

How to access, create or edit your HSeLanD profile – eHealth and Disruptive Technologies Staff rev3

What is HSeLanD?

HSeLanD – Health Services eLearning and Development - is the Health Service's online learning portal with over 270 eLearning programmes, resources, assessments and planning tools to support you in your current job role and with your personal and professional development. Built on a fully integrated Learning and Talent Management System, HSeLanD supports over 120,000 health and social care staff, across multiple disciplines in Ireland. The HSeLanD team works with HSE Divisions, teams and health sector partners to design and develop effective online learning solutions such as eLearning programmes, dedicated learning hubs and other online resources for deployment on HSeLanD. In addition to providing the portal, HSeLanD offers:

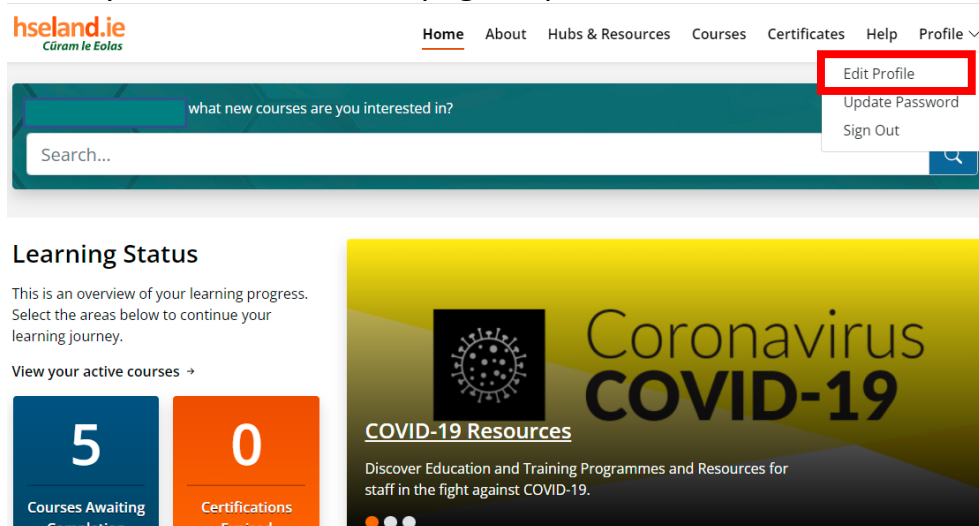
- Over 200 eLearning programmes and resources designed specifically to support Irish health and social care sectors.
- Dedicated online areas called collaborative learning hubs to facilitate knowledge sharing between multidisciplinary groups.
- Targeted online tools to support areas such as induction, personal development planning and skills assessments.
- Online management of classroom, virtual and blended learning, enabling users to register for learning events.
- Learning Management system technology to track and report on local learning and training activities.

1. Log into HSeLanD by following this link:


<https://www.hseland.ie/dash/Account/Login>

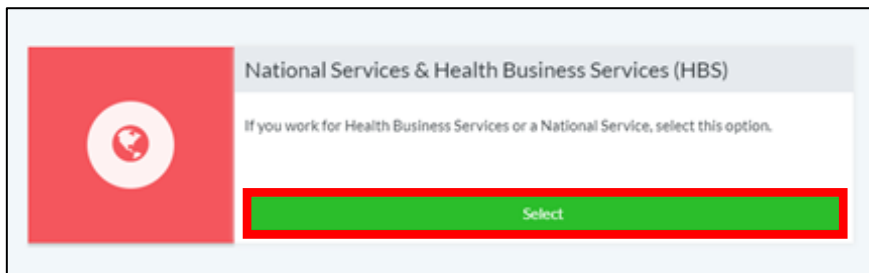
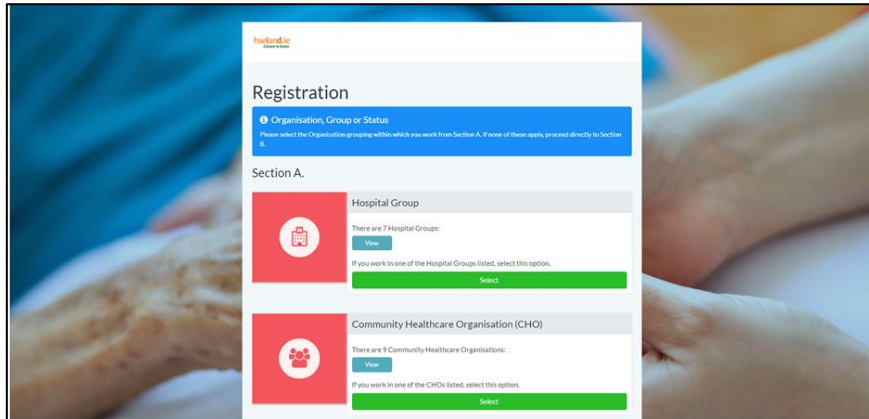
2. If you already have a HSeLanD account, but recently changed your role

