

QMS Platform Navigation

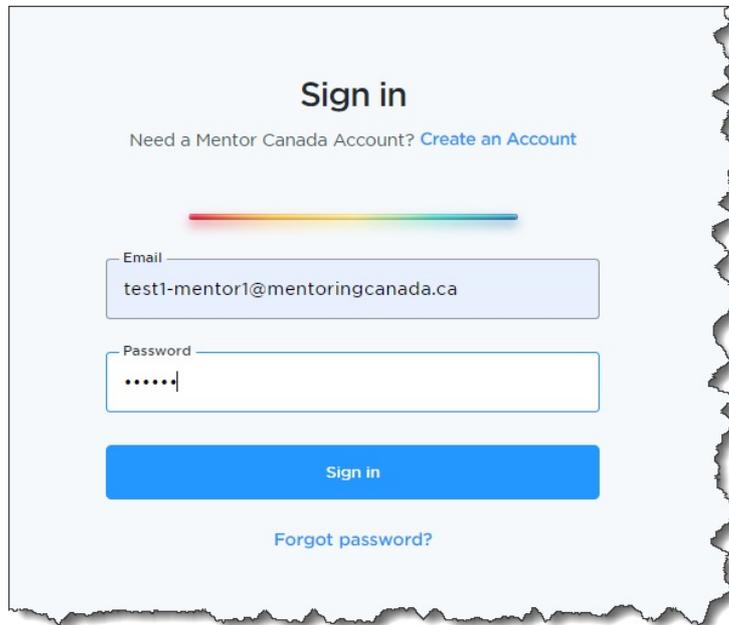
- [Sign in & Sign out](#)
- [Toggle Between the QMS Tools](#)
- [Manage Your Account](#)
- [Change Display Language](#)

Sign in & Sign out

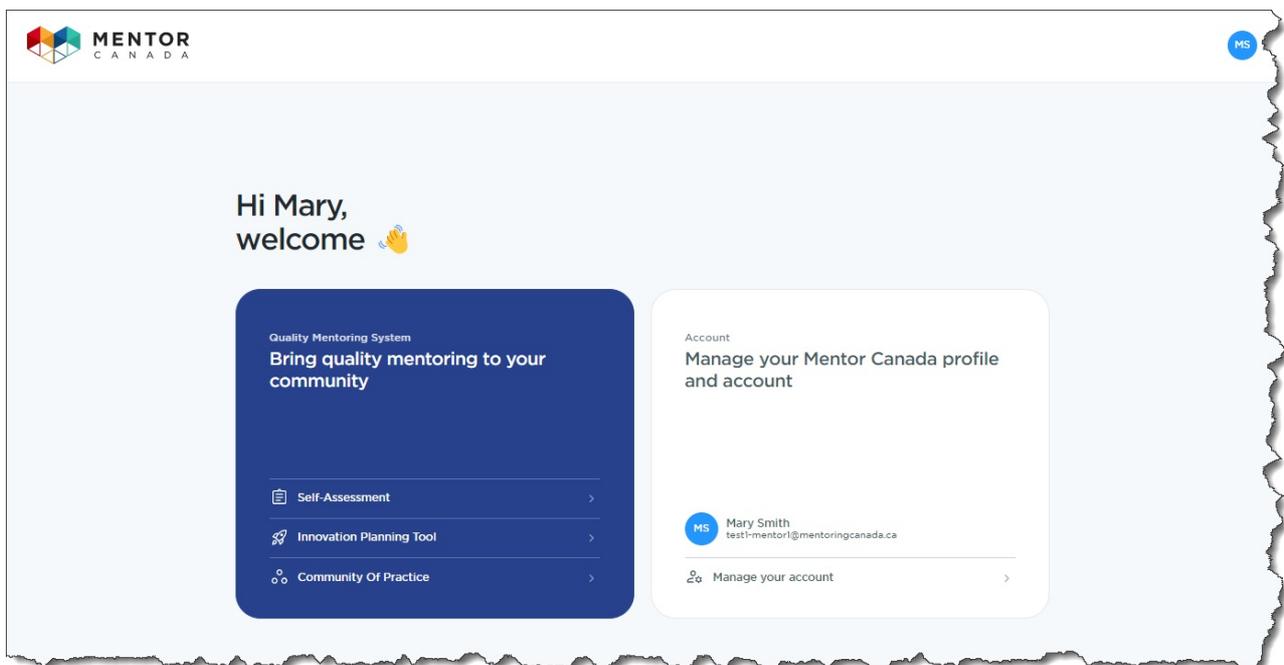
- [Sign In](#)
- [Sign out](#)

