How to Use Genius (Student Information System)

Review Program/Course Information on the Learning Institute Website

Learners should review program/course information found on the [Learning Institute's website](#). If you have determined you are eligible for the program/course and want to proceed with applying, click the Register button at the bottom of the desired program/course page to go to the registration form.

[REGISTER]   [CONTACT US]

Submitting a Registration Form

Once on the Genius' Registration page, learners can fill in their information to create their new account. **Note:** All fields are required.

If you have previously taken a course at the Learning Institute, please contact learninginstitute@nshealth.ca and one of the program administrators will get your account setup to register for a new program/course.

Registration

Already Have an Account?

- or -

New to the Learning Portal? Create your account below.

First Name*

Last Name*

Email*

Affiliation*
Learning Institute > Program > Specialty Progr

Phone*

Preferred Name*

Emergency Contact Name*

Emergency Contact Phone Number*

Mailing Address*

City/Town*

Province/Territory*
Select...

Postal Code*

Employment Status*
Select...

Employee Number (Please enter N/A if you are not a Nova Scotia Health employee.)*

Current Employer*

In which area do you currently work:*
Select...

Specific Building and Unit – Floor/Designation*

Work Phone Number and Extension*

Current Manager Name*

Current Manager Email*

Professional Designation*

Logging in to your Genius Account

Once you click Register, you will receive an automated email saying your account is ready. This email includes:

- Username – this will be the email address you used on your registration form
- Temporary password for the first time you log in to a new account – you will be prompted to change your password on first login
- Login page address - the "Click here to login" button at the bottom of the email
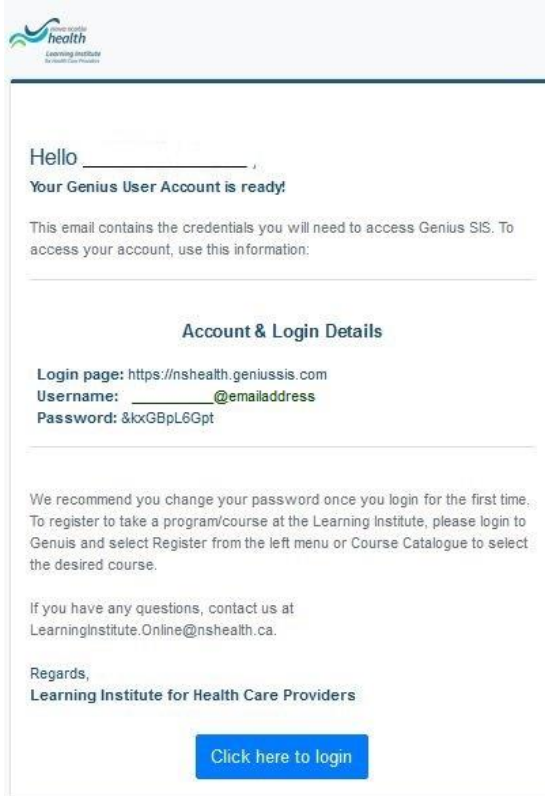
Registering for your Course/Program