and just wish to edit your profile, select [Edit Profile](#) on the top right hand side of your HSeLanD home page as per screen shot below:

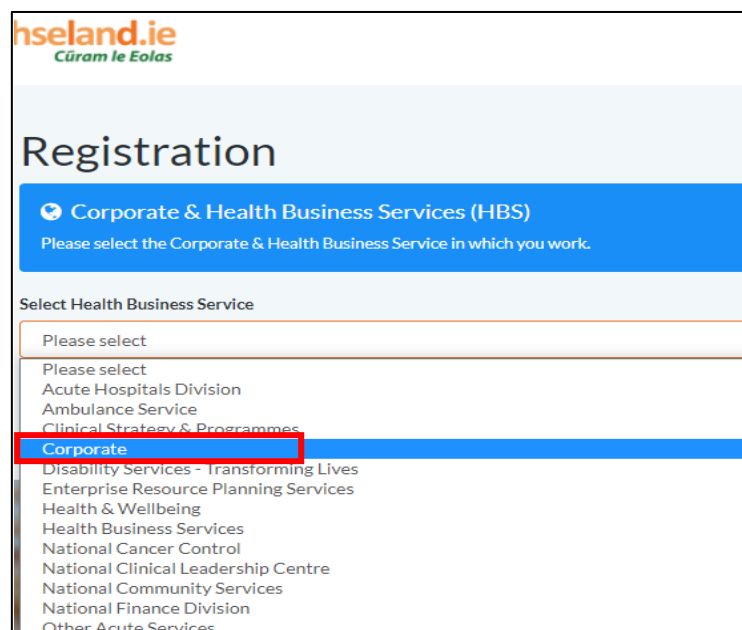


The screenshot shows the HSeLanD home page. At the top, there is a navigation bar with links for Home, About, Hubs & Resources, Courses, Certificates, Help, and Profile. The 'Profile' link is expanded, showing a dropdown menu with 'Edit Profile', 'Update Password', and 'Sign Out'. The 'Edit Profile' link is highlighted with a red box. Below the navigation bar, there is a search bar and a section titled 'Learning Status' which displays '5 Courses Awaiting Completion' and '0 Certifications Expired'. To the right, there is a banner for 'Coronavirus COVID-19 Resources' with the text 'Discover Education and Training Programmes and Resources for staff in the fight against COVID-19.'

3. If you just created your HSeLanD account, please follow the steps to complete your registration. Under **Organisation, Groups or Status**, **Section A** scroll down to **National Services & Health Business Services (HBS)** and press 



4. Under **Corporate & Health Business Services (HBS)**, in the **Select Health Business Service** box, select **Corporate**.



5. Please select **eHealth and Disruptive Technologies** in the next step:

The screenshot shows the hseland.ie logo at the top left. Below it is the title 'Registration'. A blue banner contains the text 'Corporate & Health Business Services (HBS)' and 'Please select the Corporate & Health Business Service in which you work.' Below this is a dropdown menu labeled 'Select Health Business Service' with 'Corporate' selected. Another dropdown menu labeled 'Please select a value' has 'eHealth and Disruptive Technologies' selected, which is highlighted with a red box.

