

## **Notice**

# **Novari Student Training Courses Available**

Students can now access training courses for the following Novari solutions: **eRequest, Medical Imaging Requisition Management (MIRM), and Access to Care (ATC).** 

Completion of Novari training courses is mandatory for any student accessing the Novari applications. Not all students will require access to Novari.

- Novari MIRM is required for all Medical Imaging students that are in clinical placement from Dec 6, 2025, onwards at IWK Health and Nova Scotia Health.
- Novari ATC and Novari eRequest MAY be required for medical administration students if applicable to their placement. Please contact your accepting site supervisor/preceptor upon arrival at your placement location to confirm whether Novari training is required, and which Novari training course to complete if any.

Novari training is NOT a pre-placement requirement. Applicable students must complete Novari training before their clinical placement is finished.

All students are accountable to keep a record of their training completion. Novari training is required only once per application and remains valid for the duration of the student's program.

The following pages will review how to access the Learning Management System (LMS) training modules. OPOR recommends accessing required training with your student user account/active directory login if you have this information readily available. For those that do not have their student user account/active directory login already provided, please use guest access to LMS to complete required training (See page 4).









### **Novari Training - Students with Active Directory Login**

1. Log into the Learning Management System (LMS) using your student active directory account.

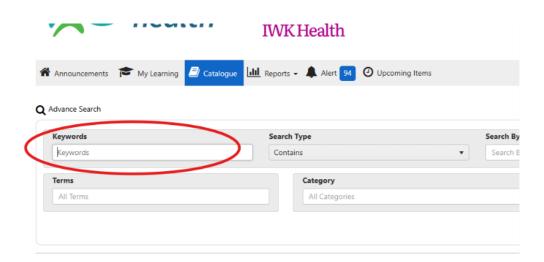
### <u>Learning Management System - Internal Access</u>

Note: When logging into LMS, use the format: domain\ username

• e.g. IWK\username or cdha\username

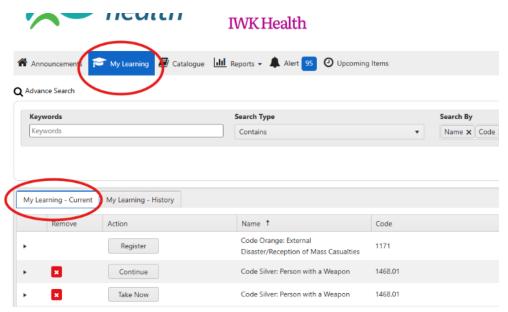
For IT assistance with your active directory login, contact the help desk at 902-470-6700 (IWK Health) or 902-473-3399 (Nova Scotia Health)

- 2. Select Catalogue from the LMS menu
- 3. In the **Keywords** box, enter the course code for the relevant course (can only submit one course code at a time).
  - o OPOR CIS: Novari MIRM Students
    - Course Code: 1534
  - OPOR CIS: Novari eRequest Students
    - Course Code: 1537
  - OPOR CIS: Novari ATC Students
    - Course Code: 1540

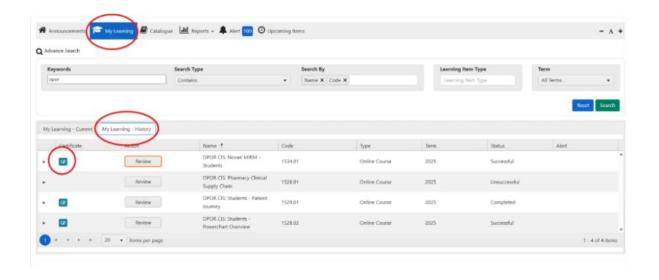


- 4. Select the course and click **Add to My Learning**.
- 5. Repeat steps 2-4 for any other student training courses as required.
- 6. Go to My Learning in the top menu bar.
- 7. Under My learning Current tab, you will see the courses you have added.





- 8. Select **Take Now** and complete applicable Novari student courses and mandatory exam.
- 9. **All students are accountable to keep a record of their training completion.** See below for how to provide proof of training completion for students with an active directory login.
  - Go to My Learning tab then My Learning History.
  - Find the completed course in your history.
  - Click the icon to print or save your certificate of completion for your records.
  - Your academic institution may need a copy of your completion of required training courses. Please follow your academic institution's procedures.





### **Novari Training - Students Without Active Directory Login**

- 1. Click on the following link <u>Learning Management System External Access</u>
- 2. No sign in required. Ensure the **Catalogue** tab is selected.
- 3. In the **Keywords** box, enter the course code for the relevant course (can only submit one course code at a time).

OPOR CIS: Novari MIRM – Students

Course Code: 1534

OPOR CIS: Novari eRequest – Students

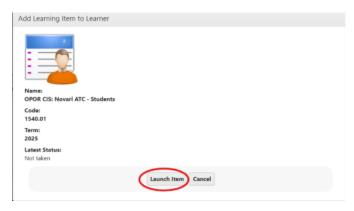
Course Code: 1537

OPOR CIS: Novari ATC - Students

Course Code: 1540



4. Select the desired course then click Launch Item



- 5. Complete the applicable Novari course and mandatory exam. Repeat steps 2-5 for each required course.
- 6. **All students are accountable to keep a record of their training completion.** See below for how to provide proof of training completion for students without an active directory login.
  - o Complete the course as directed.
  - Take a screenshot of your passed exam and keep this for your records with the date of completion.
  - Your academic institution may need a copy of your completion of required training courses. Please follow your academic institution's procedures.