

## How to Use Genius (Student Information System)

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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.



## 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.online@nshealth.ca](mailto:learninginstitute.online@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 -

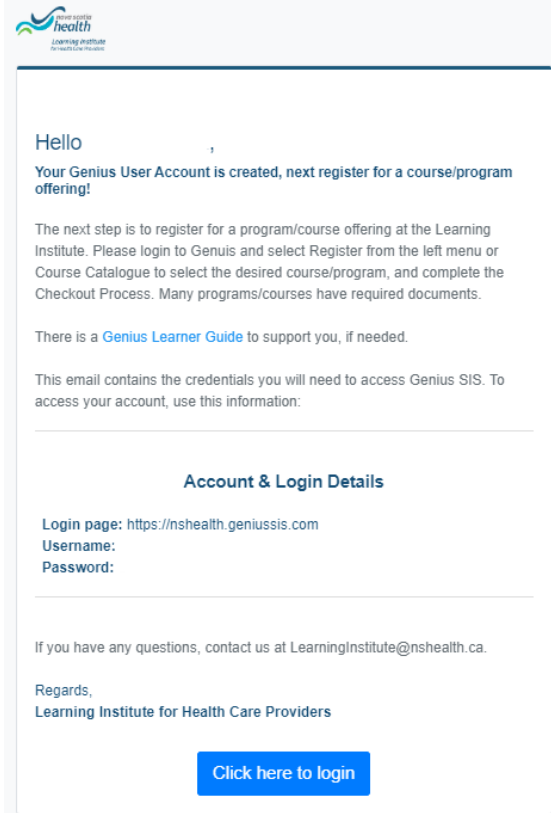
New to the Learning Portal? Create your account below.

<b>First Name*</b>	<b>Last Name*</b>
<input type="text"/>	<input type="text"/>
<b>Email*</b>	<b>Affiliation*</b>
<input type="text"/>	<input type="text" value="Learning Institute &gt; Program &gt; Specialty Progr"/>
<b>Phone*</b>	<b>Preferred Name*</b>
<input type="text"/>	<input type="text"/>
<b>Emergency Contact Name*</b>	<b>Emergency Contact Phone Number*</b>
<input type="text"/>	<input type="text"/>
<b>Mailing Address*</b>	<b>City/Town*</b>
<input type="text"/>	<input type="text"/>
<b>Province/Territory*</b>	<b>Postal Code*</b>
<input type="text" value="Select..."/>	<input type="text"/>
<b>Employment Status*</b>	<b>Employee Number (Please enter N/A if you are not a Nova Scotia Health employee.)*</b>
<input type="text" value="Select..."/>	<input type="text"/>
<b>Current Employer*</b>	<b>In which area do you currently work:*</b>
<input type="text"/>	<input type="text" value="Select..."/>
<b>Specific Building and Unit – Floor/ Designation*</b>	<b>Work Phone Number and Extension*</b>
<input type="text"/>	<input type="text"/>
<b>Current Manager Email*</b>	<b>Current Manager Name*</b>
	<input type="text"/>
	<b>Professional Designation*</b>

### 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
- Instructions on how to register for desired course offering
- Login page address - the “Click here to login” button at the bottom of the email



### Registering for your Course/Program

Once logged into Genius, 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.