Sign in

1.0 To connect to QMS, after creating an account, go to services.qualitymentoring.ca, enter your credentials and click



1.1 You will be brought to your personal dashboard where you can access the different QMS tools and manage your account.

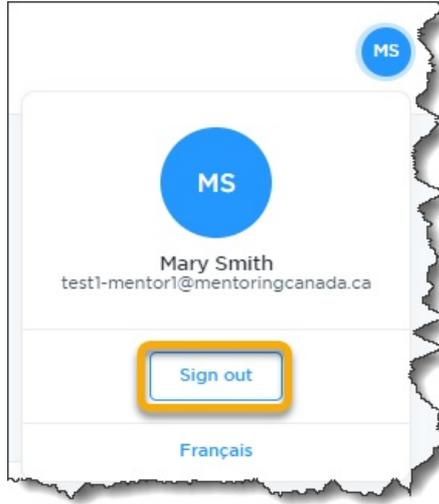


Sign out

2.0 To sign out of any of the QMS tools, look for the circle icon containing your initials at the top right-hand corner of the page. Click the icon.

2.1 This box will open, click

Sign out



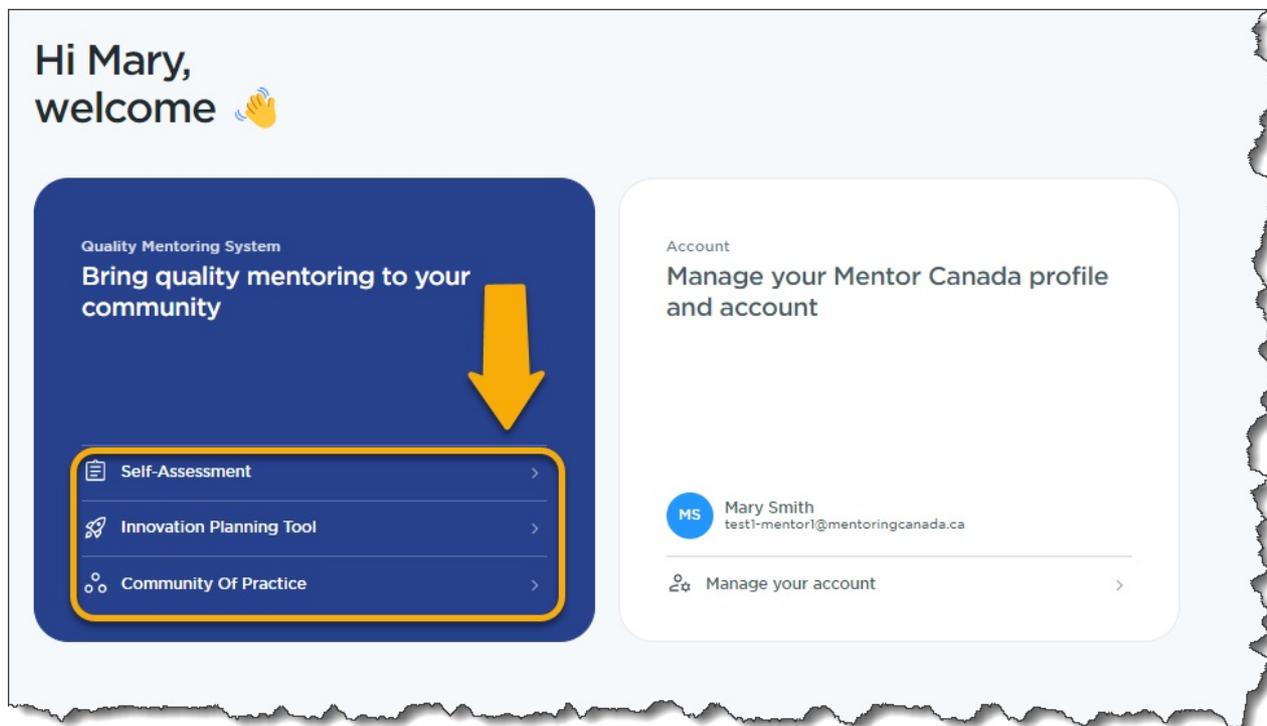
NEXT

Toggle Between the QMS Tools

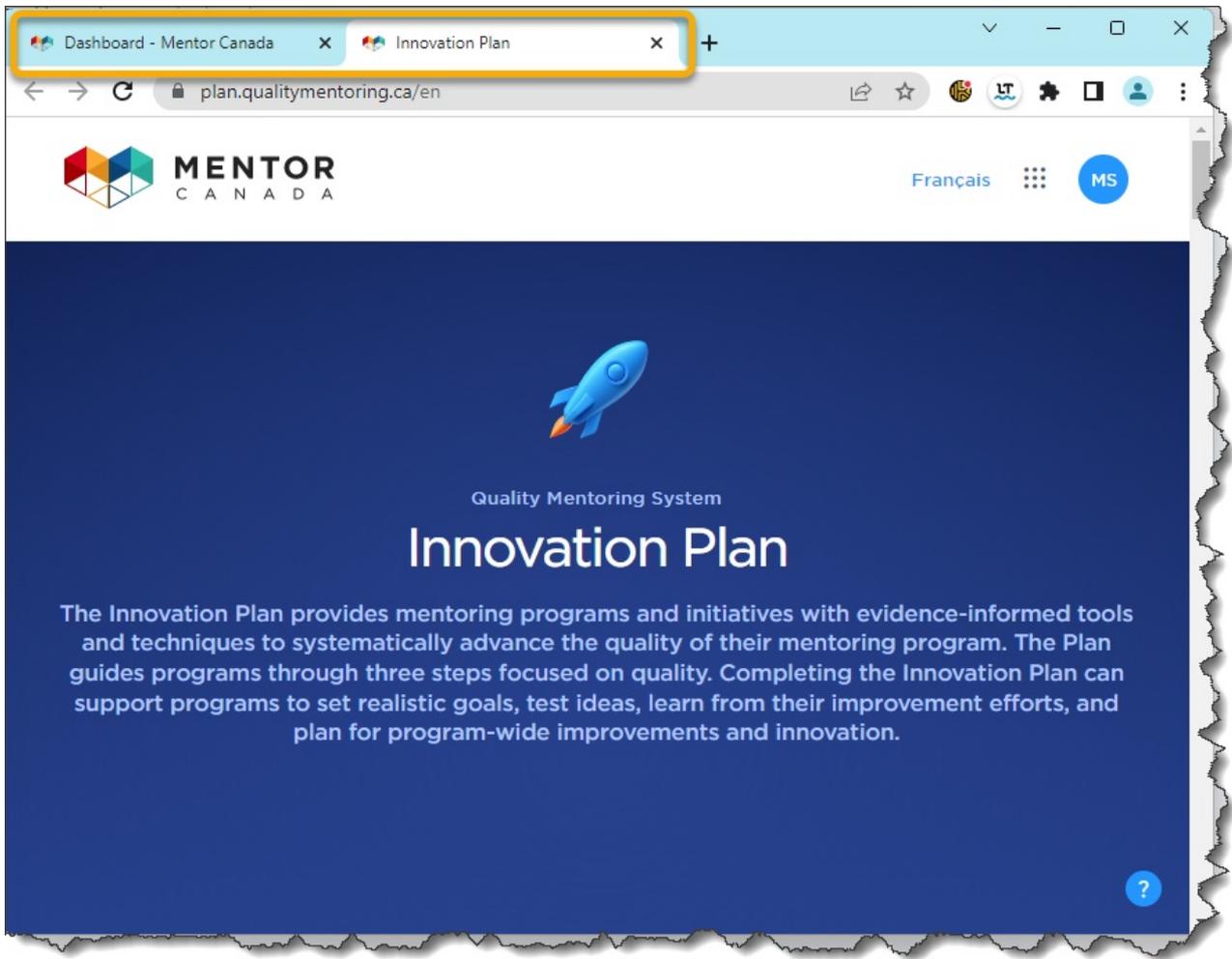
- [From the QMS Dashboard](#)
- [From a Specific Tool Page](#)

