



# HELM USER GUIDE: Creating an Account

HELM is the computer system the Trust uses to log peoples 'Required training.' This is training that is recommended that every individual working within a healthcare environment MUST complete at the earliest opportunity upon joining the Trust. Once completed, this training must be completed again at regular intervals to update, refresh & reinforce an individuals knowledge.

**If you have just started at the Trust, then please follow the instructions for creating an account and completing your eLearning that you will have been given in your Induction pack, otherwise read on...**

If you need to create an account on HELM, then please follow these instructions:

- 1) Access the Internet (Google Chrome) and go to: <https://uhlhelm.com>
- 2) Once on the Log In then click on 'Register for HELM'
- 3) Enter all of the requested details accurately
- 4) Please use your UHL email address as the email you use to register for HELM, other email addresses are not allowed.
- 5) Choose a password that is easy to remember
- 6) Leave the Employee Number and Date of Birth fields blank, please enter these once you have been issue with an employee number.
- 7) You can find your employee number on your payslip or using the employee search tool on the insite intranet: <http://insite.xuhl-tr.nhs.uk/static/esr/employee-search.asp>

## How do I access and use HELM?

The majority of staff within the Trust will use HELM to access and complete their Core Training (Statutory & Mandatory and Essential to Job Role Training). Staff will also be able to view the Course Catalogue which will display the courses they are eligible to complete, but are not mandatory.

Register - eUHL Learning

Secure | <https://uhlhelm.com/register/>

helm  
health education  
learning management

Login   Forgot Login Details   Find My Employee Number   Support

### Register

Please use your UHL email address, or if you don't have one, the email address you would like to use to log in.

Email Address

Password

Confirm Password

First Name

Last Name

## Further Information:

If you already have a HELM account but have forgotten your login details then please contact the HELM Support Desk on: [helmaccountqueries@uhl-tr.nhs.uk](mailto:helmaccountqueries@uhl-tr.nhs.uk)