Once logged into Genuis, your dashboard will show that you do not currently have any active courses. Click the "Browse Course Catalogue" button to proceed with registering for your desired offering of the program/course.
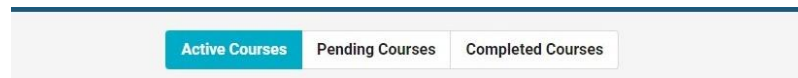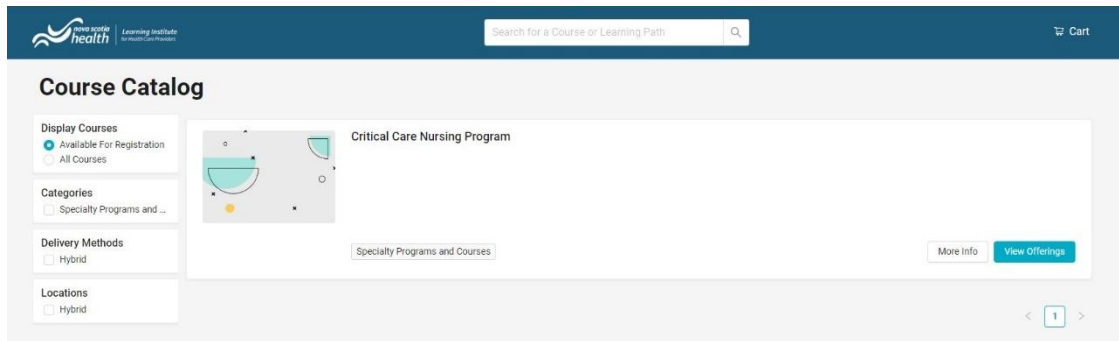
The course catalogue will display the name of the program/course you registered for. Select "View Offerings."
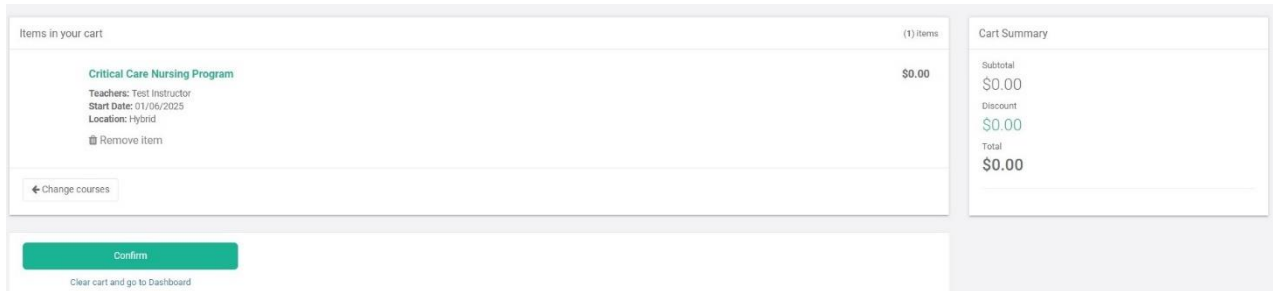

The window opens on your screen, you will see the course offering name, including FT (for full-time) or PT (for part-time) and the dates of the course. Select "Enroll" for the course offering you wish to take. Note: some programs/courses only have one offering available at a time.
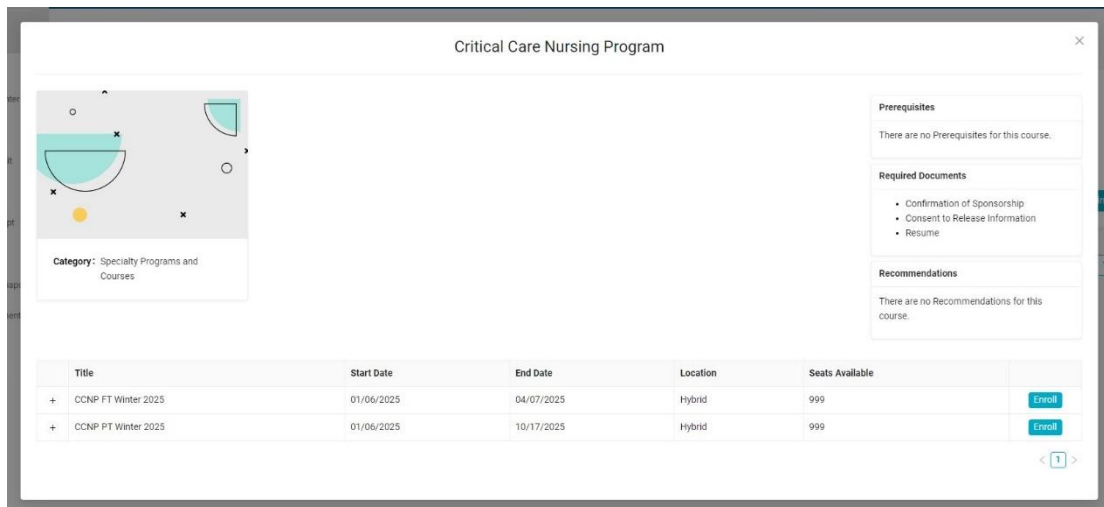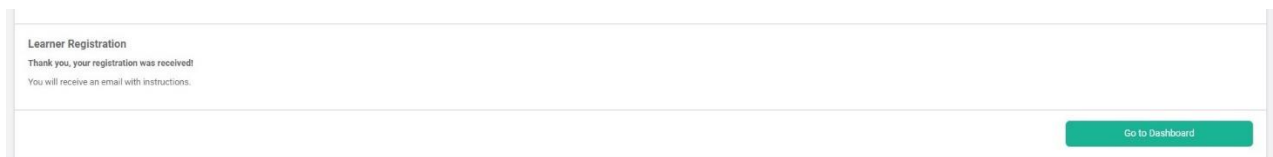