From the QMS Dashboard

1.0 To toggle between the different QMS tools from the dashboard, click the tool name from the dark blue box.



1.1 The selected QMS tool will open in a new browser tab. The current QMS Dashboard page will remain open in a separate tab, allowing you to return and click a different tool if needed.

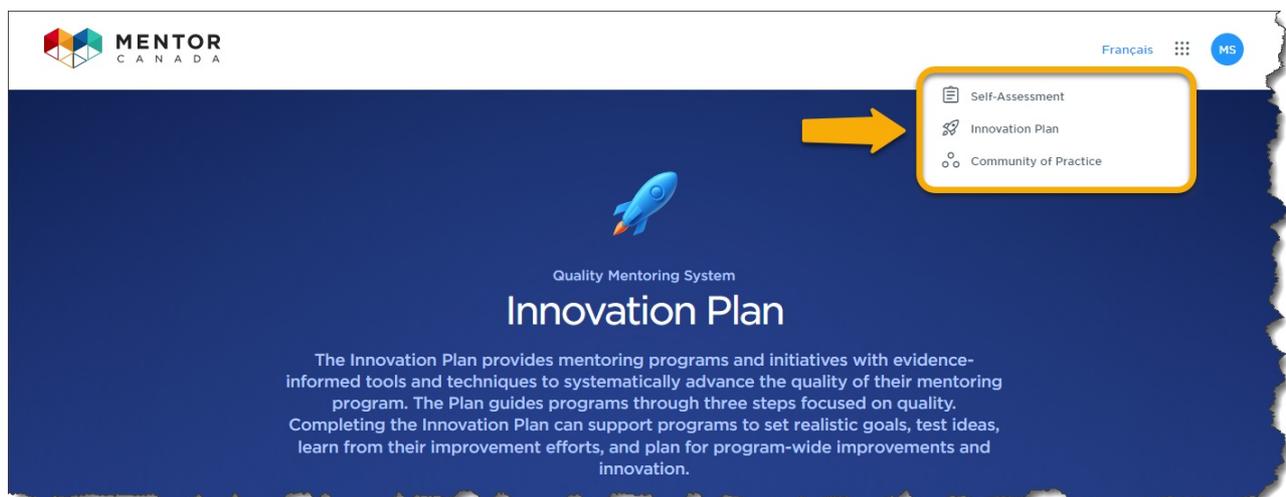


From a Specific Tool Page

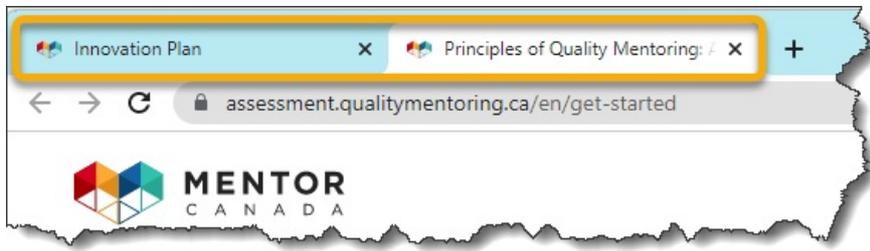
2.0 To toggle between the QMS tools when you already have one of the tool open, click the "App Launcher" icon located at the top right-hand corner.



