

King Saud University Medical City
Executive Information Technology Department

ONLINE TRAINING SYSTEM MERAN

User's Guide



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King Saud University Medical City

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What is the MERAN system?


The online training website is to make the training courses completed easier. And help our staff, students, and clients. who wanted to develop themselves in the e-SiHi systems -such as Nursing or Admission and others-, or Quality and Safety Program (QSP) with specific areas. Moreover, you can take any course online at any stubble time for you.

Create an Account



- Press Registration to register **for those who do not have a KSU email**.

New User Registration


Hospital *

 Select


Department *


Job Category *

 Select


Employee Number *




Job Title *




Full Name *




Email *



Contact Number *

 05 XXXX XXXX

Saudi ID/Iqama No. *




Are you one of the KSU Team? *

☐ Yes ☐ NO


Are you Trainee at KSU? *

☐ Yes ☐ NO

New Password *



Confirm Password *



Register

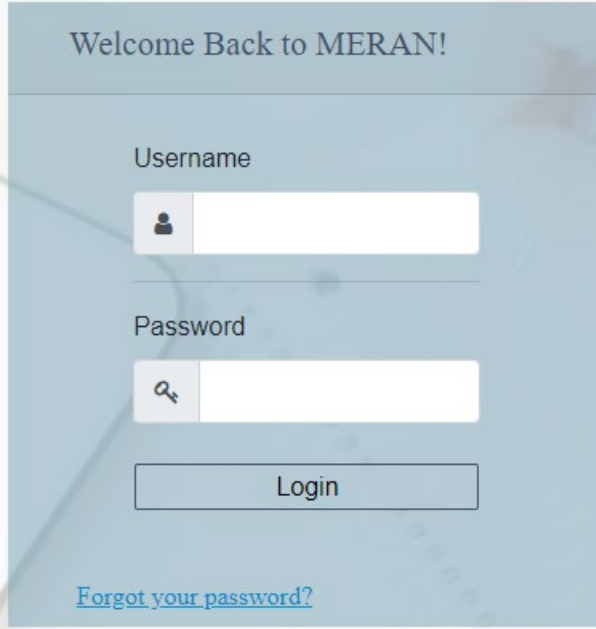
Note:

Your ID will be your Username for Login.

- Press **Register** button when you finish

Sign in

- Press Login so you can access your Account.
- Write your information to sign in:
 - If you have a KSU email use your KSU (email and password)
 - If you do not have a KSU email use your ID\Iqama as username and the password that you entered while registration



Welcome Back to MERAN!

Username

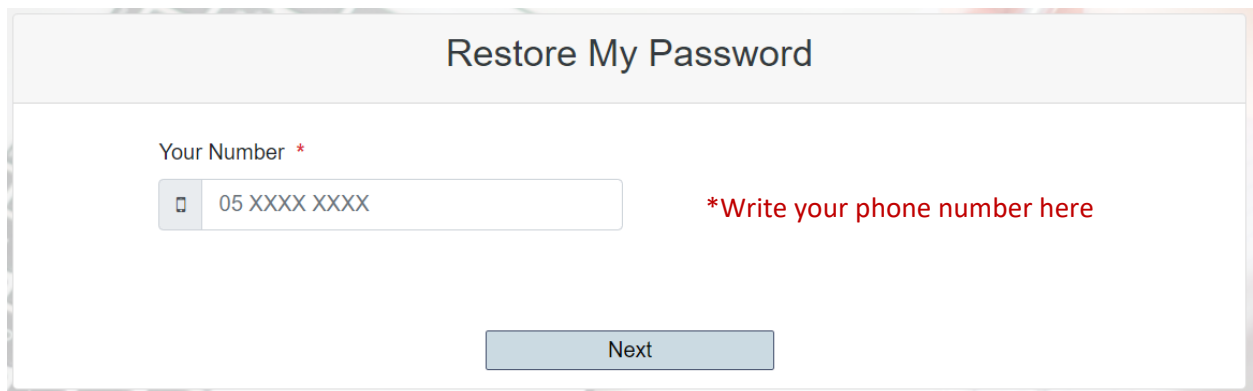
Password

Login

[Forgot your password?](#)

