

QMS Platform Navigation

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- [Change Display Language](#)

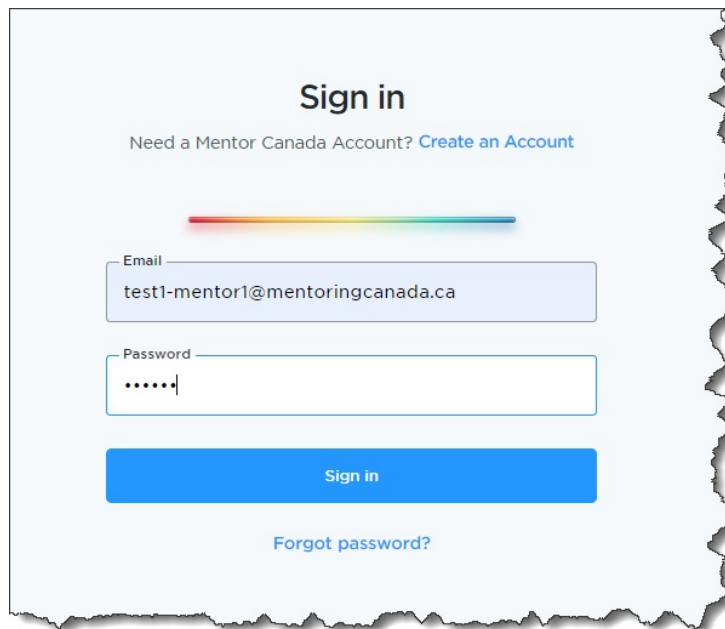
Sign in & Sign out

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

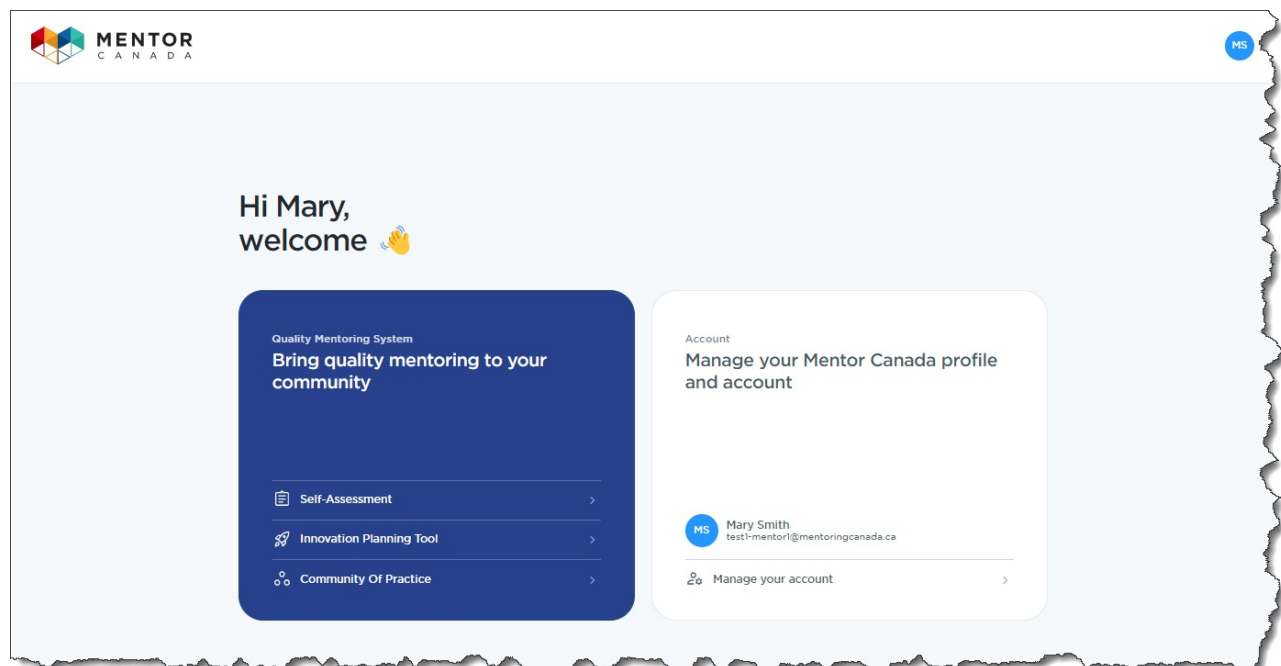
Sign in

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

Sign in

A screenshot of the 'Sign in' form on the Mentor Canada website. The form is titled 'Sign in' and includes a link to 'Create an Account' for users who need a Mentor Canada Account. Below the title is a rainbow-colored horizontal bar. The form contains two input fields: 'Email' with the value 'test1-mentor1@mentoringcanada.ca' and 'Password' with masked characters '.....'. A blue 'Sign in' button is positioned below the password field. At the bottom of the form, there is a link for 'Forgot password?'. The entire form is set against a light blue background with a torn paper effect on the right side.

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

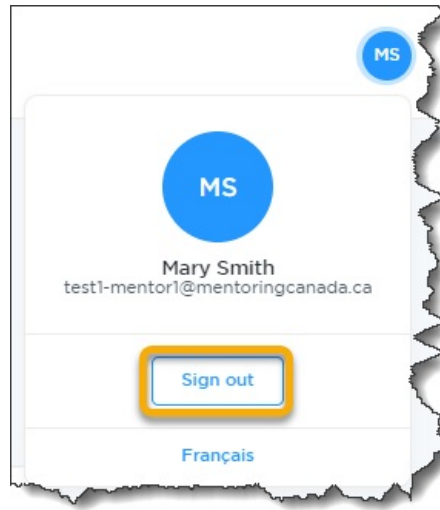
A screenshot of the personal dashboard for Mary Smith. The dashboard features the Mentor Canada logo in the top left corner and a user profile icon in the top right corner. The main content area is divided into two sections. On the left, a dark blue box titled 'Quality Mentoring System' contains the text 'Bring quality mentoring to your community' and a list of three tools: 'Self-Assessment', 'Innovation Planning Tool', and 'Community Of Practice', each with a right-pointing arrow. On the right, a white box titled 'Account' contains the text 'Manage your Mentor Canada profile and account' and a section for the user's profile, which includes the name 'Mary Smith', the email 'test1-mentor1@mentoringcanada.ca', and a 'Manage your account' link with a right-pointing arrow. The dashboard has a light blue background with a torn paper effect on the right side.

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](#)