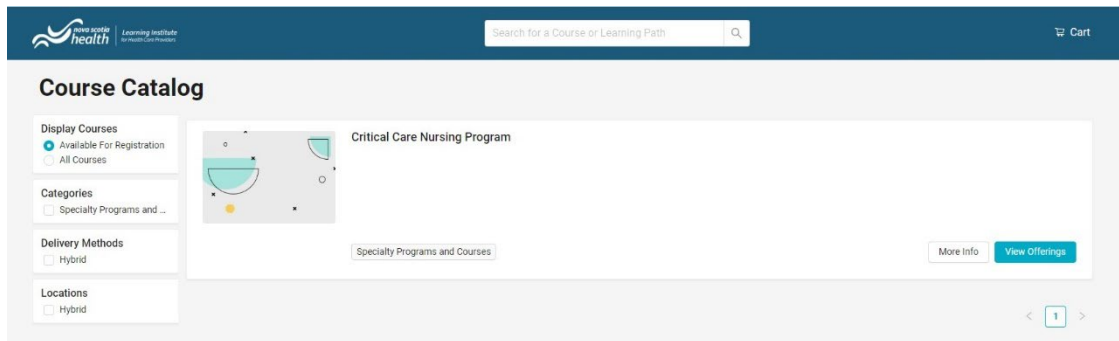


### No Active Courses Found

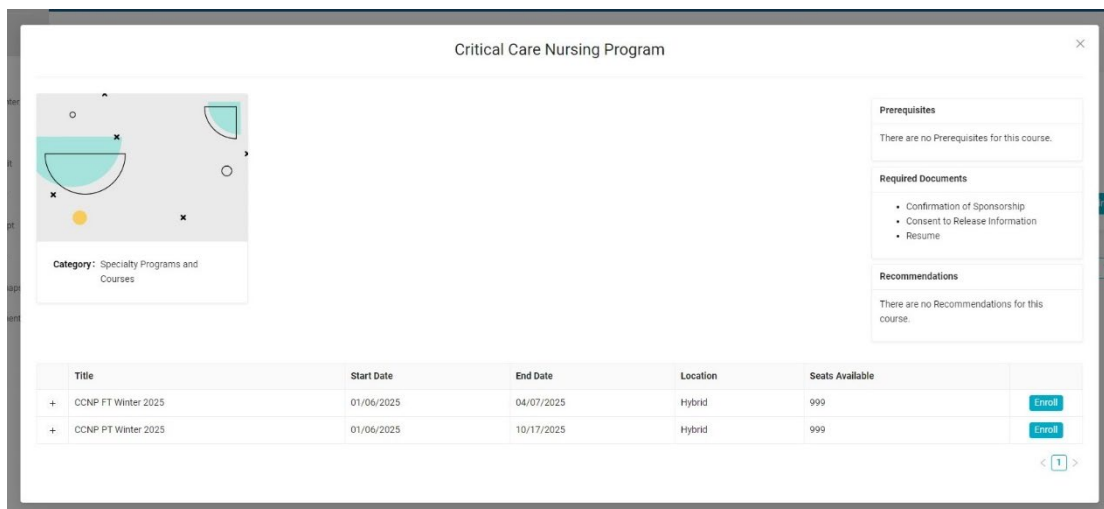
Get started with a course by checking out the Course Catalog.

[Browse Course Catalog](#)

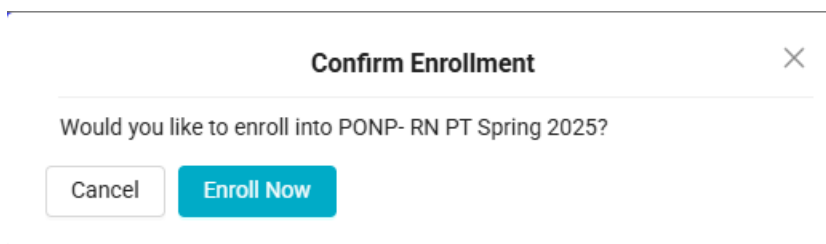
The course catalogue will display the name of the program/course you registered for. Select “View Offerings.”



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.

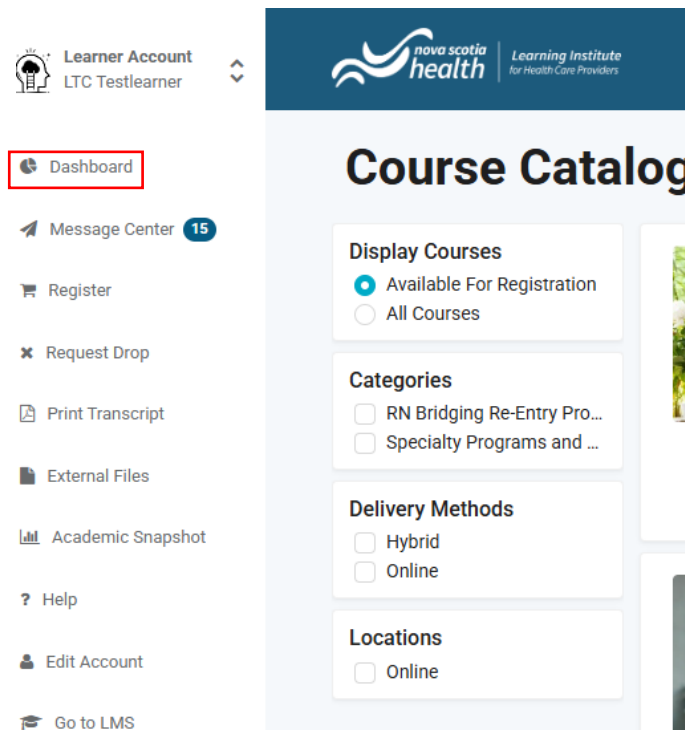


Once you have selected “Enroll,” another pop-up window will appear asking you to Confirm your Enrollment. Select the “Enroll Now” button.



