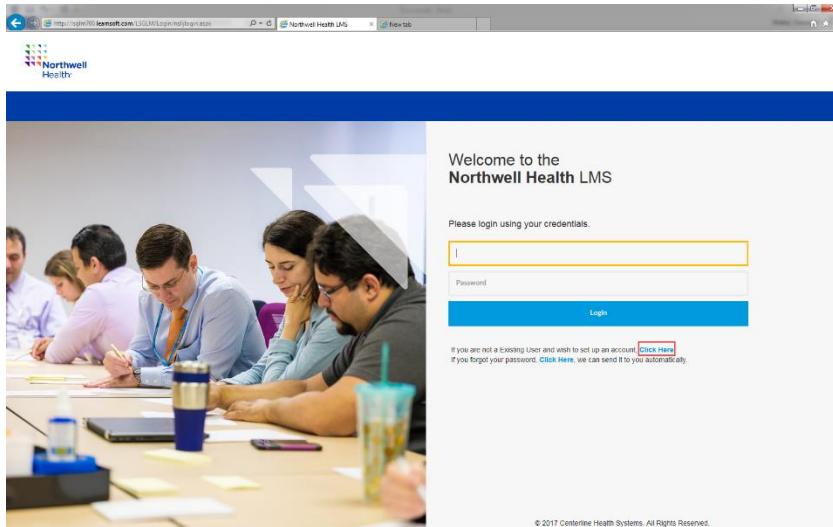


## iLearn Guest Access and Enrollment Instructions

**\*\*\* IF YOU ARE PRESENTLY A NORTHWELL EMPLOYEE PLEASE USE YOUR EXISTING NORTHWELL ACCOUNT AND REGISTER FOR THE FOLLOWING BUNDLE \*\*\***

1. Click here to access iLearn. <http://lsglm700.learnsoft.com/LSGLM/Login/nsljlogin.aspx>
2. Click on the link that states click here if you wish to set up an account.

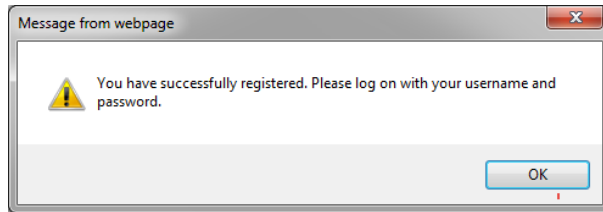


3. **ONLY complete the fields in Red.** Select **Institute for Nursing** as the **Division**. Be sure to remember your User Name and Password, which will be used for all future Nursing requirements. Click Save (upper right corner) when done.

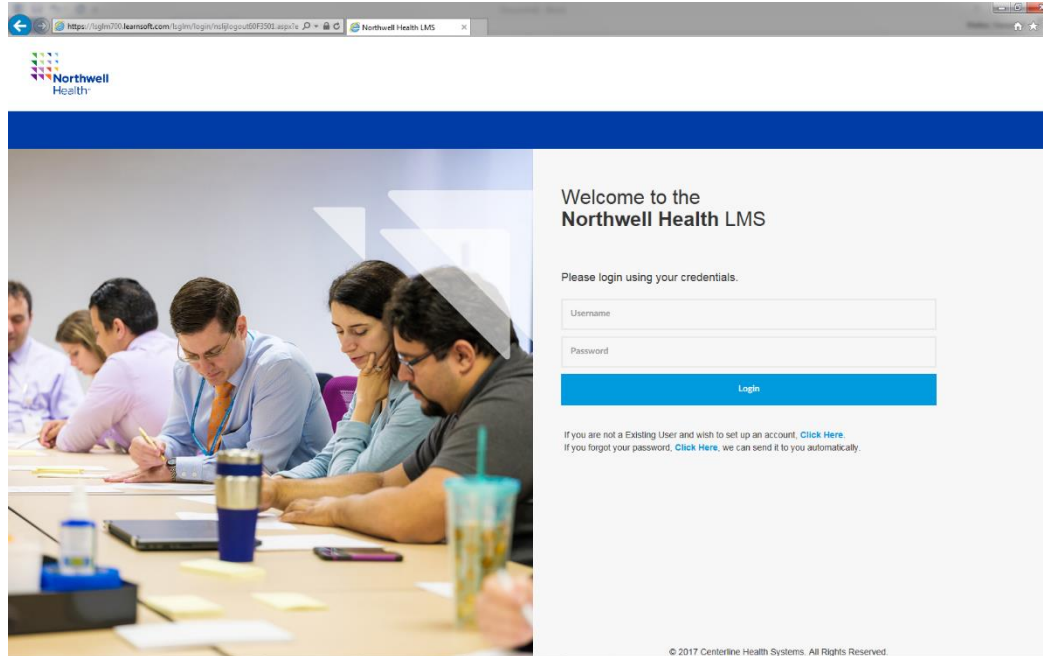
A screenshot of a web browser showing the "NEW USER" registration form. The form is titled "NEW USER" and has a "Save" button in the top right corner. The form is divided into two main sections: "User Details" and "Registration Information". The "User Details" section includes fields for Salutation, First Name, Last Name, Middle Name, E-Mail Address, Home Address, City, State (with a dropdown menu and a ZIP code field), Country (set to "United States Of America"), Home Phone Number, and Cell Phone Number. The "Registration Information" section includes fields for Division (dropdown menu), Credential Type (dropdown menu), Degree Type (radio buttons for Certifications and Diplomas, Associates Degree, Bachelors Degree, Masters Degree, and Doctorate Degree), Last 4 Digits of SSN, License #, Employer/School (If Applicable), If in clinical placement at NSLJ, which site?, Date of Birth, Language (dropdown menu), User Name, Password, and Confirm Password. The fields for First Name, Last Name, E-Mail Address, Home Address, City, State, and Language are highlighted in red.