6. Please select your **Function & Sector** by consulting your Line Manager as per example below:

This screenshot shows the same registration page as above. The 'Please select a value' dropdown is still 'eHealth and Disruptive Technologies'. Below it, a dropdown menu labeled 'Please select your Function' has 'Technology Office' selected, highlighted with a red box. Below that, another dropdown menu labeled 'Please select your Sector' has 'Please select' selected, also highlighted with a red box. A blue dropdown menu is open below it, showing a list of sectors: Enterprise Solutions, Head of Technology Office, I&T Portfolio Management, Networks, Security Operations, and Technology & Deployment.

7. Under **Unique Identification Number** add you personnel number and press **Continue**

The screenshot shows the hseland.ie logo at the top left. Below it is the title 'Registration'. A blue banner contains the text 'Unique Identification Number'. Below this is a text input field with the placeholder text 'Please enter your Staff or Personnel Number.', which is highlighted with a red box. At the bottom right of the form is a green 'Continue' button, also highlighted with a red box.


8. If you are part of a professional body, please complete if not, select **No** and press **Continue**

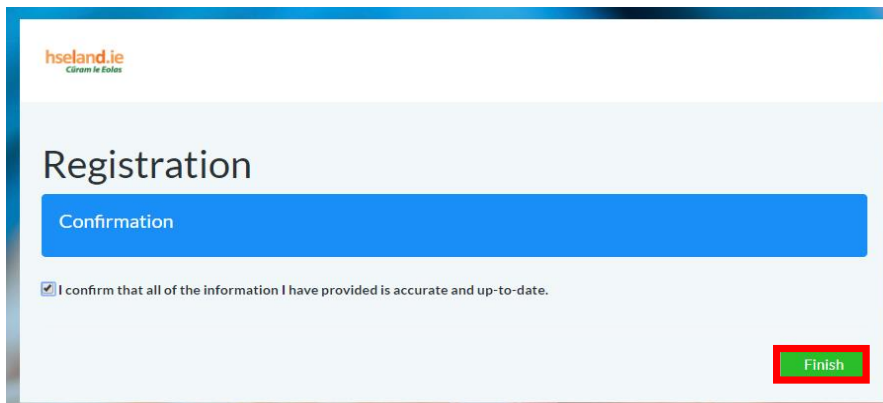
The screenshot shows the 'Registration' page on hseland.ie. At the top, the logo 'hseland.ie Cúram le Eolas' is visible. Below it, the title 'Registration' is displayed. A blue bar labeled 'Professional Body' is present. The question 'Are you a member of a professional body?' is followed by two radio button options: 'Yes' and 'No'. The 'No' option is selected and highlighted with a red box. A green 'Continue' button is located at the bottom right of the form.

9. Under the **Job Group** section if you are not aware of your Grade number, please select **No**. Under **Select your staff Category** choose **Management/Admin**. Within **Select your Grade Group** choose between **General Administrative (for Grade III – Grade IV) / Middle Management (for Grade V to Grade VII) Senior Management (for Grade VIII and higher)**. In the **Select your Grade Group** choose your actual Grade as per Middle Management example below and press **Continue**

Continue

The screenshot shows the 'Registration' page on hseland.ie. At the top, the logo 'hseland.ie Cúram le Eolas' is visible. Below it, the title 'Registration' is displayed. A blue bar labeled 'Job Group' is present. The question 'Do you know your Grade Number? It can be found on your payslip and is 4 digits long.' is followed by two radio button options: 'Yes' and 'No'. The 'No' option is selected and highlighted with a red box. Below this, there are three dropdown menus: 'Select your Staff Category' with 'Management/ Admin' selected (highlighted with a red box), 'Select your Grade Group' with 'Middle Management' selected (highlighted with a red box), and 'Select your Grade' with a list of options including 'Grade V', 'Grade VI', 'Grade VII', 'Special Care Unit Manager- Assistant', 'Supplies Officer Grade A', and 'Supplies Officer Grade B'. A green 'Continue' button is located at the bottom right of the form.

10. The last screen you will be presented with is the confirmation screen. Tick the box to confirm that all the information you have provided is accurate and press 



hseland.ie
Cúram le Eolais

Registration

Confirmation

I confirm that all of the information I have provided is accurate and up-to-date.

Finish

If you are experiencing any difficulty with the above steps, please email eHealth.Training@hse.ie and one of the eHealth Training & Development team members will assist you.