A message will appear saying you have successfully completed your enrollment. Your registration is now submitted for that course offering.

Please click the Dashboard option on the left menu. Your course will now appear in the pending courses tab.



Note: If your course requires payment from you, you will be contacted later with further instructions by a Learning Institute Administrator.

### Submitting Required Documents

After registering for your program/course offering on Genius, 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.

The pictures below are examples only and not the requirement for all courses/programs. Please see your specific course/program requirements in your **“Action Required: Please upload required documents for selected course”** email.

Hello LTC,

Your course selection requires document(s) prior to enrollment!

Thank you for selecting your program/course with the Nova Scotia Health Learning Institute for Health Care Providers.

This email is being sent to notify you that you are either missing required documents, or what you previously submitted was denied.

To upload these documents (except for Confirmation of Sponsorship), please login to your Genius account. Click on "External files" on the left menu and select "Add new file." Please select the document type you are submitting from the dropdown menu, select the document, and click "Submit."

For Confirmation of Sponsorship, email the Confirmation of Sponsorship form to your sponsoring manager for them to fill out and send to [LearningInstitute@nshealth.ca](mailto:LearningInstitute@nshealth.ca).

You will receive another email once your documents are reviewed. Your enrollment will not be processed until you have completed all required forms.

For Leadership for Nurses in LTC January 2025 the following documents are needed:

1. [Consent to Release Information](#)
2. [Confirmation of Sponsorship](#)
3. Resume (must be in PDF format)

Please submit documents as outlined above.

On your Genius 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.

Dashboard		
<div>Active Courses</div> <div>Pending Courses 1</div> <div>Completed Courses</div> <div>Sync Data</div>		
COURSE NAME	DETAILS	ACTIONS
Critical Care Nursing Program	You have 2 documents to complete	<a href="#">View Details</a>

Click "View Details" in the right column to view the list of documents. Picture below is an example only.

Pending Course Details

Critical Care Nursing Program is Pending based on:

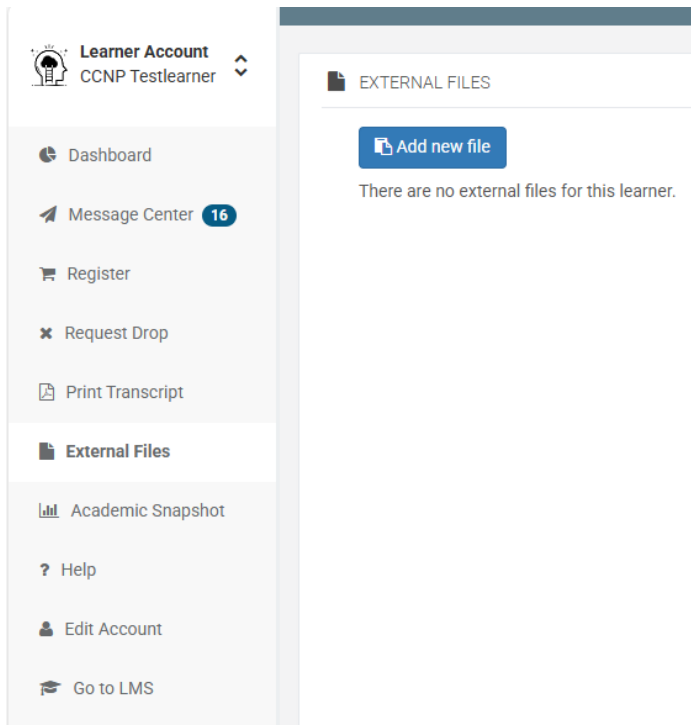
Documents needed (2)

Consent to Release Information, Resume (must be in PDF format)