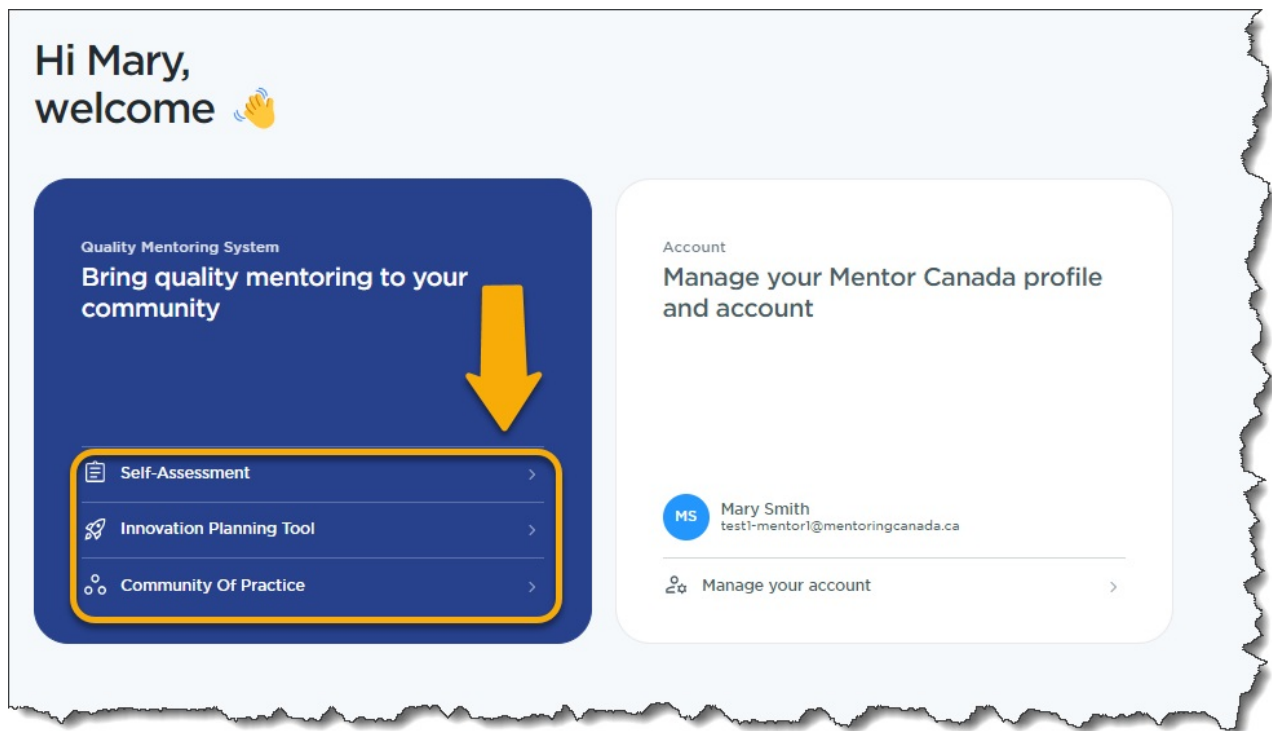
NEXT

Toggle Between the QMS Tools

