



## Security Contractor – 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 with a sidebar menu containing 'Catalogue', '1 Account Creation', '2 Additional Information', and '3 Confirmation'. The 'Basic Information' section includes fields for Community Name (External), Payroll ID, User Name (GeorgeTest), First Name (George), Last Name (Test), Password, Verify Password, Challenge Phrase, Challenge Phrase Answer, Email (@health.qld.gov.au if known: George.Test@ABCDE.com.au), Email (Alternate / Personal: George.Test@gmail.com), and Allow Promotional Email (checkbox). The 'Work Information' section has a Job Position dropdown menu set to 'Security'. A red asterisk indicates required fields. A 'Next' button is circled in red. 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.' Another speech bubble points to the Job Position dropdown with the text: 'At Job Position section, please click on the [dropdown arrow] button and select “Security”.' Below this, a dropdown menu is shown with 'Security' selected among other options like Administration, Building and Engineering, Default Job Position, External Contractor, Health Practitioners, Medical, Nursing and Midwifery, Operational, Professional, Student, Technical, Temp, and VMO/VS.

**Account Information**

**Basic Information**

Community Name: External

Payroll ID:

\* User Name:

\* First Name:

\* Last Name:

\* Password:

\* Verify Password:

Challenge Phrase:

Challenge Phrase Answer:

\* Email (@health.qld.gov.au if known):

Email (Alternate / Personal):

Allow Promotional Email: ☐

**Work Information:**

Job Position:

\* Required fields

**Next**

Please enter your work email here. If you do not have one, you can enter your personal email.

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

Job Position:

Administration  
Building and Engineering  
Default Job Position  
External Contractor  
Health Practitioners  
Medical  
Nursing and Midwifery  
Operational  
Professional  
**Security**  
Student  
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 or yours is not limited, please select "other"*
- ii. **Company Name:** Enter your company name
- iii. **Workplace Coordinator:** Enter **Nigel Armstrong**
- iv. **Phone Number:** Enter your mobile number
- v. Click **"Next"** when finished.

### Account Information

▶ Catalogue

1 Account Creation

2 Additional Information

3 Confirmation

#### Additional Information

\* Facility:

Princess Alexandra Hospital

\* Company Name:

ABCDE Company Limited

Workplace Coordinator :

Nigel Armstrong

Phone Number:

0412 345 678

\* Required fields

Click NEXT to continue.

Next

### 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:

GeorgeTest

Name:

George Test

Password:

\*\*\*\*\*

Challenge Phrase:

.

Challenge Phrase Answer:

.

Language:

English

Email (@health.qld.gov.au if known):

George.Test@ABCDE.com.au

Email (Alternate / Personal):

George.Test@gmail.com

Job Position:

Security

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 LEAPOnline. Your account will be activated once your payroll ID is visible in the HR system or by request to [leaponline@health.qld.gov.au](mailto: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.

## How to Log in to LEAPOnline and Navigate your User Access

**Step 1:** Click on the link 'Login' if you are still in LEAP. Or copy the following link; paste into a web browser; and 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  
LEAPOnline

**Login:**

User Name:

Password:

[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.