Once you have selected "Enroll," the course will appear in your Cart in the upper right corner of your screen. Click "Checkout."
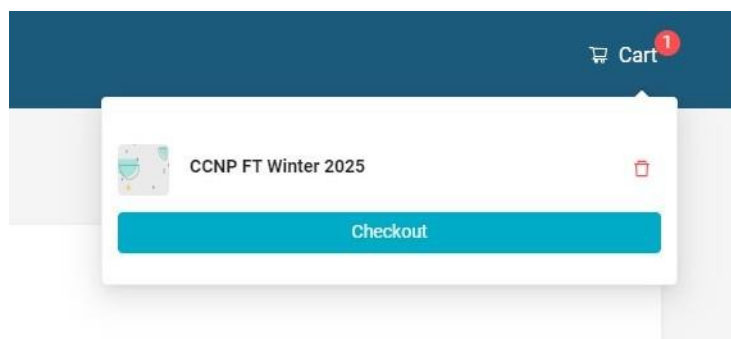
Once on the checkout screen, click "Confirm." Note: we cannot currently accept payments on Genuis so if your course requires payment from you, you will be contacted later with further instructions.
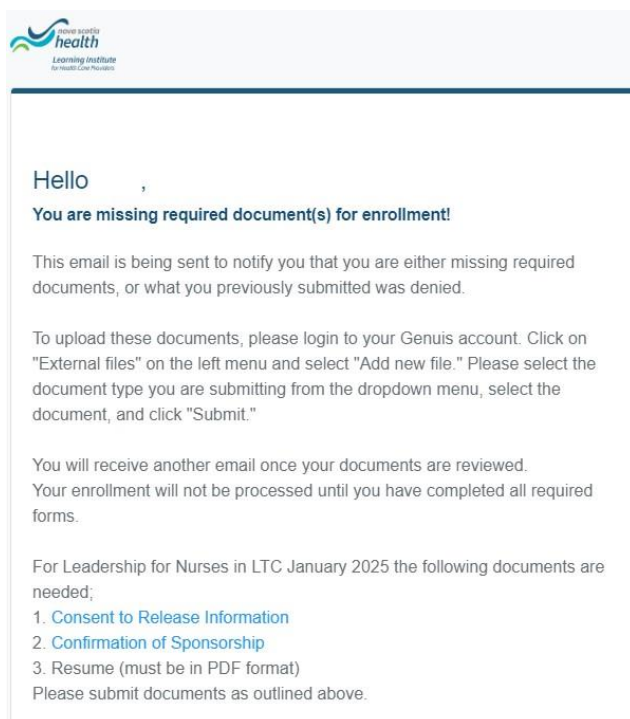

You will receive a message that your registration has been received. Click the "Go to Dashboard" button on the right underneath this message.

## Submitting Required Documents

After registering for your program/course offering on Genuis, you will receive an email prompting you to submit additional documents that the Learning Institute requires to process your enrollment. The documents required for your course/program will be listed and linked if they are a form to be filled out. This email will send every day until you submit these documents.