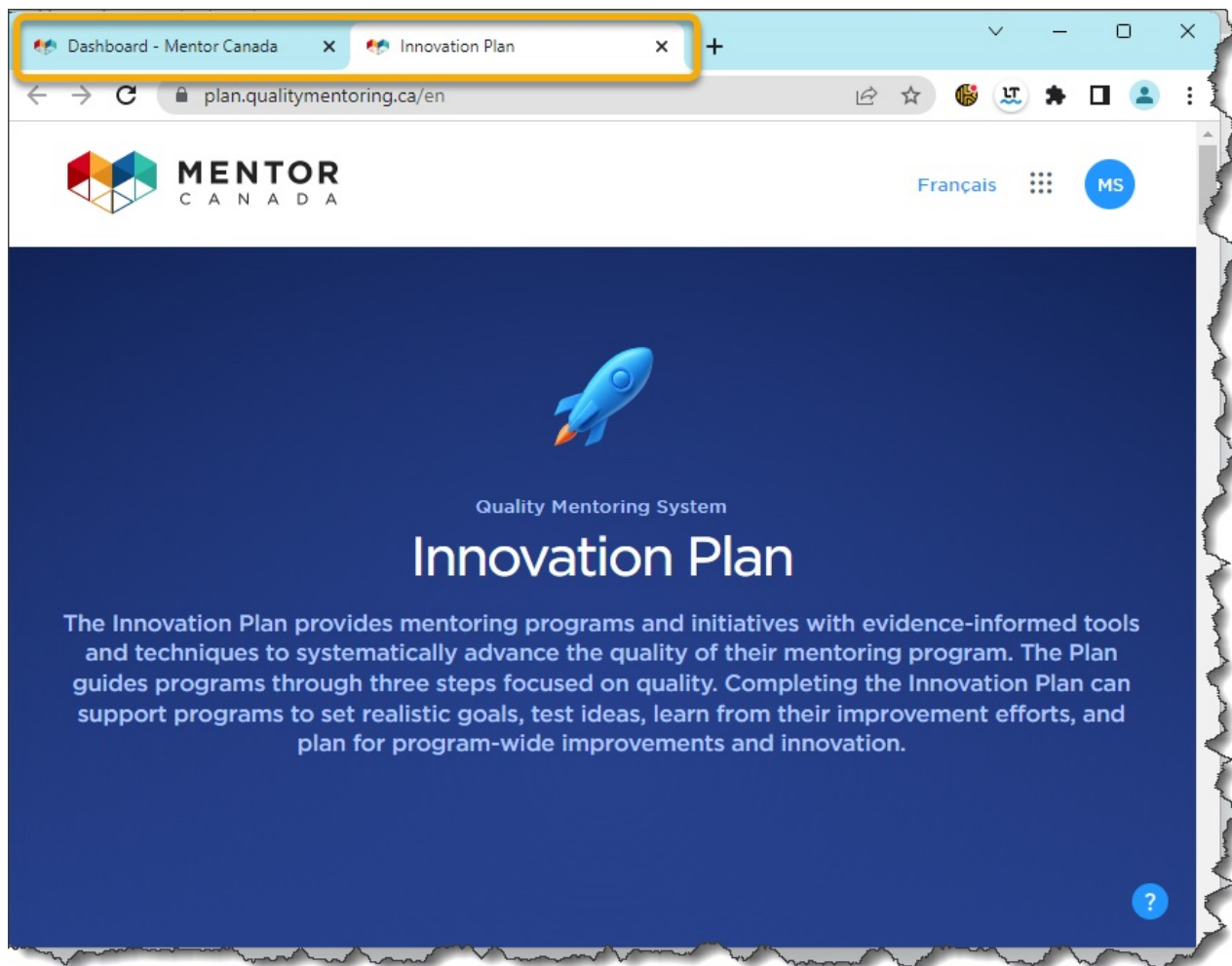
- [From the QMS Dashboard](#)
- [From a Specific Tool Page](#)

