

USER MANUAL – SWITCHING BETWEEN PORTALS

TARGET AUDIENCE: LEARNERS

Updated July 10, 2023

Contents

Student Portal versus Learner Portal Explained 1

Knowing Which Portal You are in..... 1

Switching Between Portals 2

Student Portal versus Learner Portal Explained

If you are in Year 2 and above in the Midwifery Education Program, you will need to switch between the student portal and learner portal going forward.

When to use each portal:

1. Student Portal

- For any learner data prior to September 1, 2023.
**Please note: Requirements for the 2023-2024 academic session are found in Learner Portal.*
- For any evaluations triggered before September 1, 2023

2. Learner Portal

- For any learner data after September 1, 2023.
- For any evaluations triggered after September 1, 2023

Knowing Which Portal You are in

When you log in, the learner profile will open now.

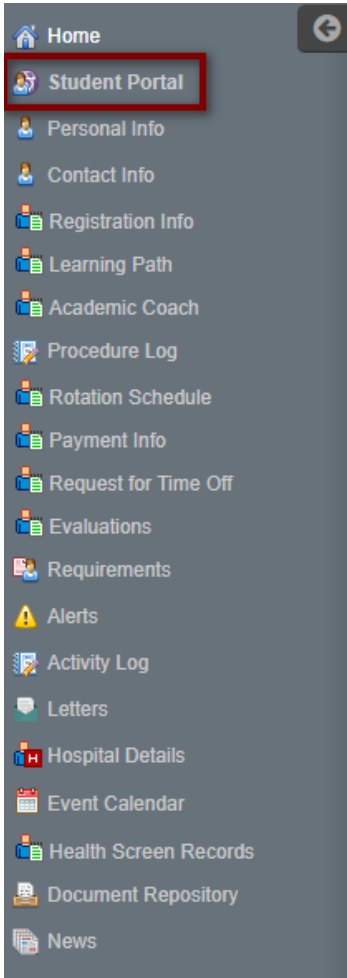
To know which profile you are in, look at the dark grey banner above “Welcome, your name”.

Next to  will be the portal you are in.

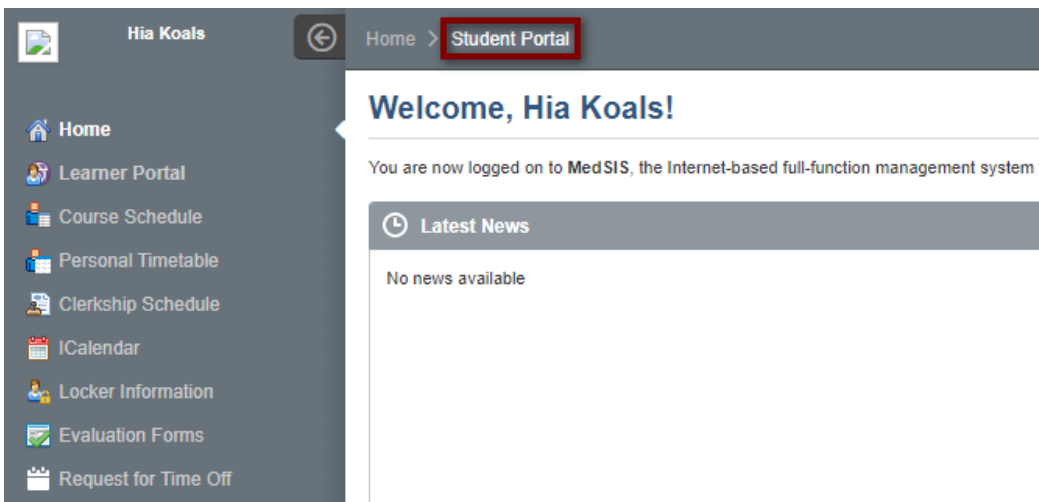
The screenshot shows the MedSIS 3C user interface. On the left is a dark grey sidebar with a list of menu items: Home, Student Portal, Personal Info, Contact Info, Registration Info, Learning Path, Academic Coach, Procedure Log, Rotation Schedule, Payment Info, Request for Time Off, Evaluations, Requirements, and Alerts. The main content area has a dark grey breadcrumb navigation bar at the top with 'Home > Learner Portal', where 'Learner Portal' is highlighted with a red box. Below the breadcrumb, the main content area displays a 'Welcome, Hia Koals!' message. Underneath, there is a 'Latest news' section with a 'USER DOCUMENTATION' entry: 'Please visit our MedSIS website under "TRAINING" to find all user documentation for Administrators, Program Directors, etc. 30-Jun-2017 11:12, by Andrea Somerville'.

Switching Between Portals

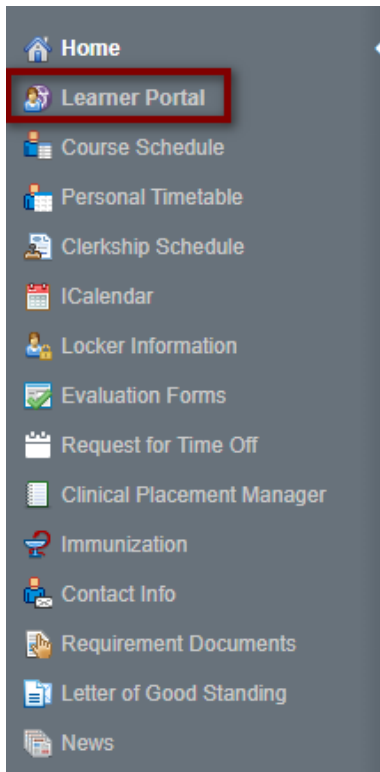
To switch out of the learner profile, click “Student Portal” on the left-hand menu.



You will be brought to the student portal.



To switch out of the student profile, click “Learner Portal” on the left-hand menu.



QUESTIONS?

If you have any questions or difficulties with this process, please submit them through our ticketing system.

To submit a ticket, please visit medsishelp.mcmaster.ca

User Guide: [How to Submit a Ticket](#)