Submit Documents

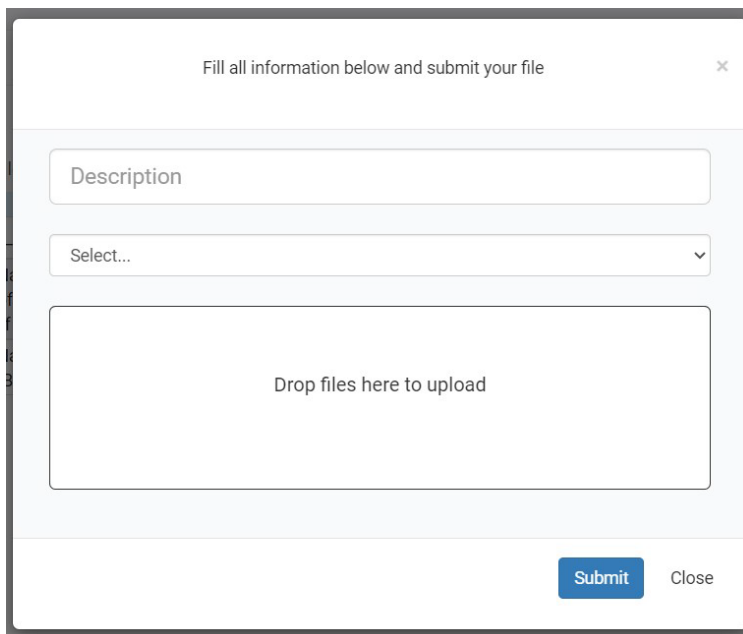
Close

**Note:** If your program requires Confirmation of Sponsorship, email the Confirmation of Sponsorship form to your sponsoring manager for them to fill out and send to [LearningInstitute@nshealth.ca](mailto:LearningInstitute@nshealth.ca).





To submit all other required 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.**



The screenshot shows a form titled 'Fill all information below and submit your file' with a close button (X) in the top right corner. The form contains the following elements: a 'Description' text input field, a 'Select...' dropdown menu, a large rectangular area with the text 'Drop files here to upload', a blue 'Submit' button, and a 'Close' link.

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

EXTERNAL FILES						
<a href="#">Add new file</a>						
There are 2 external files for this learner:						
Download	File Name	Description	Type	Status	Uploaded On	Uploaded By
	Consent to Release Information.pdf		Consent to Release Information	WAITING_REVIEW	02/12/2025 1:49:54 PM	Testlearner, CCNP
	Resume.pdf		Resume (must be in PDF format)	WAITING_REVIEW	02/12/2025 1:50:09 PM	Testlearner, CCNP

External File Successfully Uploaded!

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.

Dashboard		
<a href="#">Active Courses</a> <a href="#">Pending Courses</a> <a href="#">Completed Courses</a>		
<a href="#">Sync Data</a>		
COURSE NAME	DETAILS	ACTIONS
Critical Care Nursing Program	No action required, waiting on admin approval	

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.



Hello ,

**The required document you submitted has been received and approved!**

This email is being sent to notify you that the required document you submitted was approved.

### Required Document Approved

**Course Name:** Critical Care Nursing Program

**File Name:** .pdf

**File Type:** STUDENT\_RECORD

The status of required document(s) can be seen from the Learner Dashboard, Pending Courses module. Click on the name of the pending course to see the status of submitted documents. All documents must be approved before enrollment can occur. The status of your course registration will be sent in another email.

Regards,

**Learning Institute for Health Care Providers**

[Click here to login](#)

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.





Hello ,

**Leadership for Nurses in LTC January 2025 enrollment requires approval!**

This email is being sent to inform you that Leadership for Nurses in LTC January 2025 enrollment requires approval. You will remain in the Pending Courses queue until your enrollment has been approved. You will receive another email once your course registration is approved.

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#### Course Requires Approval

**Course Name:** Leadership for Nurses in LTC January 2025

**Start Date:** 01/20/2025

**End Date:** 02/28/2025

If you have any questions, contact [LearningInstitute@nshealth.ca](mailto:LearningInstitute@nshealth.ca).

Regards,

**Learning Institute for Health Care Providers**

[Click here to login](#)

Once your registration is approved by your program/course faculty, you will receive an email that you are enrolled in the program/course.



Hello ,

**You have been enrolled in CCNP FT Winter 2025!**

This email is being sent to confirm your enrollment in CCNP FT Winter 2025 course.