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.

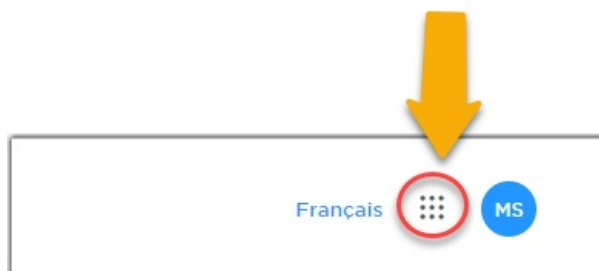


1.1 The selected QMS tool will open in a new browser tab. The current QMS Dashboard page will remain open in a separate tab, allowing you to return and click a different tool if needed.

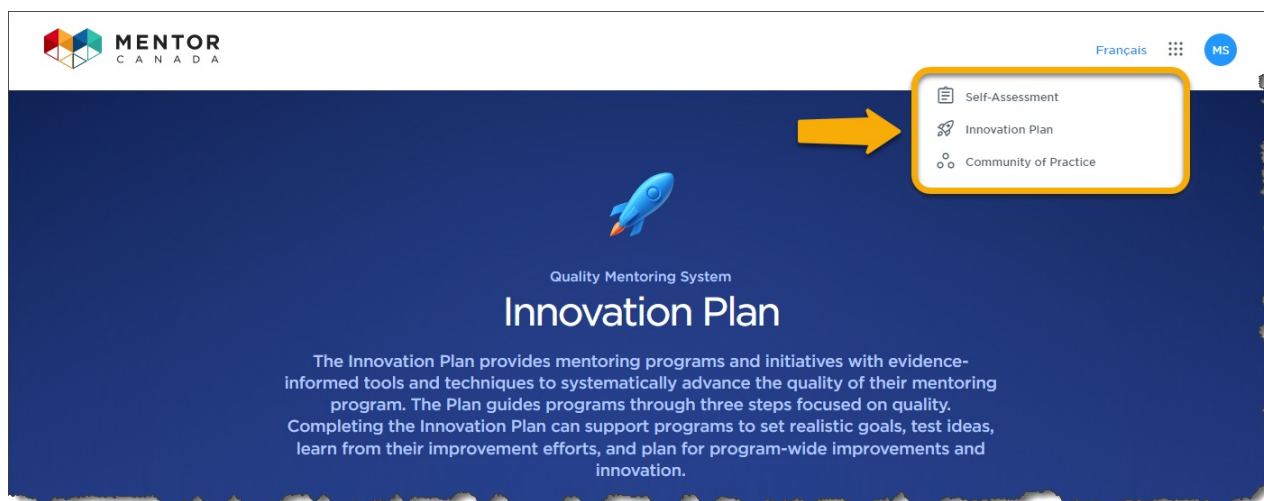


From a Specific Tool Page

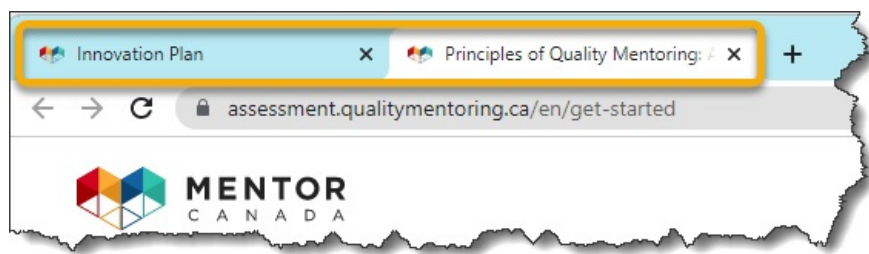
2.0 To toggle between the QMS tools when you already have one of the tool open, click the "App Launcher" icon located at the top right-hand corner.