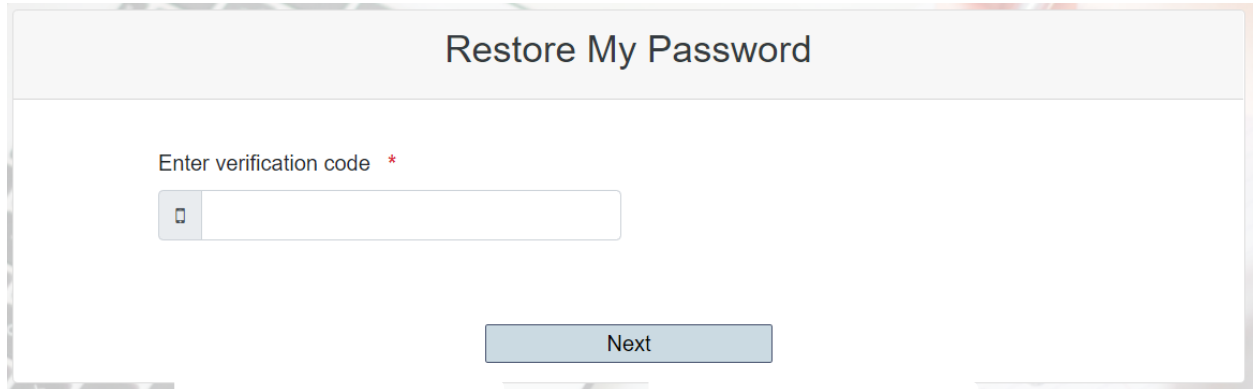
Forgot your Password

- Press [Forgot your password](#)
- The below page will show



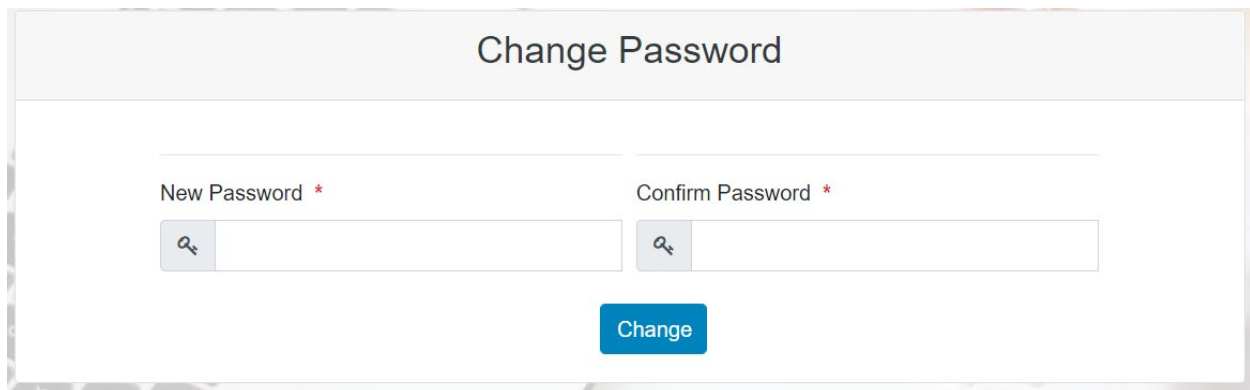
The screenshot shows a web form titled "Restore My Password". Below the title, there is a label "Your Number *" followed by a text input field containing "05 XXXX XXXX". To the right of the input field, there is a red instruction text: "*Write your phone number here". At the bottom center of the form, there is a blue button labeled "Next".

- You will receive verification code via phone number.



The screenshot shows a web form titled "Restore My Password". Below the title, there is a label "Enter verification code *" followed by a text input field. At the bottom center of the form, there is a blue button labeled "Next".

- After entered the verification code, you will be able to enter your new password as below.