#### Enrolled in Course

**Course Name:** CCNP FT Winter 2025

**Start Date:** 01/06/2025

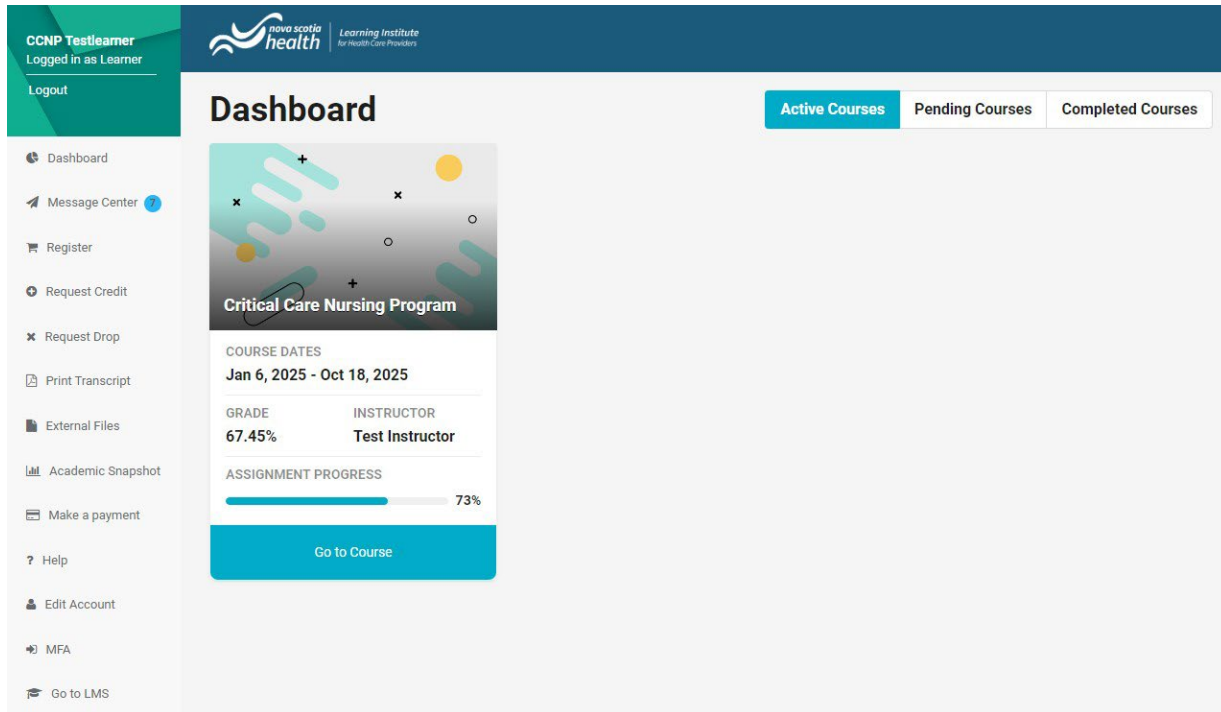
**End Date:** 04/07/2025

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[Click here to login](#)

### Accessing Brightspace

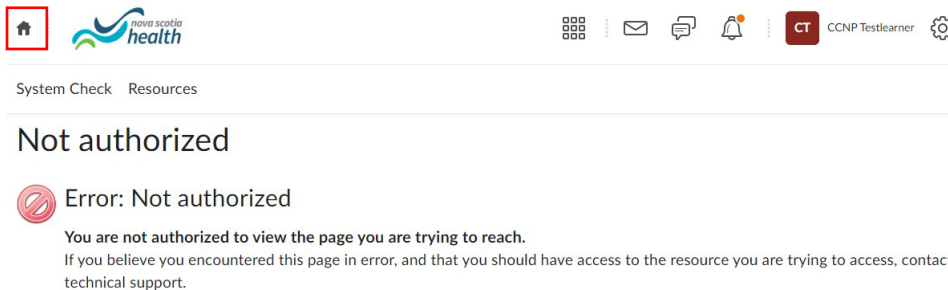
After being accepted, you will get access to your Brightspace course approximately one week before the start date of the course. You can go to Brightspace by using the “Go to LMS” option at the bottom of the left menu on Genius, or by selecting the “Go to Course” on the Active Courses tab of your Dashboard.



The screenshot shows the CCNP Testlearner interface. On the left is a sidebar with navigation links: Dashboard, Message Center, Register, Request Credit, Request Drop, Print Transcript, External Files, Academic Snapshot, Make a payment, Help, Edit Account, MFA, and Go to LMS. The main content area is titled 'Dashboard' and features a 'Critical Care Nursing Program' card. This card displays course dates (Jan 6, 2025 - Oct 18, 2025), a grade of 67.45%, an instructor named Test Instructor, and an assignment progress bar at 73%. A 'Go to Course' button is located at the bottom of the card. At the top right of the dashboard, there are tabs for 'Active Courses', 'Pending Courses', and 'Completed Courses'.