On your Genuis Dashboard, the course will now appear under the "Pending" tab on the front page of your Dashboard, along with the status of your required documents.
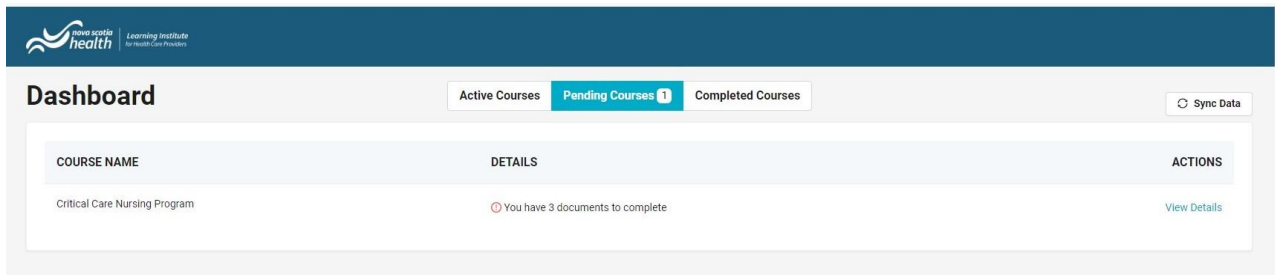
Click "View Details" in the right column to view the list of documents.
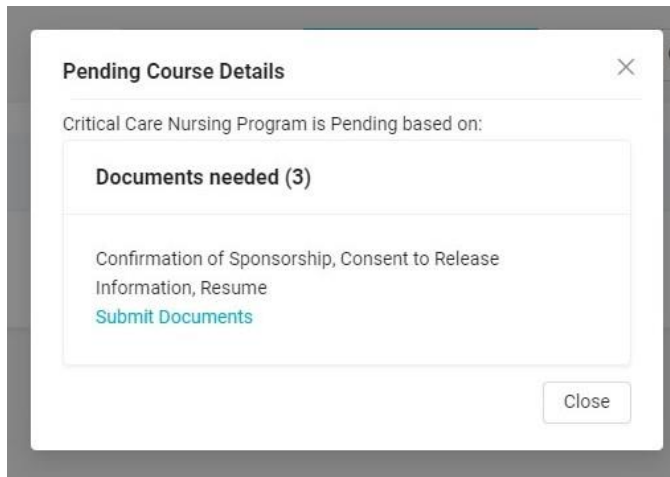
To submit these documents, you can select Submit Documents in the View Details window or select External Files on the left menu – both options will bring you to the External Files screen.
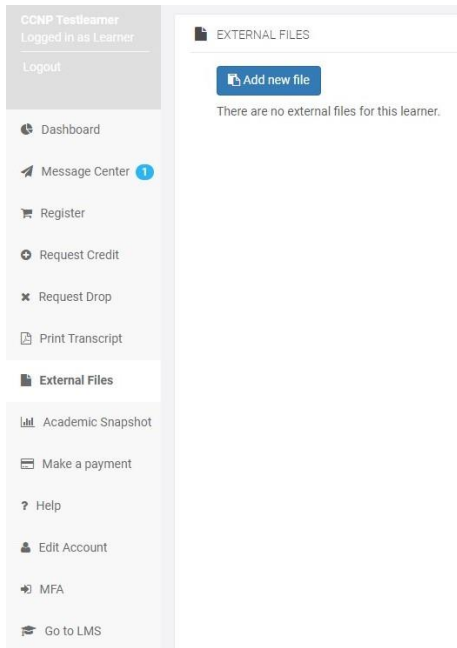
Select "Add new file," select which document type you are submitting from the dropdown menu, fill out the description including your name and document type, drag and drop the file in the upload box or click the drop files to open a file browser, and click "Submit." Repeat for any remaining required documents. **Note: documents must be in PDF format.**

Once you have uploaded the required documents, they will appear in a list on the External Files page with their status.

After you have uploaded all required documents for your program/course, these documents will be waiting for review from faculty and program administrators. No more action is required from you at this time.

Once your documents are approved, you will receive an email for each document, whether it is approved or denied. If denied, you will be given a reason and be encouraged to re-upload a revised document.

