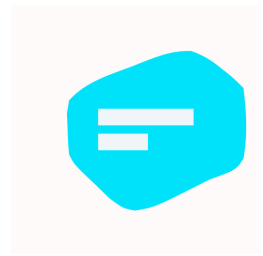


Overview



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What to Access on Shannex Connects **p. 4**

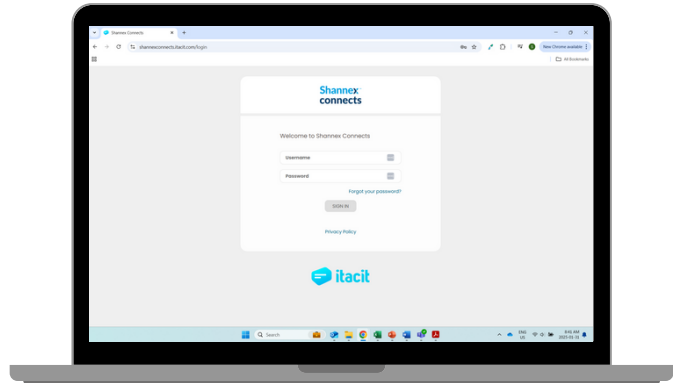
How to Access Shannex Connects

Computer

1. Open Chrome.

2. Type in this address:

shannexconnects.itacit.com



3. Enter your **username**.

Your username is your employee ID. E.g. SHX1960.

4. Enter your **password**.

Your password was either emailed * to your:

- Shannex email, if you have one.
- Personal email, if you don't have a Shannex email.

5. Click **SIGN IN**.

Congratulations! You should now be signed in to Shannex Connects.

* **Didn't get an email?** No problem!

1. Click Forgot your password?

2. Enter your username.

3. Click Reset Password.

4. Open the email you receive with a password reset link.

Note: If you don't see this email in your Inbox, check your Junk folder.


5. Follow the email instructions to reset your password.

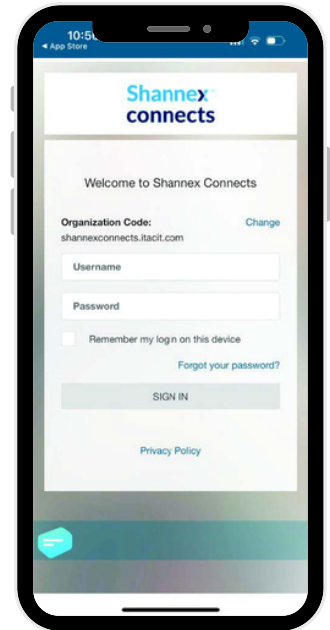


Tip: For quick access, bookmark this page and have the computer remember your username and password (if not on a shared computer).

How to Access Shannex Connects

Mobile Phone

1. Open either:
 - The App Store (iPhone).
 - Google Play Store (all other smartphones).
2.  In the Search, type **My iTacit**.
Note: Don't download the Shannex Connects app.
3. Enter the Organization Code.
shannexconnects.itacit.com
4. Choose **Personal**.
3. Enter your **username**.
Your username is your employee ID. E.g. SHX1960.
4. Enter your **password**.
Your password was either emailed * to your:
 - Shannex email, if you have one.
 - Personal email, if you don't have a Shannex email.
5. Click **SIGN IN**.
Congratulations! You should now be signed in to Shannex Connects.



* **Didn't get an email?** No problem!

1. Click Forgot your password?
2. Enter your username.
3. Click Reset Password.
4. Open the email you receive with a password reset link.
Note: If you don't see this email in your Inbox, check your Junk folder.
5. Follow the email instructions to reset your password.



Tip: For quick access, select Remember my login on this device.

What to Access on Shannex Connects

Menu Options



Notice Board

View important memos from Head Office.



Messages

View important messages from Head Office.



My Activities

View the courses you're enrolled in.
Note: only those with due dates have to be completed.



Library

View online Courses, Documents (policies and procedures) and important Links to external and internal resources.

Tip: Click  to see courses more effectively.

Tip: Click  at the top of the mobile app to see the menu options.

Tip: Click Courses, Documents or Links at the top of the page to switch between these categories.

Tip: Click Search for a course/document... to search by name or click a topic from the All Topics drop-down box to find everything related to that category.



Careers

View available job openings at Shannex.



Need Assistance

Ask for help related to Shannex Connects. Choose if you'd like help with a course or with Shannex Connects. Then, send a message to the right person to get the help you need.



Admin

View your your personnel file, including any performance management activities you may complete online.