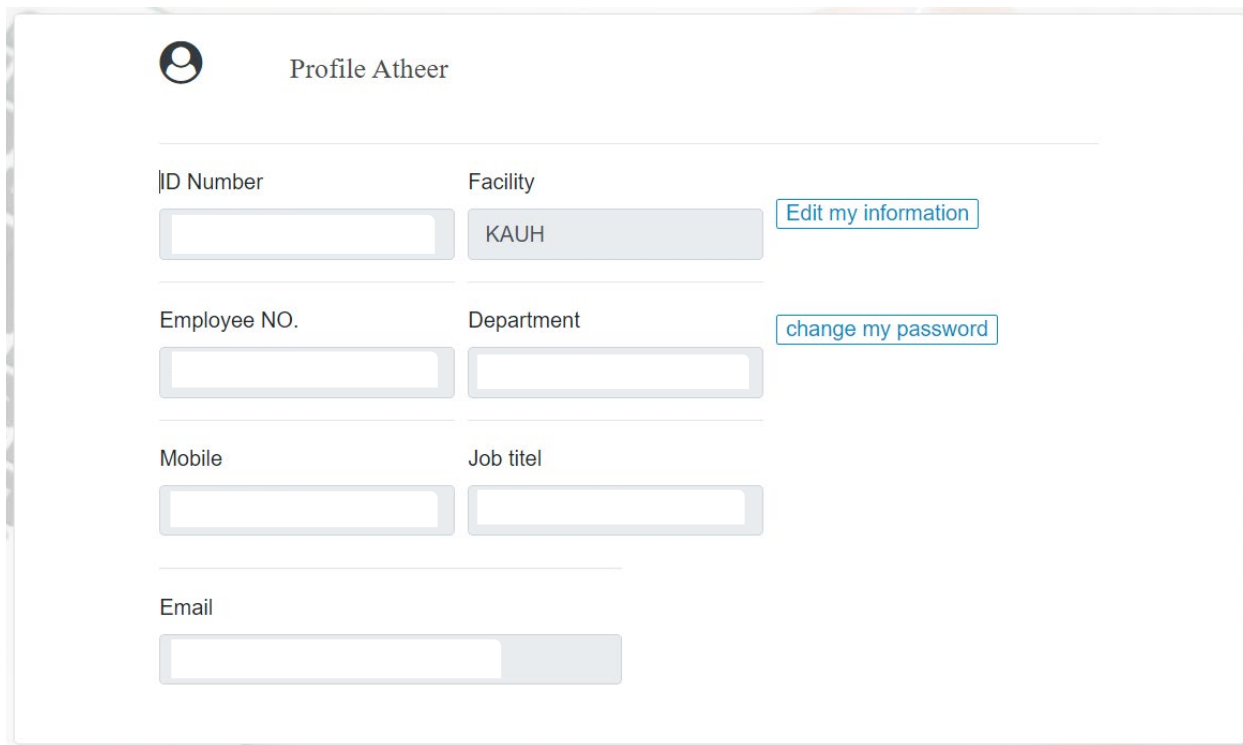
The image shows a 'Change Password' form. It has a title bar at the top that says 'Change Password'. Below the title bar, there are two input fields. The first is labeled 'New Password *' and the second is labeled 'Confirm Password *'. Both fields have a small icon of a key with a lock symbol on the left. Below these two fields is a blue button labeled 'Change'.

Note:

Make sure they are **matching** in to box, contain at least 8 characters, including UPPER/lowercase, numbers and special character, at least one uppercase letter, one lower letter, one number and one special character.

User Information

- Press [User Profile](#) to view your details or Edit Your Details as below:



The image shows a user profile form for 'Profile Atheer'. At the top left is a circular profile icon. Below the name, there are several input fields and buttons. The first row contains an 'ID Number' input field, a 'Facility' dropdown menu showing 'KAUH', and an 'Edit my information' button. The second row contains an 'Employee NO.' input field, a 'Department' input field, and a 'change my password' button. The third row contains a 'Mobile' input field and a 'Job titel' input field. The fourth row contains an 'Email' input field. The form is styled with a light gray background and rounded corners.

Profile Atheer

ID Number Facility [Edit my information](#)

Employee NO. Department [change my password](#)

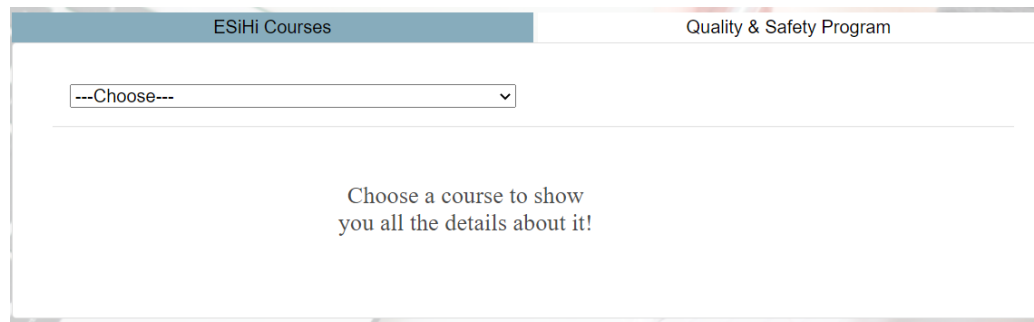
Mobile Job titel

Email

- After you Press [Edit](#) and edit your information the changing will be save.