After submitting your documents, you will also receive an email that your course requires approval. Faculty will look at your registration information and your required documents to confirm that you are a good candidate for this program/course.
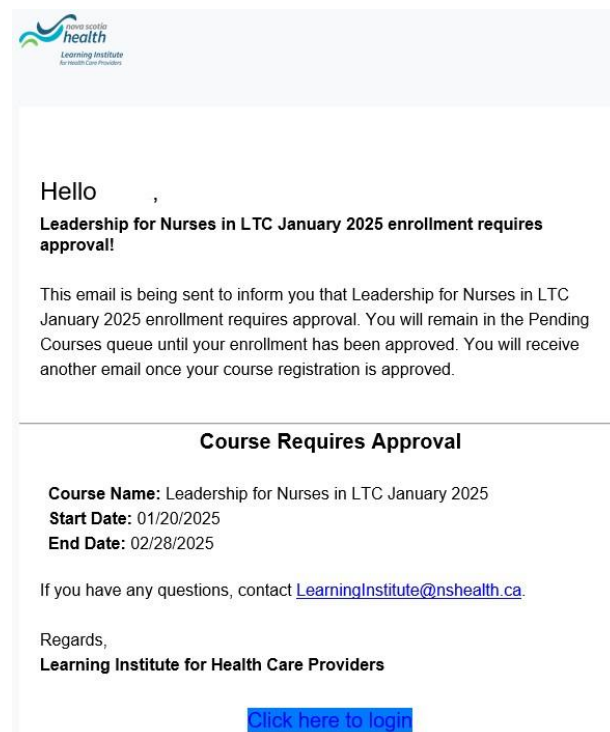
Once your registration is approved by your program/course faculty, you will receive an email that you are enrolled in the program/course.
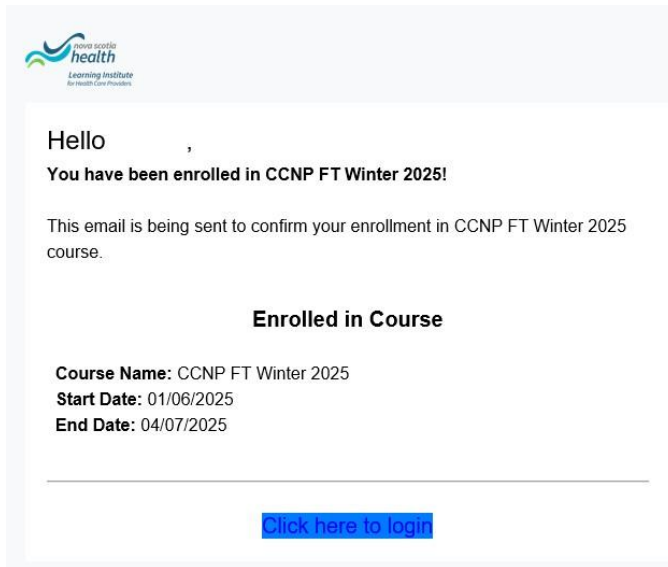
Accessing Brightspace

