

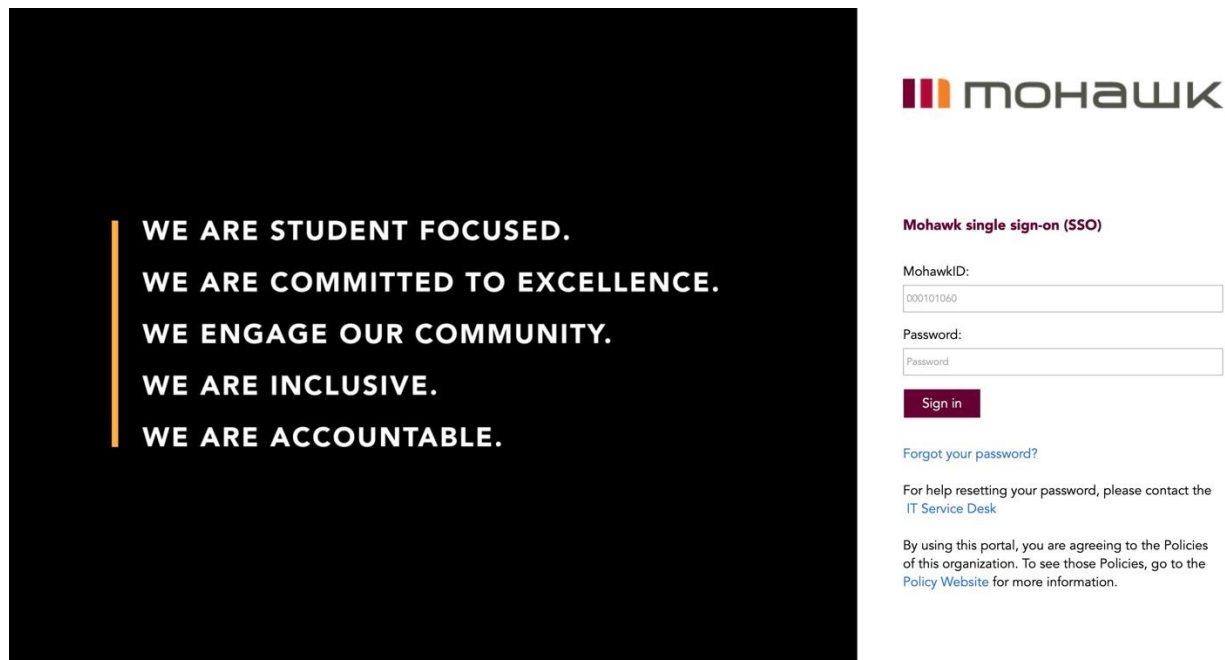
Student Instructions for Logging into CAE LearningSpace Recording Consent Form

The School of Health utilizes a recording audio/visual software during certain activities throughout the semester. This platform is known as CAE LearningSpace. Signing of the Centre for Healthcare Simulation and Research (CHSR)'s CAE LearningSpace Consent Form is compulsory prior to participating in skills assessments, and simulations, to ensure understanding of the rights, responsibilities, and confidentiality requirements of all parties surrounding the recording software.

You will find instructions on how to complete the CAE Learning Space Consent Form below.

Step 1: Log into CAE LearningSpace

- Use the following URL to log into CAE LearningSpace:
<https://caelearningspace.mohawkcollege.ca/w/sp.cgi/login>
- Log in with your Single Sign-On (SSO) Mohawk ID and Password.



MOHAWK

Mohawk single sign-on (SSO)

MohawkID:
000101060

Password:
Password

Sign in

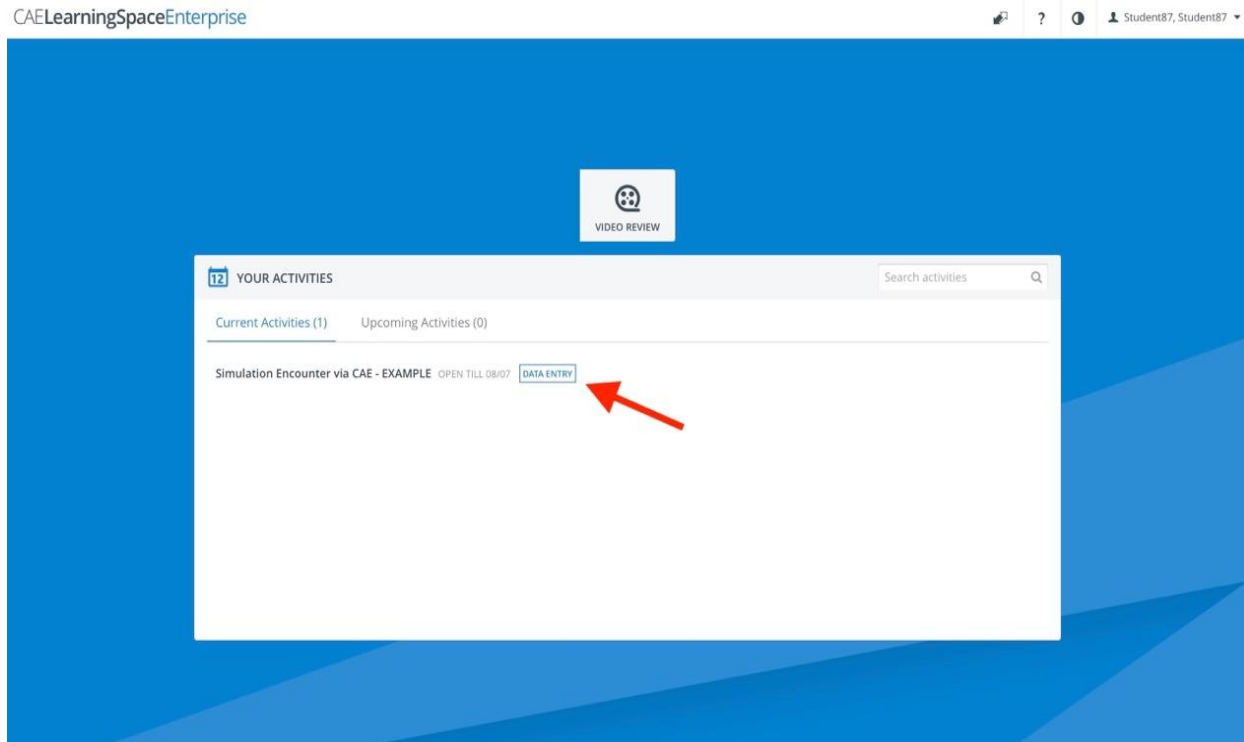
[Forgot your password?](#)