Request course

- Press [Request New Courses](#) in side menu to go to requested page as below

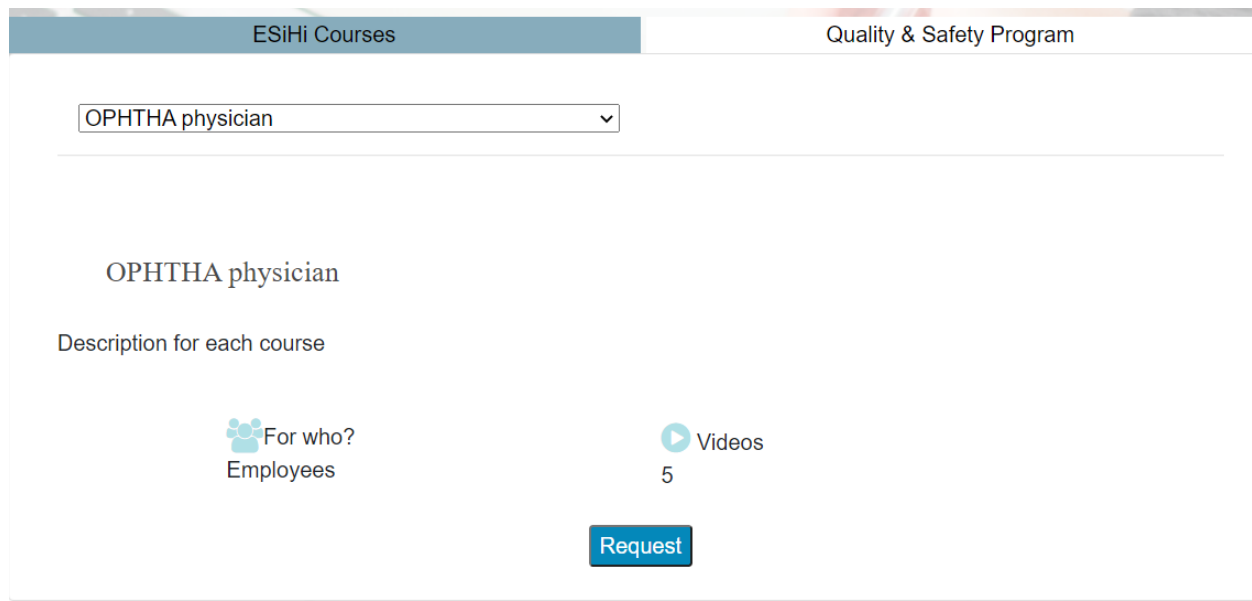


ESiHi Courses Quality & Safety Program

---Choose---

Choose a course to show
you all the details about it!

- The system has two category of programs (QSP & eSiHi) . For eSiHi request page you able to see all course under eSiHi and request which you





ESiHi Courses Quality & Safety Program

OPHTHA physician

OPHTHA physician

Description for each course

 For who?
Employees

 Videos
5

[Request](#)

- The process for the QSP will be the same

- Press **Request** to send it and wait at least one day. To accept your request from our team. **For quality request**, it will have approved once you request it then you can start the course immediately.

The screenshot shows a web interface with two tabs: 'ESiHi Courses' and 'Quality & Safety Program'. The 'Quality & Safety Program' tab is active. Below the tabs is a dropdown menu showing 'Quality Orientation Program'. Below the dropdown, the text 'Quality Orientation Program' is displayed. At the bottom, a green message bar states: 'Your New Quality Training Request submitted, you will receive an SMS Message !'.

Note:

You will receive your request number by **SMS** to your mobile number in the request.