2.1 This box will come up, giving you the option to click and access another QMS tool.



2.2 The newly selected QMS tool will open in a new browser tab allowing you to toggle between the two open tools.



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Manage Your Account

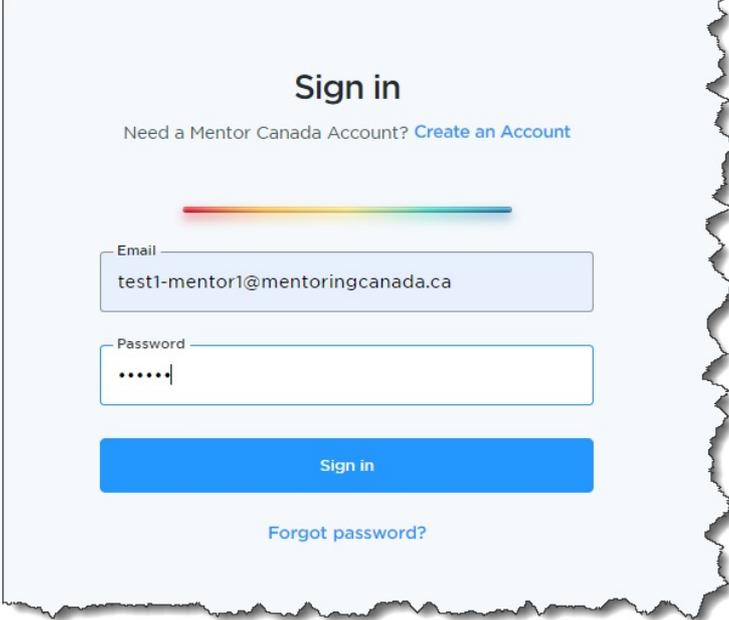
- [Update Your Profile Information](#)

Update Your Profile Information

This function allows you to update your profile information, more specifically:

- First and Last Name
- Preferred Language
- Country of residence
- Province or Territory

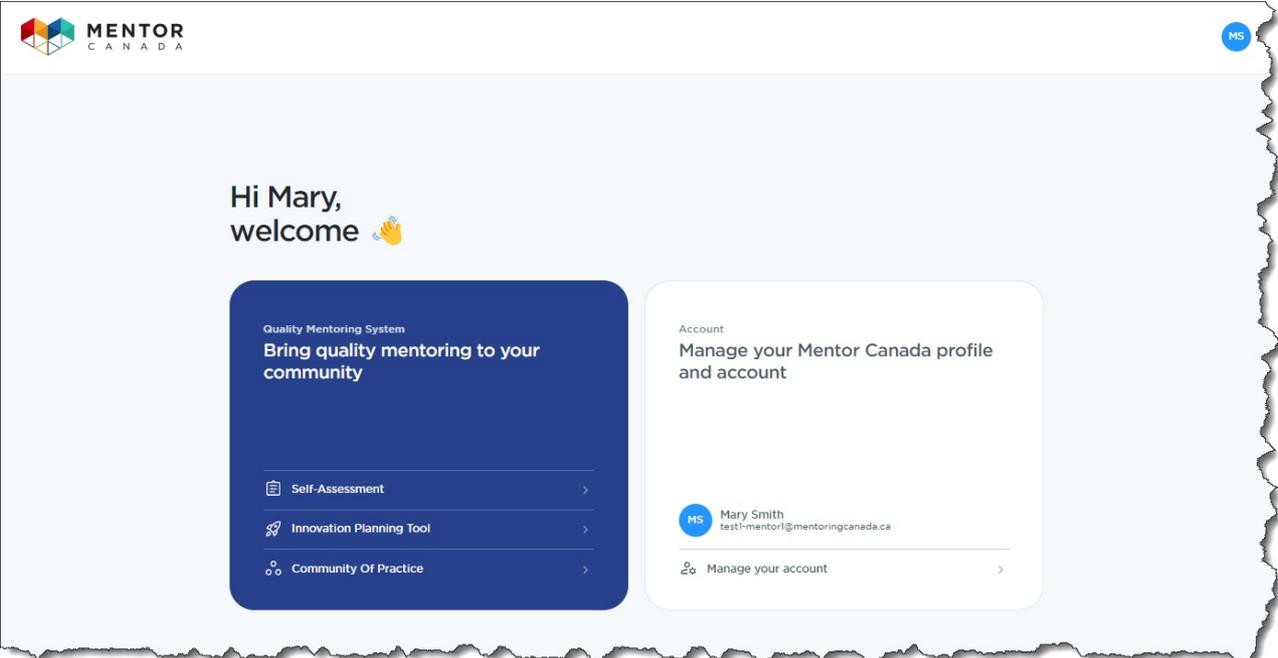
1.0 To manage your account, you need to connect to QMS. Go to services.qualitymentoring.ca, enter your credentials and click 



