

Logging onto KnowledgeNow.

Below are the steps to use to log onto KnowledgeNow.

Note: Only KHSC employees have KnowledgeNow accounts. *Students, Physicians, and Volunteers do not have accounts.*

1. Open **Internet Explorer**.
2. Look for **KnowledgeNow** on the KHSC Now main page:
 - a. <https://khscnow.kingstonhsc.ca/> under All Staff – Quick Links at the bottom of the page.
 - b. Or visit: <https://knowledgenow.kingstonhsc.ca>
3. Click **Sign In** located in the top right-hand corner.



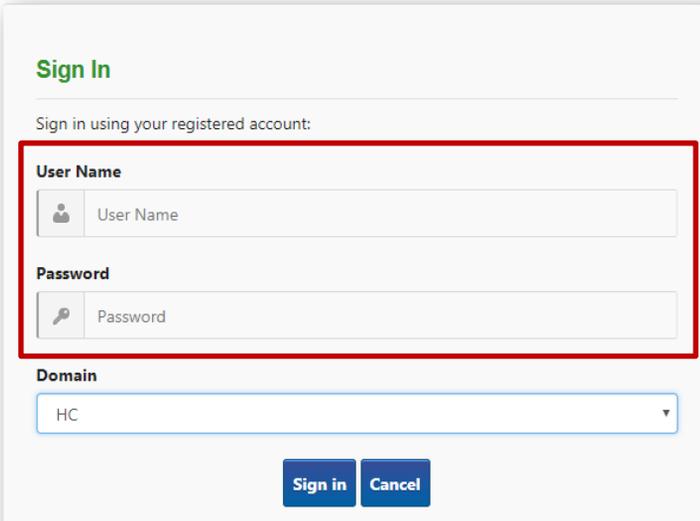
Sign In

Announcements Catalogue

- A +

4. Enter your KHSC username and password and click **Sign In**. Your KHSC username and password are the same ones you use to log into a KHSC computer or to check your KHSC email. If you have any issues with your username/password, please contact the KHSC Help Desk at x4357.

Note: you do not need to enter the domain.



The screenshot shows the 'Sign In' form with the following fields:

- Sign In** (green heading)
- Sign in using your registered account:
- User Name** (input field with a person icon)
- Password** (input field with a key icon)
- Domain** (dropdown menu with 'HC' selected)
- Sign in** and **Cancel** buttons

A red box highlights the User Name and Password input fields.

Logging onto the KnowledgeNow.

5. Click the **My Learning** tab to see all items that have been assigned to you.



6. Click the **Take Now** to start a course. The course will then appear in a new window. Follow any instructions within the course to complete it.



Q Advance Search

Search filters for the "My Learning" section:

- Keywords:**
- Search Type:**
- Search By:**
- Learning Item Type:**
- Term:**

Buttons:

My Learning - Current | My Learning - History

	Action	Name ^	Code	Type	Term	Status	Alert
▶	<input type="button" value="Take Now"/>	Annual Privacy and ConnectingOntario Review for KHSC Staff - 2017/18	Corp.028	Online Course	Mandatory – Corporate	Not Started	

Navigation: 20 items per page 1 - 1 of 1 items