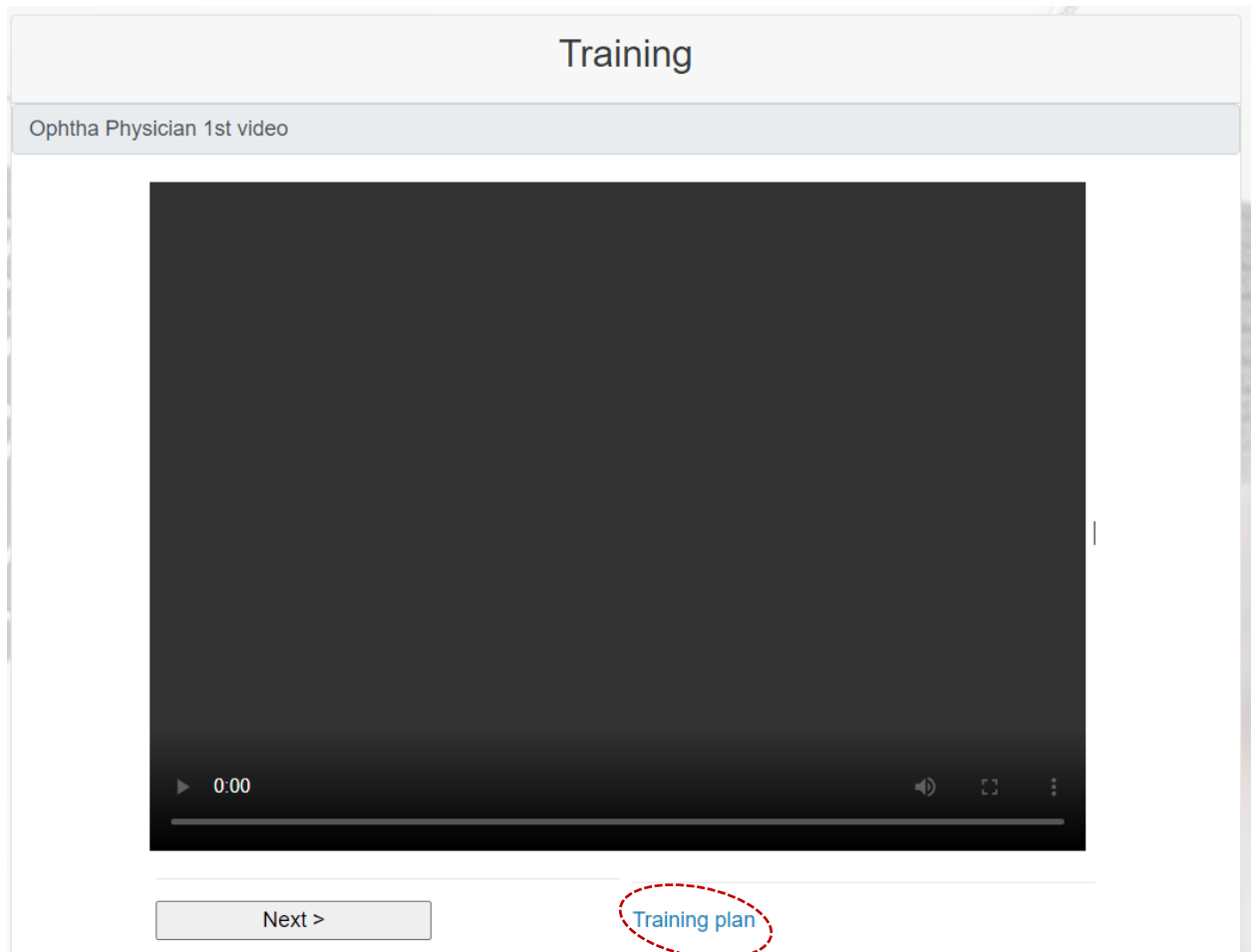
- You can check your request and track by visiting **Requested Courses** in the side menu. So you can see the status for your request as below and press **Select** to start your training video (the select button is enable once s status be “APPROVED”).

The screenshot shows a table titled 'Requested Courses' with the following data:

| Request NO | Course title | Status | Approved Date | |
|------------|-----------------------------|----------|---------------|-----------------------|
| B0000104 | OPHTHA physician | APPROVED | 23/11/2020 | start |
| D0000160 | Quality Orientation Program | OPEN | | start |

- As soon as your **eSiHi** request status “APPROVED” you can start your course any time you want.

