

## WELCOME TO METROHEALTH!

We are glad that you have decided to join the MetroHealth family! As part of your onboarding you are required to complete several education modules that have been assigned in our Learning Engagement and Performance (LEAP) System. The modules cover information that is required for a variety of compliance initiatives and will help you keep yourselves, and our patients and visitors safe.

**These modules must be completed** by the end of your first day at MetroHealth. Your account within the LEAP system is now active and you may start your education modules at any time.

Your required modules will be listed in the **My Learning Plan** section of your LEAP homepage. Any courses with the prefix {CORE} are required to be completed prior to your start. You may also be required to complete other modules dependent upon by your department or job classification. You will receive additional modules with the New Employee Orientation Program with the prefix [Orientation]. Please continue to check your Learning Plan for this module.

### To Access Your Required Learning

1. Access the MetroHealth Learning Engagement & Performance System (LEAP) at <https://metrohealth.sabacloud.com>.
2. Log in using the following credentials:  
**Username: your 5-digit employee ID number [found on Page 2 of your Offer Letter]**  
**Password: First 3 letters of Last Name (All Caps) and Last 4 Digits of Social Security Number** (example: SMI1234)
3. Select the **"My Learning Plan"**
4. Click the name of each course to launch and complete the course. (Note: you must score **80%** or better for each course to be considered complete).

**Please note, failure to complete your required education modules could lead to failure of your probationary period, resulting in possible termination.**

See the following page for assistance with technical issues. If issues persist, please contact Human Resources at **216-957-3240** with any additional issues/questions.

## A Guide to Temporarily Turning Off the Pop-Up Blockers

If you are having difficulty loading your LEAP module coursework, it is likely due to your pop-up blockers being turned on. To fix this, you will need to adjust your settings and turn off the pop-up blocker. First, determine which browser you are using and follow the accompanying instructions below to access your modules. **It is recommended you turn the pop-up blocker back on after you are finished with your modules and BEFORE doing any other browsing.**

### GOOGLE CHROME:

1. In the upper right corner of the webpage, click the three dots in the upper right corner (**Customize and control Google Chrome** menu)
2. From the drop-down menu, select **Settings**
3. Scroll to bottom of page and click **Advanced**
4. Under the **Privacy and security** section, click **Site Settings**
5. Select Pop-ups and redirects
6. To enable pop-ups on specific sites, toggle the bar to switch back; to **Blocked (recommended)** and click **Add** next to **Allow** section and enter the LEAP Module URL above.
  - *This is the preferred setting*
7. Toggle the bar next to **Blocked (recommended)**. This will switch to **Allowed** and allow pop ups on all sites
  - *If you use this setting, please remember to turn the pop-up blocker back on after you have finished your modules and before you do any browsing.*

### FIREFOX:

1. In the upper right corner of the webpage, select the three horizontal bars
2. Select **Options**
3. Select the **Privacy and Security** tab
4. To disable the pop-up blocker, uncheck the **Block pop-up windows** box below **Permissions**
  - *If you use this setting, please remember to turn the pop-up blocker back on after you have finished your modules and before you do any browsing*
5. To enable pop-ups on specific sites, click **Exceptions** and enter the LEAP Module URL above
  - *This is the preferred setting*
6. **Close** the window
7. Click **OK**

### INTERNET EXPLORER (Version 8 and Earlier):

1. Click **Tools**
2. Click **Pop-up Blocker**
3. Click **Turn Off Pop-up Blocker**
4. Please remember to turn the pop-up blocker back on after you have finished your modules and before you do any browsing

**INTERNET EXPLORER (Version 9 and Later):**

1. In the upper right corner of the webpage, click the **GEAR** icon and select **Internet Options**
2. Select the **Privacy** tab
3. Uncheck **Turn on Pop-up Blocker** to disable the pop-up blocker
  - *If you use this setting, please remember to turn the pop-up blocker back on after you have finished your modules and before you do any browsing*
4. Click the **Settings** button to disable pop-up blockers for specific sites and enter the [LEAP Module URL](#) above
  - *This is the preferred setting*
5. Click **OK**

**SAFARI 12 - MacOS:**

1. Click the [LEAP Module URL](#) above to launch the webpage in Safari
2. Select "**Safari**" > "**Preferences**"
3. Select on "**Websites**" at the top of the window
4. Select "**Pop-up Windows**" on the left side
5. The website should be listed where you can select a setting in the drop-down menu (select Allow)
  - **Block and Notify**
  - **Block**
  - **Allow**

**For other versions of SAFARI (including iPhone and iPad) visit this website:**

<https://www.technipages.com/safari-popup-blocker>