After being accepted, you will get access to your Brightspace course approximately one week before the start date of the course. You can go to Brightspace by using the "Go to LMS" option at the bottom of the left menu on Genuis, or by selecting the "Go to Course" on the Active Courses tab of your Dashboard.
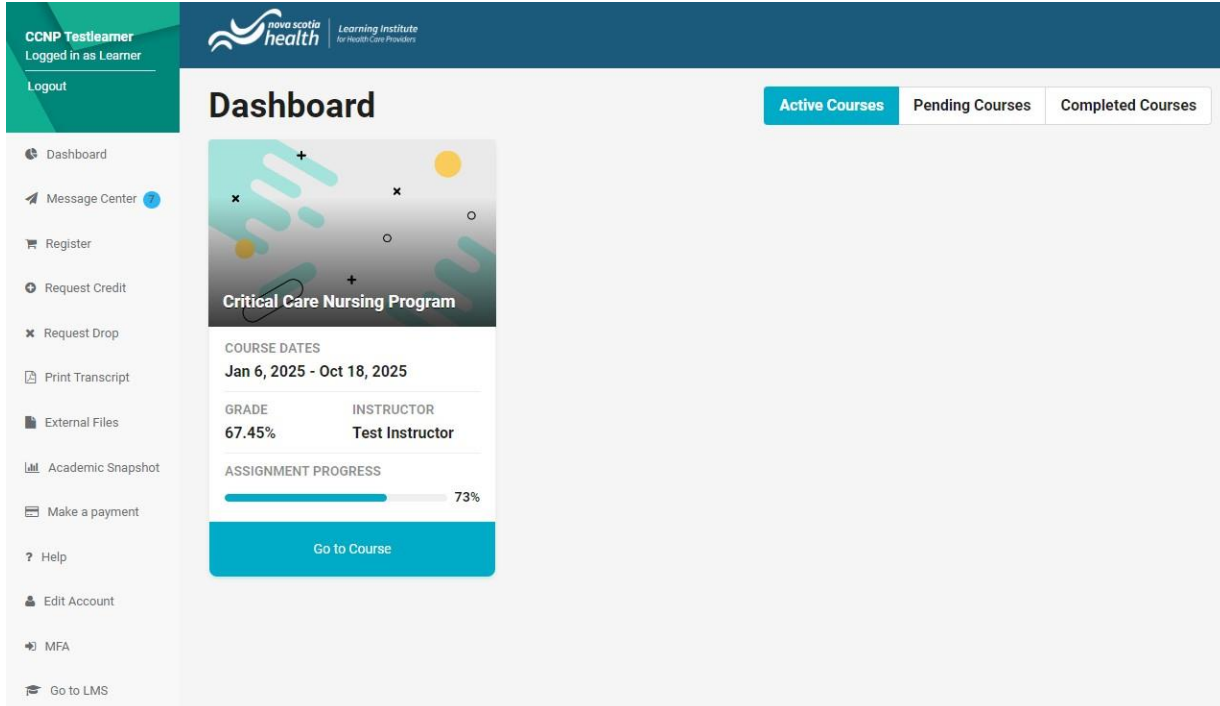
You can also log directly into Brightspace using the same username and password as Genuis on the Learning Institute's Brightspace login page. If you update your password in Genius it will also update the password in Brightspace.

Please note that if you use the "Go to Course" button before your Brightspace course is available, you will get an error message. Once you have received this error, you can click the home button in the top left corner which will show when your course is expected to be available.
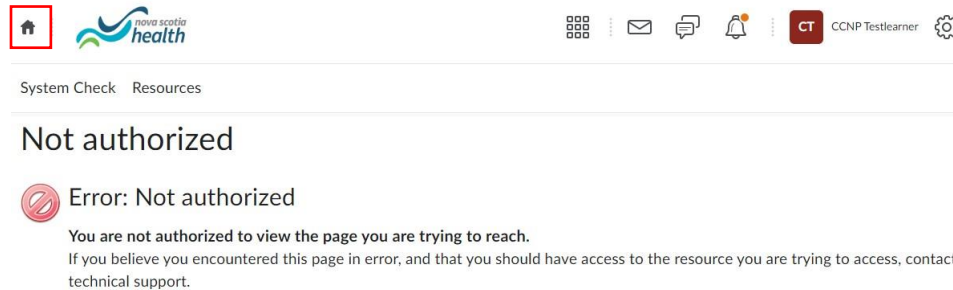
If you use the "Go to LMS" button before your Brightspace course is available, it will appear on the right side of your screen but it will be greyed out will include the date faculty anticipate they will open it.

Editing your Personal Information

If you want to correct or update any information from your registration form, you can do this from your Genius Dashboard.

Select "Edit Account," on the left menu to edit the fields you wish to update/correct, and then select "Save" at the bottom of the screen.