You can also log directly into Brightspace using the same username and password as Genius 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.



The screenshot shows an error message in the CCNP Testlearner system. At the top left, there is a home button icon. The main content area displays the message 'Not authorized' in large text. Below this, a red circle with a diagonal line through it is followed by the text 'Error: Not authorized'. A paragraph explains: 'You are not authorized to view the page you are trying to reach. If you believe you encountered this page in error, and that you should have access to the resource you are trying to access, contact technical support.' The top navigation bar includes links for 'System Check' and 'Resources'.

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\*

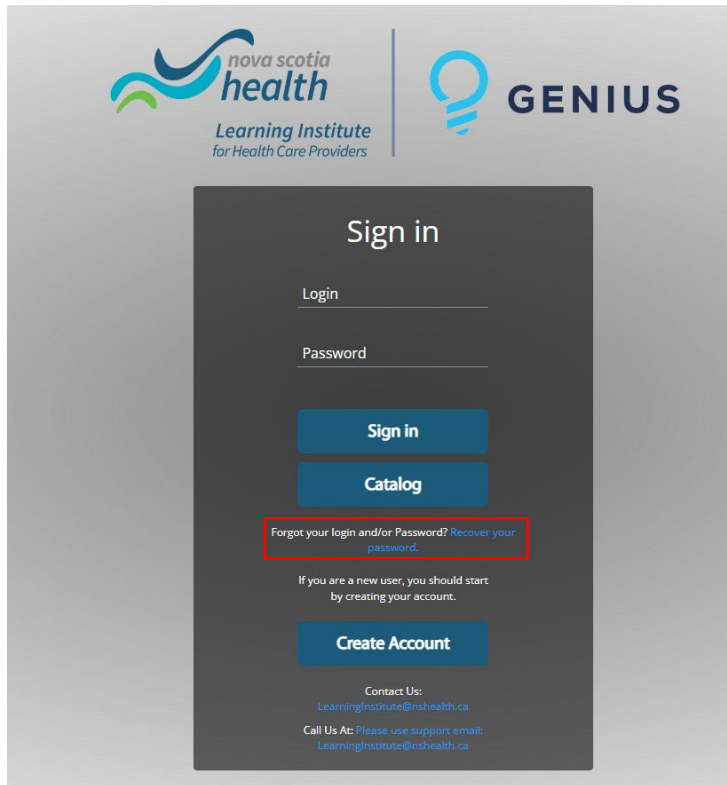
New Password\*

Confirm Password\*

Save

### Recover Your Password

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



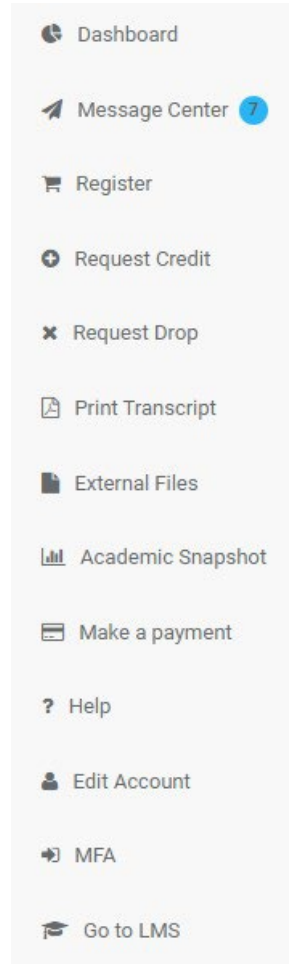
The screenshot shows the Genius Learner login interface. At the top, the Nova Scotia Health Learning Institute logo is on the left, and the 'GENIUS' logo (a lightbulb icon) is on the right. The main content area is a dark grey box with the title 'Sign in'. Below the title are two input fields: 'Login' and 'Password'. Under these fields are two blue buttons: 'Sign in' and 'Catalog'. A red rectangular box highlights the text 'Forgot your login and/or Password? Recover your password.' Below this is a line of text: 'If you are a new user, you should start by creating your account.' At the bottom of the box is a blue button labeled 'Create Account'. At the very bottom of the dark grey box, there is contact information: 'Contact Us: LearningInstitute@nshealth.ca' and 'Call Us At: Please use support email: LearningInstitute@nshealth.ca'.

### Blocked Account

If you try to log in to Genius 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.online@nshealth.ca](mailto:learninginstitute.online@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 Genius 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.