The screenshot shows a 'Sign in' page with the following elements:

- Header: 'Sign in'
- Text: 'Need a Mentor Canada Account? [Create an Account](#)'
- Decorative: A horizontal rainbow gradient bar.
- Form: An 'Email' field containing 'test1-mentor1@mentoringcanada.ca'.
- Form: A 'Password' field containing six dots.
- Button: A blue 'Sign in' button.
- Text: A blue link for 'Forgot password?'.

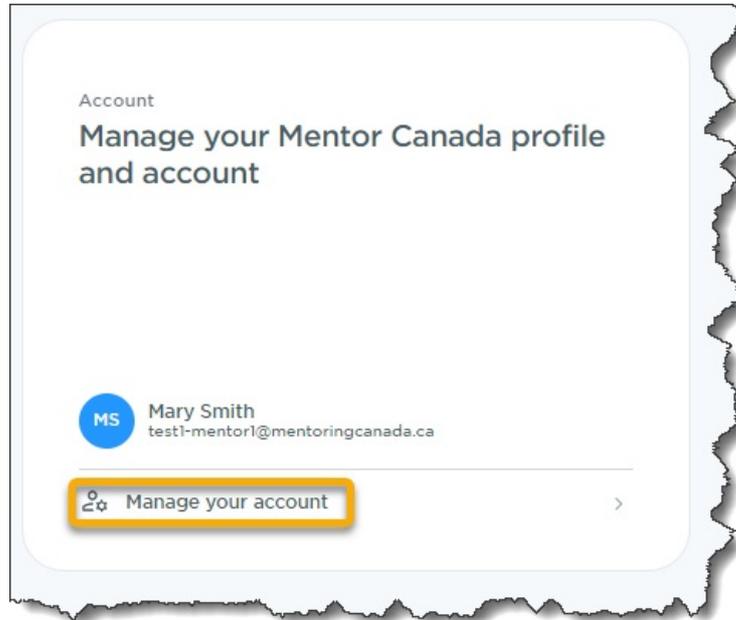
1.1 You will be brought to your personal dashboard where you can access the different QMS tools and manage your account.



