



SYMPLR PERFORMANCE

Training portal guide



Samaritan
Health Services



Step 1

From the SHS Insider page, click on **Performance** in the right navigation bar.

The screenshot shows the SHS Insider website interface. At the top, there is a navigation bar with the following items: SHS Insider, Departments, Operations, Employees, Service Requests, Role-Based, and Focus Links. Below the navigation bar is a large banner image of a Ferris wheel with the text "Join Us for Some Fun at the Fair — Our Treat!". To the right of the banner is a sidebar with a "11 Days Since Last Serious Safety Event" notification and a list of navigation links: RLDatix Event Reporting, EthicsPoint Compliance & Privacy, Kronos (UKG), PeopleSoft, Performance (highlighted with a red arrow), and Policies, Procedures & Documents.

Step 2

Click on **Performance**, using your employee ID number to login.

The screenshot shows the Performance login page. The page has a navigation bar with "Performance", "Home", "SHS Insider", and "Site contents". The main content area is divided into two sections. The left section features a background image of a desk with a laptop, a blue surgical mask, and a pencil holder, with the text "Performance" and "Use your employee # for login" below it. The right section has a blue background with yellow paper airplanes and the text "Help Guides". Below this is a yellow section with four green checkmarks and a red target icon, with the text "Education Grids" below it.



Step 3

Click on **Register**.



Samaritan Health Services

Log In →



[Register](#) | [Trouble logging in?](#) ▾

Step 4

Enter **Employee ID** number (located on the back of your badge), then **Next**.



Please enter your employee ID.



Back

Next







Step 5


Create a password, choose security questions, then **Next**.

Your **Username** is your employee number located on the back of your ID badge.





Welcome, [Not you?](#)
Please fill out the following to register as a new user.


Username 


Password 
! Password must be between 8-20 characters long
! Password must have at least one number
✓ Password cannot match your 3 most recent passwords.


Confirm Password

Please select questions from the dropdown list. Please note that security question answers are case sensitive. 

Question 1 

Question 2 

Question 3 




Step 6

Click **Login**.





Step 7


Enter your **Username** and **Password**, then **Log In**.
Your username is your employee ID number.

 PERFORMANCE

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Username 

Password 

Log In 

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Step 8

Once you're logged in, click on Learning Assignments and begin your orientation.