## iLearn Guest Access and Enrollment Instructions

4. You will receive a message that your account was successfully created.



5. Log into iLearn with the User Name and Password you just created.



## iLearn Guest Access and Enrollment Instructions

- Click on the Search tab.

The screenshot shows the iLearn User Dashboard. The navigation menu at the top includes Overview, Profile, Search (highlighted with a red box), Analytics, and Help. The dashboard displays various statistics: Upcoming Courses (0 Online / 0 Classroom, 0 Course(s) in Progress), Completed Courses (0 Online / 0 Classroom / 0 Others, Print Transcripts Report), Past Due (0), Hours in Training (0 Online / 0 Classroom), Certifications (0 Due Soon / 0 Overdue), Total Credits (0 Hours / 0 Units / 0 Others), Incomplete Evaluations (0), and Printable Certificates (0). A green thumbs-up icon and the text "You are up to date!" are visible. A calendar for June 2018 is shown on the right. At the bottom, there is a "My Task" section with a dropdown menu set to "Courses" and an "Actions" button.

- Select Certification, type Nursing Student in the Search field then click Search. The Nursing Student/Faculty Educational Requirement Certification will be listed on the right of your screen. Click on Details.

The screenshot shows the iLearn search results page. The search criteria are: 1. Certification (selected), 2. Nursing Student (entered in the search field), 3. Search (clicked). The results show: 4. Nursing Student/Faculty Educational Requirements (Type: Certification - Duration: 365, Description: 0 0 0), 5. Details (clicked). The page also includes a "Criteria" section with "Calendar View" and "Result" tabs, and a "Learning Object Name" dropdown menu.

## iLearn Guest Access and Enrollment Instructions

8. Click Select All and then click Enroll. You will then be enrolled into the 6 modules below.

The screenshot shows the 'Certification Details' window. At the top, there is a 'Certification Info' section with a file upload area containing 'Multiple User Upload (.xls)', 'Choose File', and 'No file chosen'. Below this, the certification is identified as 'Nursing Student/Faculty Educational Requirements'. To the right of this text are two buttons: 'ENROLL' (highlighted with a red box and a red circle with the number 2) and 'ENROLL ATTENDEES'. Below the 'ENROLL' button is another set of buttons: 'Select All' (highlighted with a red box and a red circle with the number 1) and 'Unselect All'. The main content area lists six courses, each with a radio button and a 'View: Online' link:

- Course Name : Sunrise Order Entry for Nurses (Optional)  View: Online
- Course Name : Bar Code Medication Administration (BCMA) in Sunrise (Optional)  View: Online
- Course Name : Vital Signs Intake and Output in Sunrise (Optional)  View: Online
- Course Name : How to Print Your Transcript in iLearn (Required)  View: Online
- Course Name : 2019 Nursing Student/Faculty Educational Module (Required)  View: Online
- Course Name : 2019 HIPAA Confidentiality Agreement (Required)  View: Online

9. You will get a confirmation that you have been enrolled. If you have already taken the Sunrise Courses, you do not need to retake them, you will receive a red enrollment error message.

The screenshot shows the 'Certification Details' window with a list of six successful enrollment confirmations, each preceded by a green square icon:

- Walker, Vaneeta has been successfully enrolled., Course Name - Sunrise Order Entry for Nurses
- Walker, Vaneeta has been successfully enrolled., Course Name - Bar Code Medication Administration (BCMA) in Sunrise
- Walker, Vaneeta has been successfully enrolled., Course Name - Vital Signs Intake and Output in Sunrise
- Walker, Vaneeta has been successfully enrolled., Course Name - How to Print Your Transcript in iLearn
- Walker, Vaneeta has been successfully enrolled., Course Name - 2019 Nursing Student/Faculty Educational Module
- Walker, Vaneeta has been successfully enrolled., Course Name - 2019 HIPAA Confidentiality Agreement

## iLearn Guest Access and Enrollment Instructions

10. To begin your courses, click on the Overview tab. You will see the courses listed under your Task list. Click the launch icon to begin your courses. Some courses have a post test, some have an evaluation. Be sure to complete the post test/evaluation in order to be marked as complete.

### My Task

Displaying **Courses**

Course

<b>2019 HIPAA Confidentiality Agreement</b> - Enrollment Type : Certification: Nursing Student/Faculty Educational Requirements	Online <b>Launch</b> Evaluation  Unenroll
<b>2019 Nursing Student/Faculty Educational Module</b> - Enrollment Type : Certification: Nursing Student/Faculty Educational Requirements	Online <b>Launch</b> Unenroll
<b>How to Print Your Transcript in iLearn</b> - Enrollment Type : Certification: Nursing Student/Faculty Educational Requirements	Online <b>Launch</b> Unenroll
<b>Vital Signs Intake and Output in Sunrise</b> - Enrollment Type : Certification: Nursing Student/Faculty Educational Requirements	Online <b>Launch</b> Unenroll
<b>Bar Code Medication Administration (BCMA) in Sunrise</b> - Enrollment Type : Certification: Nursing Student/Faculty Educational Requirements	Online <b>Launch</b> Unenroll
<b>Sunrise Order Entry for Nurses</b> - Enrollment Type : Certification: Nursing Student/Faculty Educational Requirements	Online <b>Launch</b> Unenroll