- Before you start you can have your **Training Plan** document you will find it at the bottom.



- Press [NEXT](#) to go to the next video in below page.
- As soon as you finish your videos and you get the message the course completed.

Exam

Go to the link in [Exams & Result](#) and you can see the page show you your completed courses to take your Exam as below.

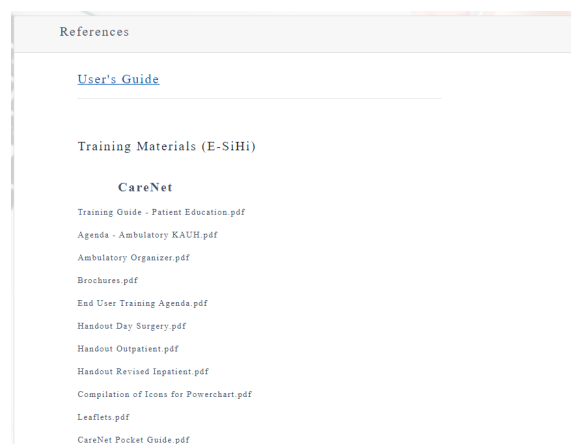
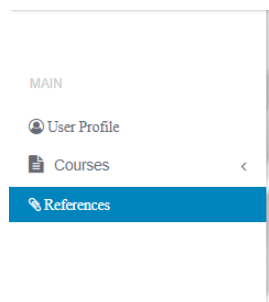
| Exams | | | | | Results | | |
|-------|---------|--------------------|------------|-----------|------------------------|------------------------------|-----------------------|
| #Exam | #course | Duration (minutes) | User ID | Status | Date Completed | Course | |
| 24 | 35 | 9 | 1096860869 | Completed | 11/22/2020 2:01:39 PM | OPHTHA physician | Start |
| 26 | 29 | 18 | 1096860869 | Completed | 11/22/2020 11:14:20 AM | Infection Control (clinical) | Start |

- Press **Start** to take your exam and make sure that you are ready for the Exam. You cannot retake the exam again.

Note:

- Make sure you **close** all any browoses and online pages before you start the Exam.
- You can also reopen the course materiel any time you want before and after the exam.

- Before take your exam, please check references page to check if there is any attached you need to see.



My Results

- Go to the side page and press [Exams & Result](#) you will see your done exam details in Result tab.

| Course Result | |
|--|-----------------------|
| Status | Pass |
| Score | 20 |
| User ID | 1096860869 |
| Total Question | 20 |
| Exam Date | 1/25/2021 12:00:00 AM |
| Exam Mark | 20 |
| Exam Time (min) | 20 |
| Course | ENT 6A physician |
| Pass Mark | 15 |
| Next Result <input type="button" value="Print"/> | |
| ... 4 5 6 7 8 9 10 11 12 13 | |

- If you want to print your certificate from Online Just Press **Print** button.
- An example of QSP & eSiHi Certificates:

Infection Control Department
King Khalid University Hospital
King Saud University Medical City

CERTIFICATE of attendance

THIS CERTIFICATE IS PRESENTED TO

NAME:

ID:

For successfully attended and passed the written exam during Infection Control Department Educational Program



BASIC MANDATORY COURSE

Issued on 11/22/2020 with a passing score 17 from 18
Riyadh, Saudi Arabia

VALID UNTIL : 11/22/2021

Ms. Dinaah Razi Ledwani RN, CIC
Coordinator, Infection Control Department KSUMC

Dr. Fatimah Alkahrani
Head, Infection Control Department KSUMC



Serial No.
44132.67105

Awareness, Knowledge, and Competence are the keys... Infection Control starts with you!

01-10-1528

Serial number _____

Certificate of Completion

This certificate is presented to

To

ID

for successfully completed the

BASIC MANDATORY COURSE



Dr. Najwa Abd Elaziz

Coordinator, Infection Control Department KSC/MC



Mr. Haila AlTahri MSc, SSMT, CPHQM

Head, Infection Control Department KSC/MC



Signed on Date

9/30/2020

Print



Electronic System for Integrated Health Information

Training Plan/Program



This certificate that

To ID

Has successfully completed the requirements
and is therefore entitled to a

Certificate of Completion

for the

PharmNet

Eng. Mervat Al Rassei
KALPHAT Director



Signed on Date
10/4/2020

Print

Note:

If you **Fail** you can not print the Certificate.