Change Your Password

If you wish to change your password and know your current password, you can update this by going to "Edit Account" in the left menu and scrolling to the bottom of the page. Select the box by "Change my password," enter your old password and your new password, confirm your new password, and click "Save." Please note if you change your password in Genius it will also update your Brightspace password.
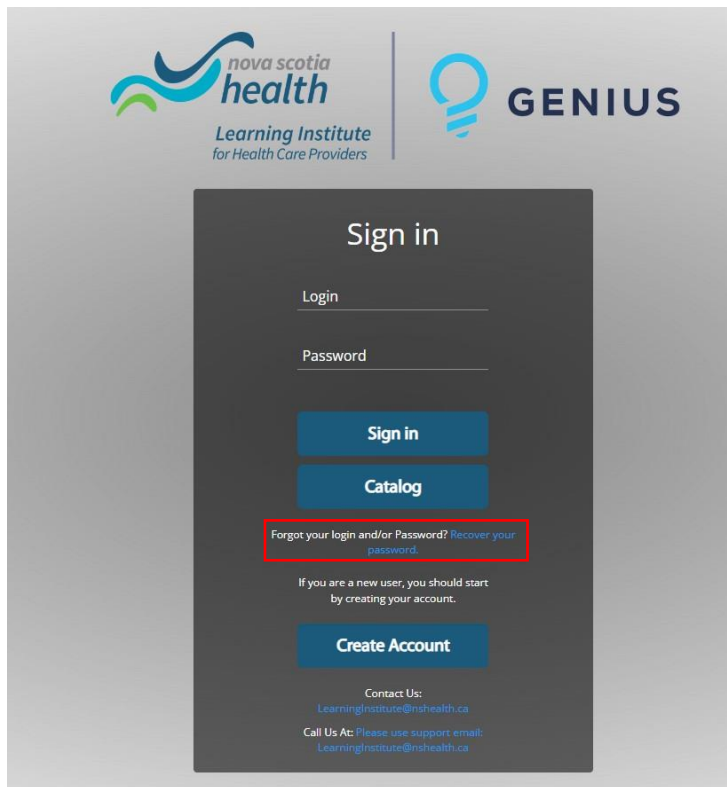
Change my password ☐

Old Password*

New Password*

Confirm Password*

Save

Recover Your Password

If you do not remember your password, go to the Genuis homepage and select the "Recover your password" option on the login page. Genuis will ask for your username and email, then email you a password reset link.
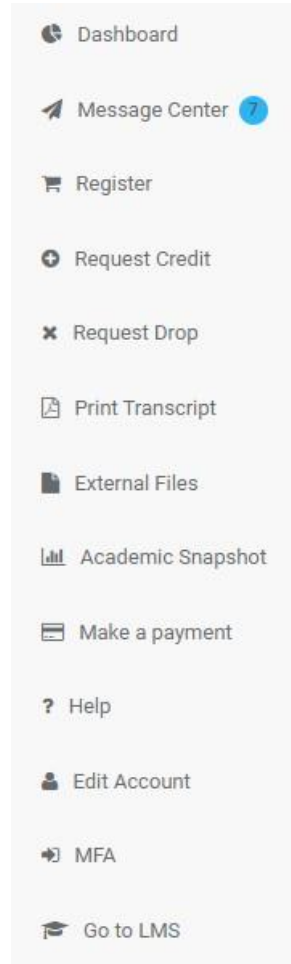

Blocked Account

If you try to log in to Genuis with an incorrect password 5 times in a row, your account will be blocked for one hour. To get back in immediately during business hours, please contact learninginstitute@nshealth.ca.

If you have forgotten your password, please see the Recover Your Password Option above.

Dashboard Left Menu Guide

- **Dashboard** – the page when first login to Genuis where you can view your active courses, your pending courses, and your completed courses.
- **Message Center** – emails that are sent to your email address are also stored in this inbox.
- **Request Credit** – we do not currently use this at the Learning Institute.
- **Request Drop**- if you need to drop the course for any reason. Please also communicate with instructors/faculty.
- **Print Transcript** – when you are finished your course and wish to have a transcript, you can download it from this page.
- **External Files** – for uploading required documents
- **Academic Snapshot** – you can view your current grade and how many assignments you have completed.
- **Make a payment** – we do not currently accept payments using Genuis
- **Help** – this link brings you to Zendesk, the Genuis support website.
- **Edit Account** – you can update or correct information from your registration form and change your password.
- **MFA** – we do not have this feature enabled.
- **Go to LMS** – this link brings you from Genuis to the Learning Institute Brightspace. You will automatically be logged into Brightspace.

Downloading Your Certificate

Once you receive an email that you have successfully completed your course/program, your certificate is available for download from your Genuis dashboard under the Completed Courses tab.

Go to the Actions column, click the button with 3 dots in the course row and select "Download Certificate." You can save this for your records and print it if you'd like a paper copy.