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.



NEXT

Manage Your Account

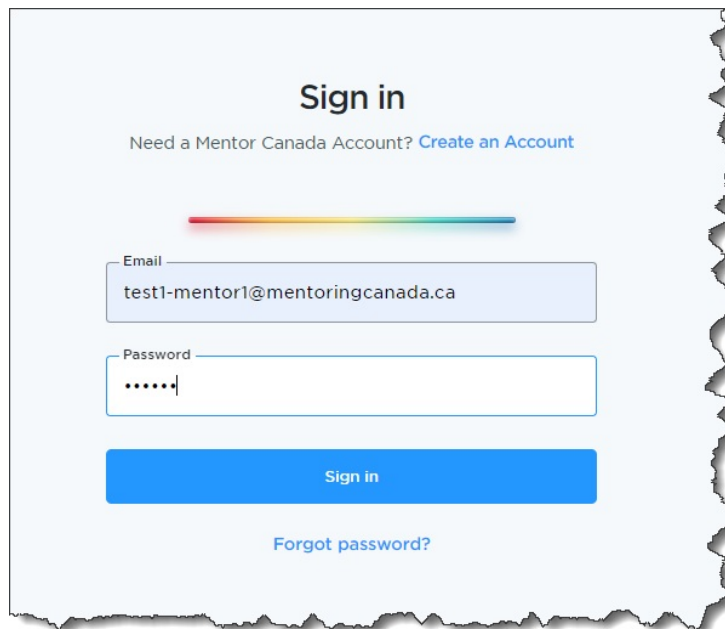
- [Update Your Profile Information](#)

Update Your Profile Information

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

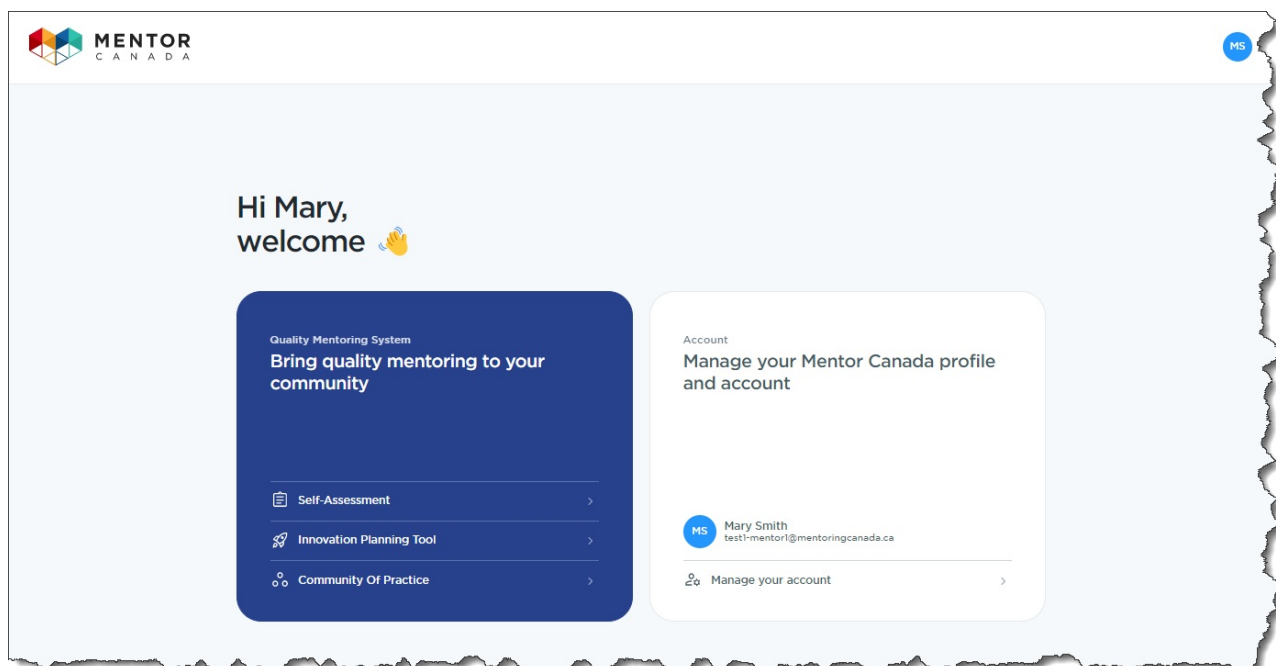
- First and Last Name
- Preferred Language
- Country of residence
- Province or Territory