For help resetting your password, please contact the [IT Service Desk](#)

By using this portal, you are agreeing to the Policies of this organization. To see those Policies, go to the [Policy Website](#) for more information.

Step 2: Review the CAE Consent Form

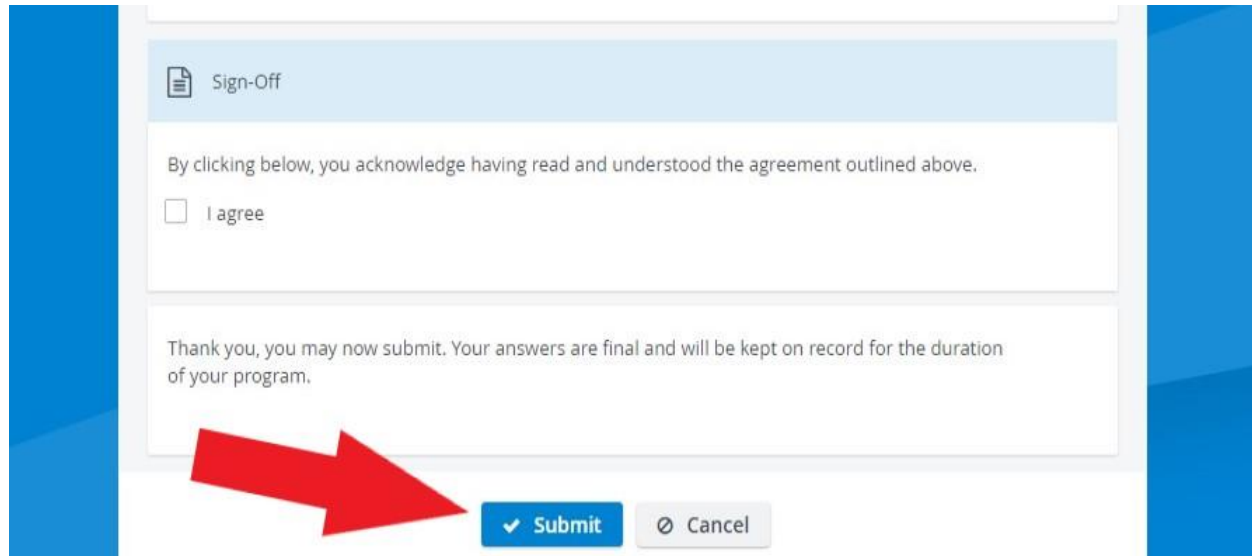
- Once logged into the CAE LearningSpace platform, you should see the name of your upcoming simulation from the Home page.
- To access the CAE consent form, please click on 'Data Entry' next to the simulation title.



- A drop-down menu will then appear; on this drop-down menu, please select 'CAE Consent Form' to be directed appropriately.
- This will now take you to the CAE Consent Form. Please ensure you review the form in full before proceeding to the final step.

Step 3: Sign-Off and Submit

- At the bottom of this page, there is an acknowledgement to sign-off on stating that you agree to the consent policy. Once you have clicked the box, please click on the 'Submit' button at the bottom of the page.

A screenshot of a web form titled 'Sign-Off'. The form has a light blue header with a document icon and the title. Below the header, there is a text box containing the instruction: 'By clicking below, you acknowledge having read and understood the agreement outlined above.' Below this text box is a checkbox labeled 'I agree'. Further down, there is another text box with the message: 'Thank you, you may now submit. Your answers are final and will be kept on record for the duration of your program.' At the bottom of the form, there are two buttons: a blue 'Submit' button with a checkmark icon and a grey 'Cancel' button with a close icon. A large red arrow points from the bottom of the text box to the 'Submit' button.

- CAE LearningSpace will now close; your response has been recorded.

Questions or Concerns

Thank you for your time! If you have any questions or concerns, please reach out to the Simulation Team at: simulation@mohawkcollege.ca and we would be happy to assist you further.