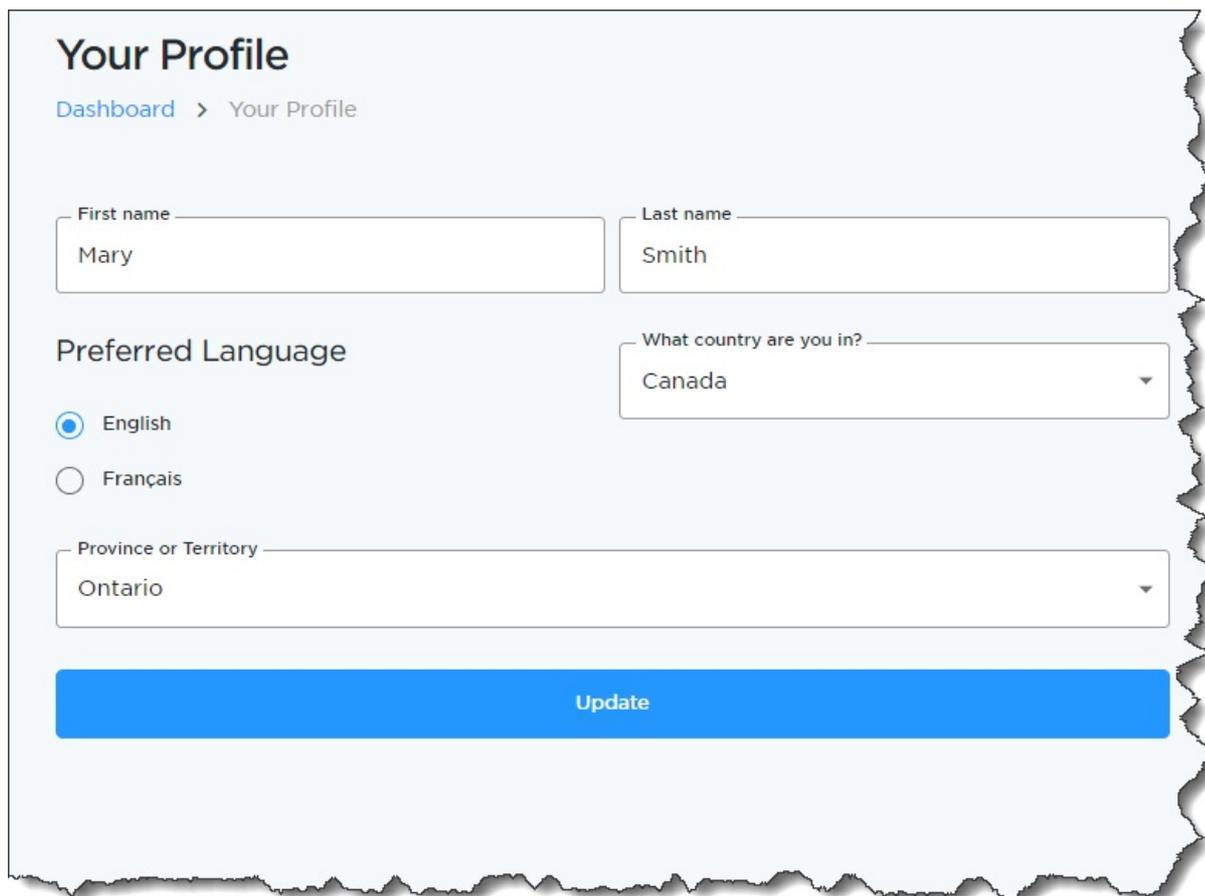
The screenshot shows a personal dashboard with the following elements:

- Logo: 'MENTOR CANADA' in the top left corner.
- User ID: 'MS' in a blue circle in the top right corner.
- Greeting: 'Hi Mary, welcome 🙌'.
- Left Panel (Dark Blue):
 - Section: 'Quality Mentoring System'.
 - Text: 'Bring quality mentoring to your community'.
 - Item 1: 'Self-Assessment' with a right arrow.
 - Item 2: 'Innovation Planning Tool' with a right arrow.
 - Item 3: 'Community Of Practice' with a right arrow.
- Right Panel (White):
 - Section: 'Account'.
 - Text: 'Manage your Mentor Canada profile and account'.
 - User Info: 'Mary Smith' and 'test1-mentor1@mentoringcanada.ca'.
 - Item: 'Manage your account' with a right arrow.

1.2 Click  Manage your account under your name.



1.3 Your profile page will open and from here you can make changes and click



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Change Display Language

- [Change Display Language](#)

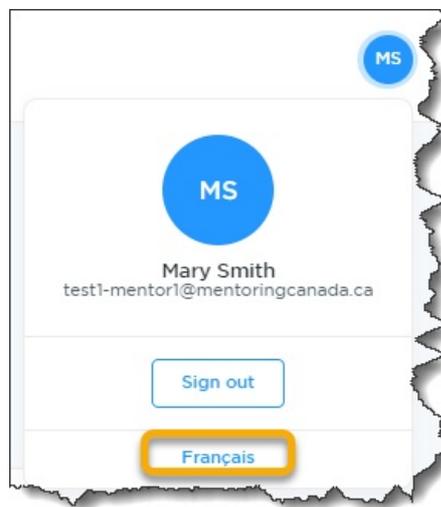
Change Display Language

The QMS system is available in both English and French.

1.0 To change the current displayed language on any of the QMS page, look for the circle icon containing your initials at the top right-hand corner of the page. Click the icon.



1.1 This box will open, click the language to display.



1.2 You can also look for the language toggle button  in the header to switch the language.



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