Contact Us

- If you have any comment about the website or any issue you want to contact the website team.
- Visit the [Contact Us](#) page and open a Case for you.
- From the page below explain your issue for us. Fill all your correct information and **submit**.

Contact Us

Name

Email

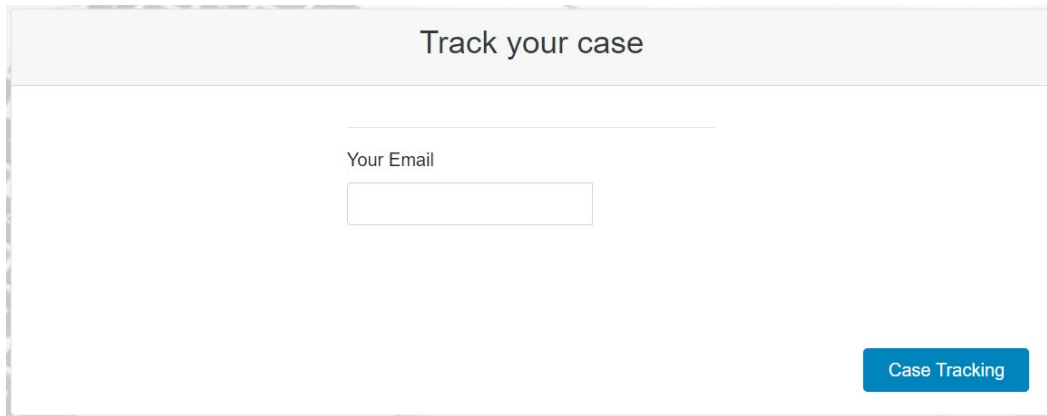
Subject

Message

Submit

Tracking your Case

- To track your Case, go to [Contact Us](#) page and enter your email. To view our Replay to you.

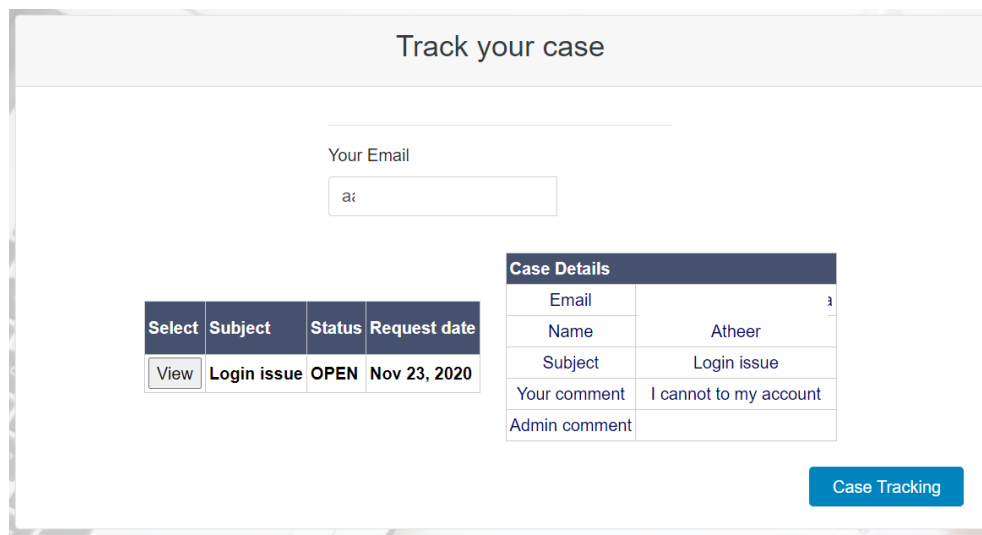


Track your case

Your Email

Case Tracking

- After you Press **Case Tracking** button you case detail will show as below.



Track your case

Your Email

| Select | Subject | Status | Request date |
|----------------------|-------------|--------|--------------|
| View | Login issue | OPEN | Nov 23, 2020 |

Case Details

| | |
|---------------|------------------------|
| Email | |
| Name | Atheer |
| Subject | Login issue |
| Your comment | I cannot to my account |
| Admin comment | |

Case Tracking

- You can see the administrator replay for you if available. And read the comments.