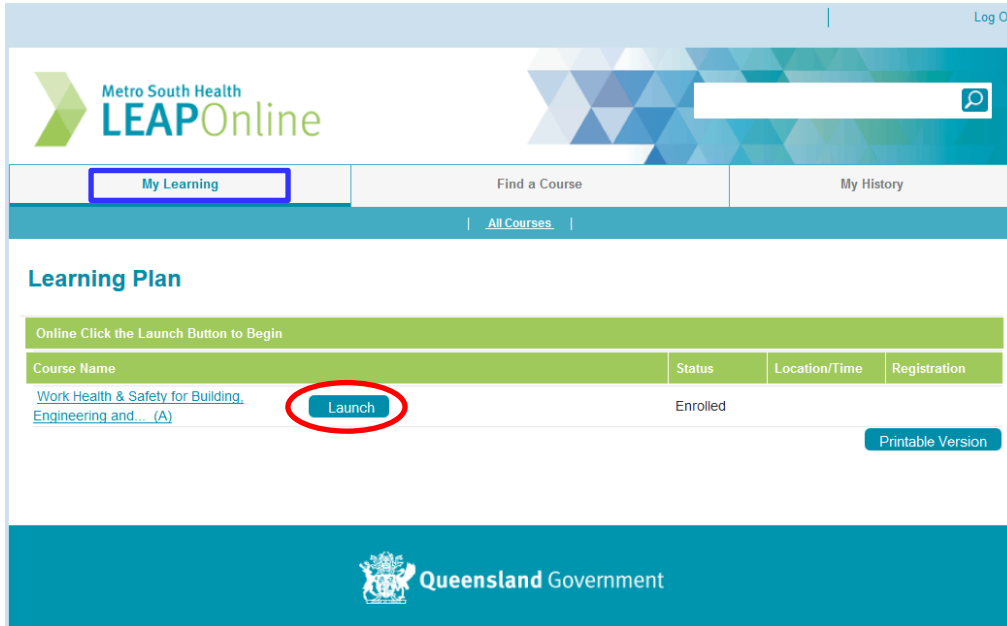
A pop-up blocker was detected it must be disabled in order to successfully use this application. For information about allowing pop-up windows, see the instructions for your pop-up blocking software.

Please click "Continue" to return to the application.
Please click "Re-Test" to test your browser settings again.

[Exit](#) [Re-test](#) [Continue](#)

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Step 3: My Learning / Learning Plan page opens. The course(s) that you are required to do are already assigned to you. Click on the **“Launch”** button to start your training.



Log Off

Metro South Health
LEAP Online

My Learning Find a Course My History

All Courses

Learning Plan

Online Click the Launch Button to Begin

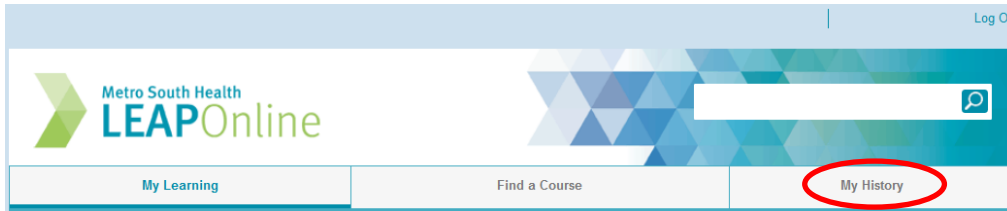
Course Name	Status	Location/Time	Registration
Work Health & Safety for Building, Engineering and... (A)	Enrolled		

Launch

Printable Version

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Step 4: Once completed, retrieve your learning record by clicking on the **“My History”** tab.



Log Off

Metro South Health
LEAP Online

My Learning Find a Course My History

Step 5: Achievement Record page opens. To print a Certificate (if available), click on the **“Certificate”** button and follow the instructions.



Log Off

Metro South Health
LEAP Online

My Learning Find a Course My History

All Courses

Achievement Record

Mandatory Training (Role Specific)

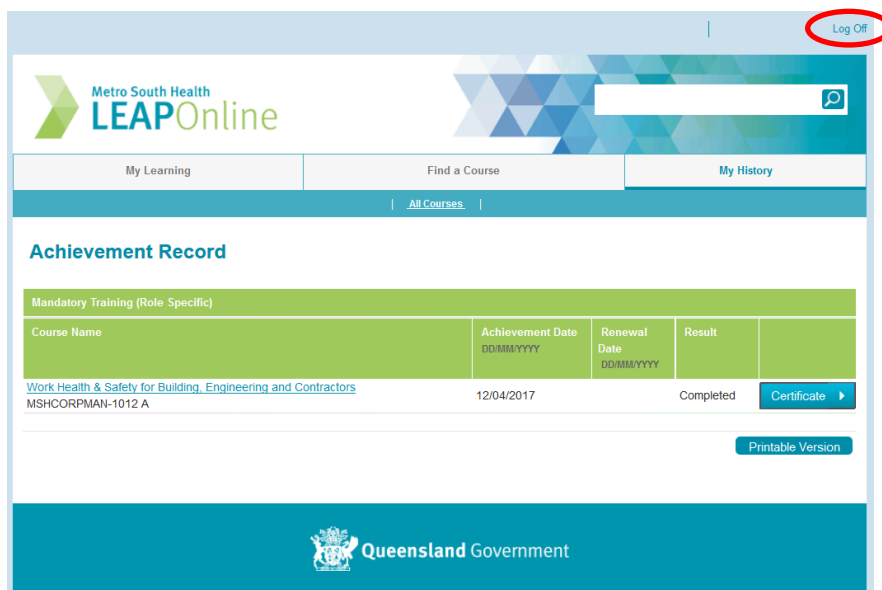
Course Name	Achievement Date DD/MM/YYYY	Renewal Date DD/MM/YYYY	Result
Work Health & Safety for Building, Engineering and Contractors MSHCORPMAN-1012 A	12/04/2017		Completed

Certificate

Printable Version

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Step 5: To exit LEAPOnline, click on “**Log Off**”.



The screenshot shows the LEAPOnline user interface. At the top right, a 'Log Off' button is circled in red. Below the header, there are navigation tabs: 'My Learning', 'Find a Course', and 'My History'. The 'My Learning' tab is active, displaying an 'Achievement Record' section. This section contains a table of mandatory training records.

Mandatory Training (Role Specific)				
Course Name	Achievement Date DD/MM/YYYY	Renewal Date DD/MM/YYYY	Result	
Work Health & Safety for Building, Engineering and Contractors MSHCORPMAN-1012 A	12/04/2017		Completed	Certificate

Below the table, there is a 'Printable Version' button. At the bottom of the page, the Queensland Government logo and name are displayed.

Please contact your Workplace Coordinator if you have any concerns or difficulties with this process or contact leaponline@health.qld.gov.au.