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




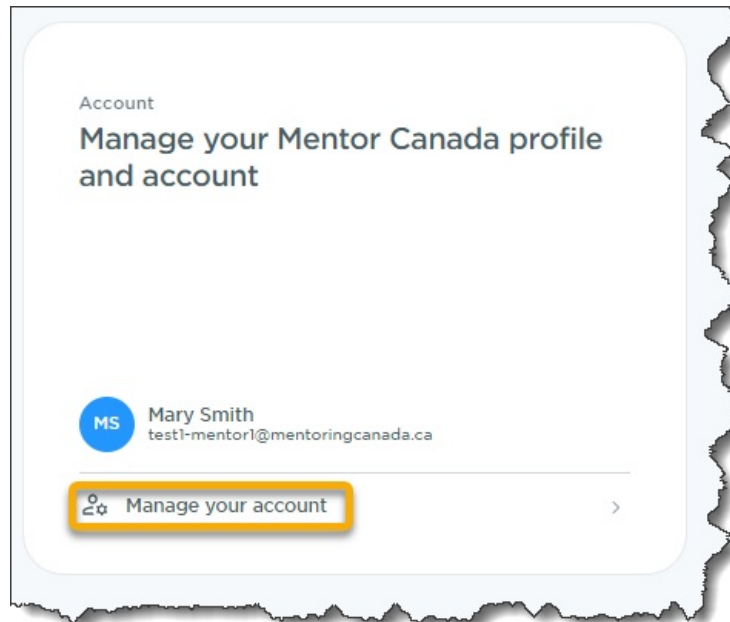
The image shows a 'Sign in' form for a Mentor Canada account. At the top, it says 'Sign in' in bold. Below that, it asks 'Need a Mentor Canada Account?' and provides a link to 'Create an Account'. There is a horizontal rainbow bar. The form has two input fields: 'Email' with the value 'test1-mentor1@mentoringcanada.ca' and 'Password' with masked characters '.....'. Below the fields is a blue 'Sign in' button. At the bottom, there is a 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.