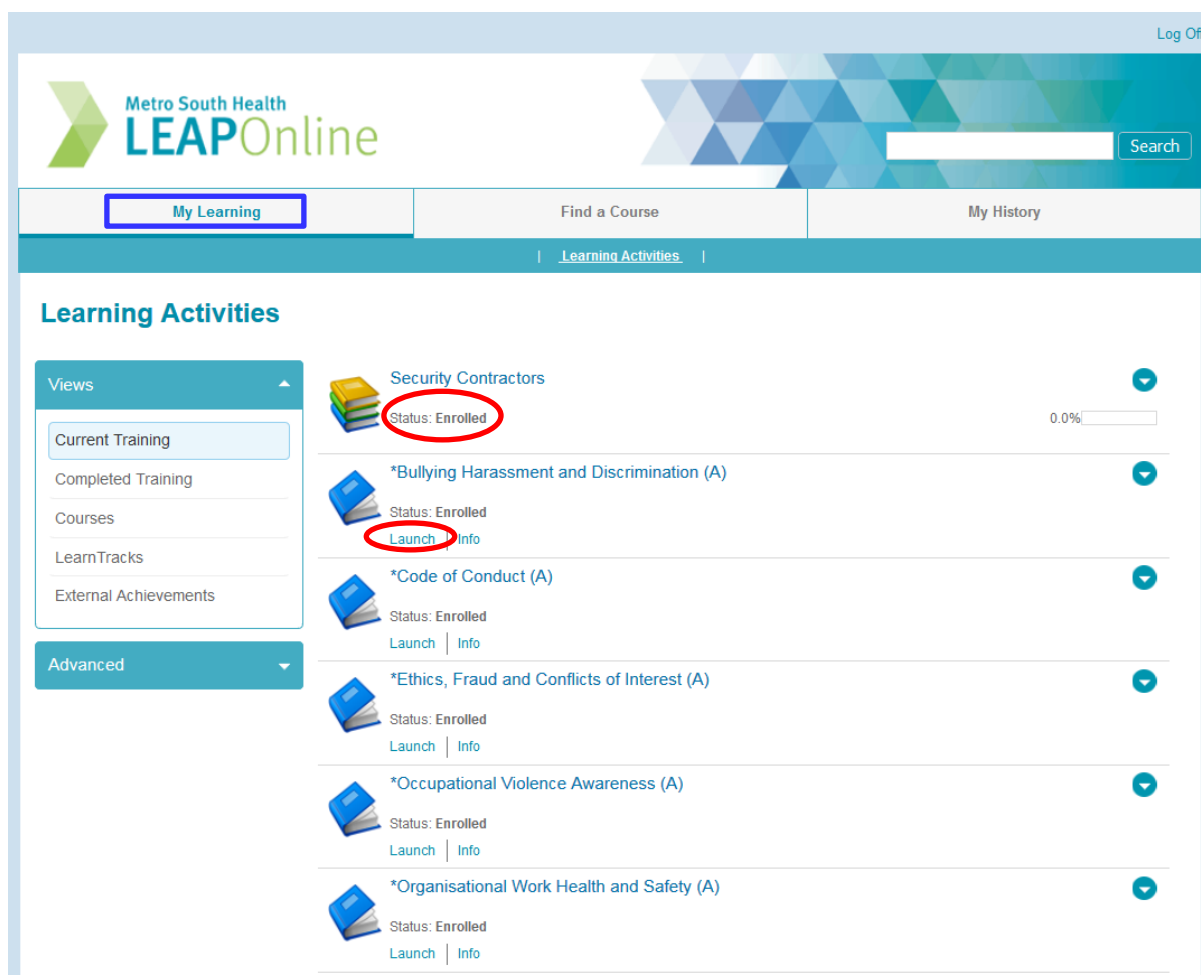
Please click "Re-Test" to test your browser settings again.

Exit Re-test **Continue**



Queensland Government

**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**

Search

My Learning Find a Course My History







| [Learning Activities](#) |

### Learning Activities

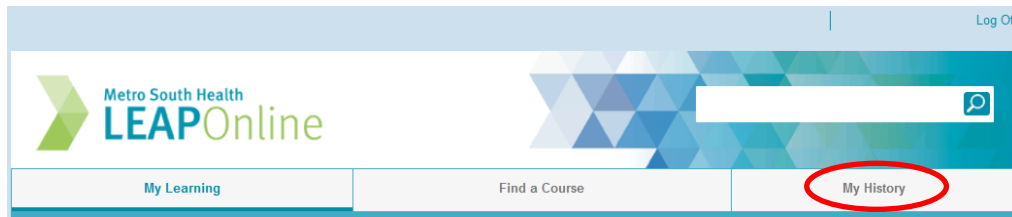
Views

- Current Training
- Completed Training
- Courses
- LearnTracks
- External Achievements

Advanced

	Security Contractors	Status: Enrolled	0.0%
	*Bullying Harassment and Discrimination (A)	Status: Enrolled	
	*Code of Conduct (A)	Status: Enrolled	
	*Ethics, Fraud and Conflicts of Interest (A)	Status: Enrolled	
	*Occupational Violence Awareness (A)	Status: Enrolled	
	*Organisational Work Health and Safety (A)	Status: Enrolled	

**Step 4:** Once a module/s is completed, you can retrieve your learning record by clicking on the **"My History"** tab. You can also leave a module half way through completion, and recommence from the same point of exit when you re-launch it.



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

**Step 6:** To exit LEAPOnline, click on “**Log Off**”.

You can enter LEAP to recommence training at any time with your login details.

Please contact your Workplace Coordinator if you have any concerns or difficulties with this process or contact [leaponline@health.qld.gov.au](mailto:leaponline@health.qld.gov.au).