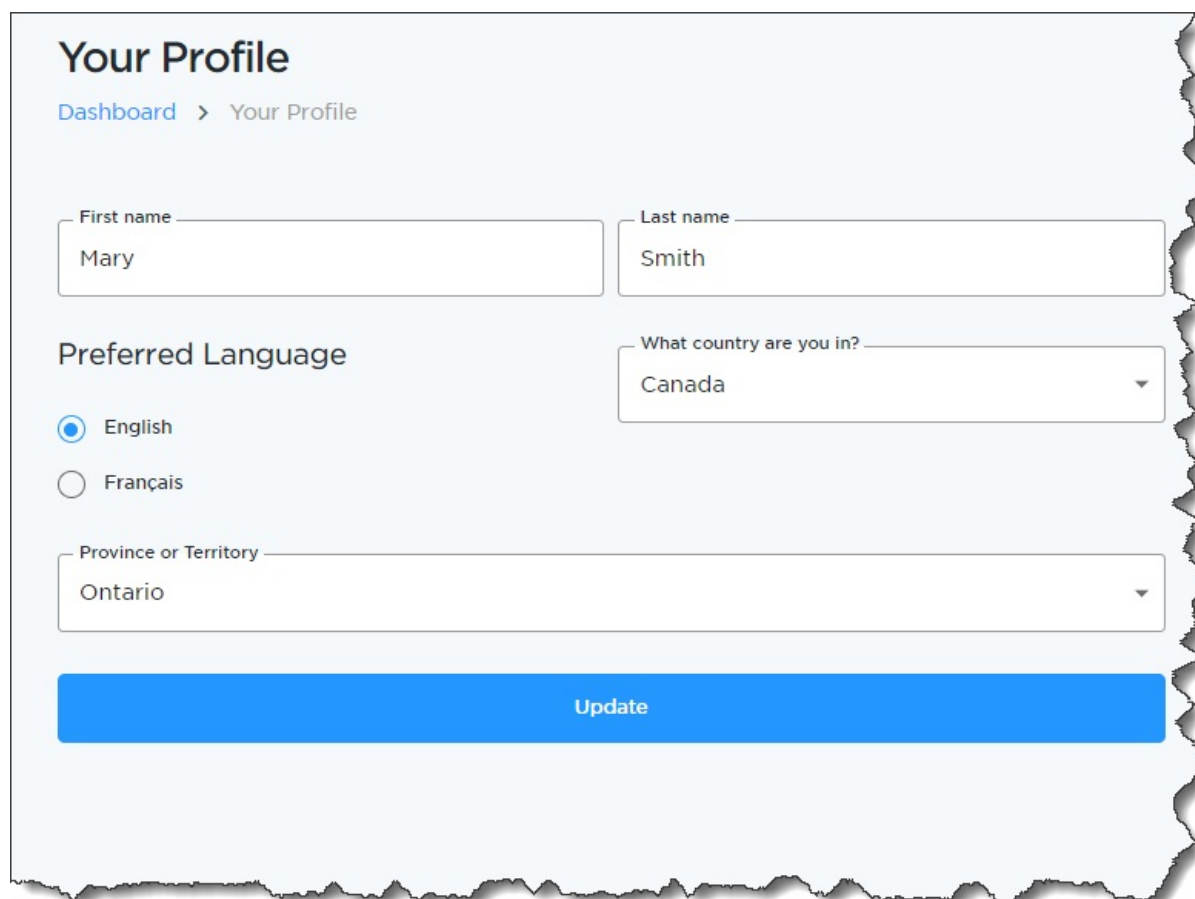
The image shows a personal dashboard for Mary Smith. At the top left is the 'MENTOR CANADA' logo. At the top right is a blue circular profile icon with 'MS'. The main content area has a light blue background. On the left, there is a dark blue box titled 'Hi Mary, welcome' with a hand icon. Below this, there is a section titled 'Quality Mentoring System' with the subtitle 'Bring quality mentoring to your community'. It lists three items: 'Self-Assessment', 'Innovation Planning Tool', and 'Community Of Practice', each with a right arrow. On the right, there is a white box titled 'Account' with the subtitle 'Manage your Mentor Canada profile and account'. It shows the user's name 'Mary Smith' and email 'test1-mentor1@mentoringcanada.ca'. Below this, there is a link '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

Update

A screenshot of a web page titled "Your Profile". Below the title is a breadcrumb trail: "Dashboard > Your Profile". The page contains several form fields: "First name" with the value "Mary", "Last name" with the value "Smith", "Preferred Language" with radio buttons for "English" (selected) and "Français", "What country are you in?" with a dropdown menu showing "Canada", and "Province or Territory" with a dropdown menu showing "Ontario". At the bottom of the form is a large blue button labeled "Update".

NEXT

Change Display Language

- [Change Display Language](#)

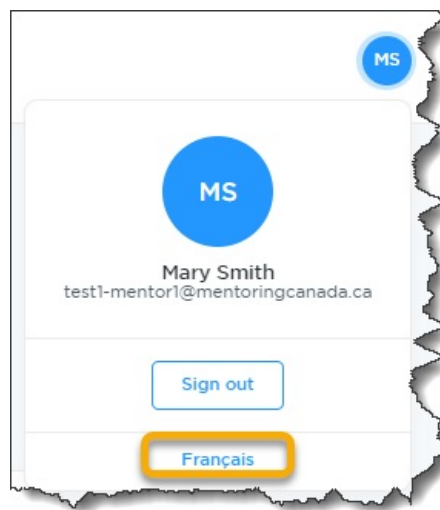
Change Display Language

i 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 **FR** in the header to switch the language.



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