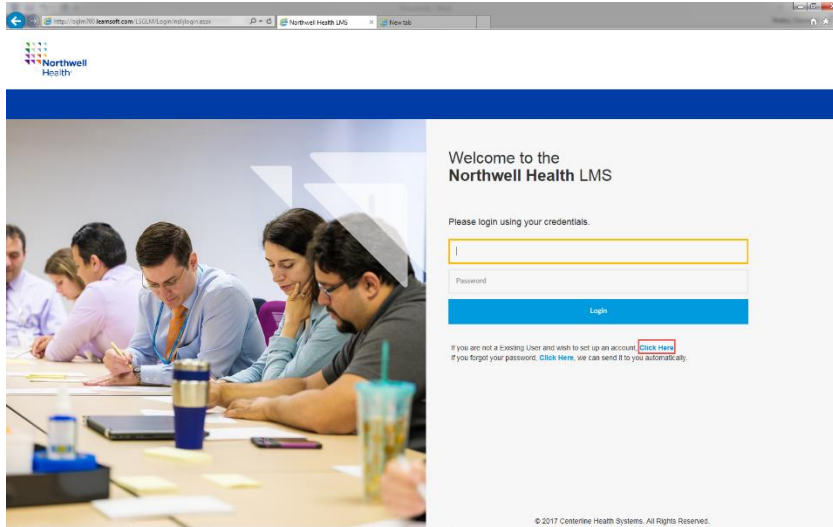


iLearn Guest Access and Enrollment Instructions

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

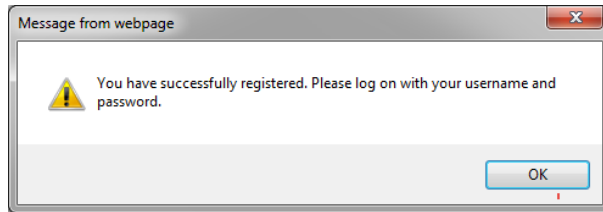


3. Complete all of the fields in Red. Be sure to remember your User Name and Password. Click Save (upper right corner) when done.

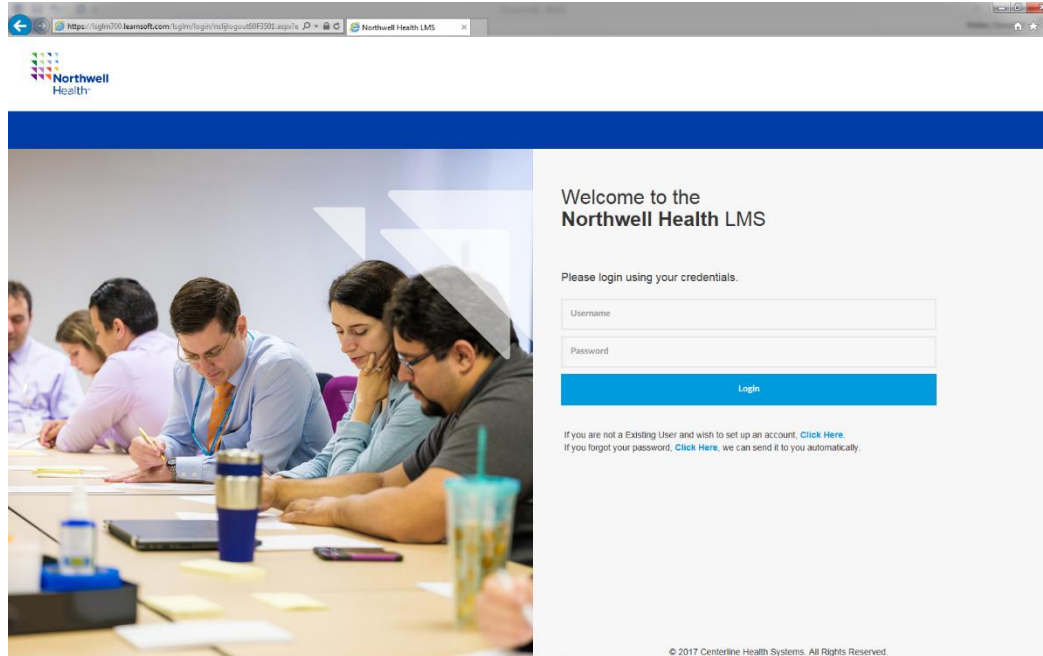
A screenshot of a web browser displaying the "NEW USER" registration form. The form is titled "NEW USER" and has a "Save" button in the upper right corner. The form is divided into two main sections: "User Details" and "Registration Information". The "User Details" section includes fields for Salutation,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

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

6. Click on the Search tab.

The screenshot shows the iLearn User Dashboard. The 'Search' tab in the top navigation bar is highlighted with a red box. The dashboard displays various statistics: Upcoming Courses (0 Online / 0 Classroom), Completed Courses (0 Online / 0 Classroom / 0 Others), 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 calendar for June 2018 is visible on the right, and a thumbs-up icon with the text 'You are up to date!' is in the center. The 'My Task' section at the bottom shows 'Displaying Courses' and an 'Actions' button.

7. 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 search results page. The 'Certification' radio button in the 'Course Type' section is selected and numbered 1. The search field contains 'Nursing Student' and is numbered 2. The 'Search' button is numbered 3. The search results list 'Nursing Student/Faculty Educational Requirements' with details: Type: Certification - Duration: 365, Description: 0 0 0. This result is numbered 4. The 'Details' button for this result is numbered 5. The 'Learning Object Name' section is also visible.

iLearn Guest Access and Enrollment Instructions

8. Click Select All and then click Enroll. You will then be enrolled into the 5 modules below.

CERTIFICATION DETAILS

▼ CERTIFICATION INFO

Certification : Nursing Student/Faculty Educational Requirements

[Select All](#) [Unselect All](#) [ENROLL](#)

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 : Nursing Student/Faculty Educational Module (Required)
 [View: Online](#)

Course Name : 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.

CERTIFICATION DETAILS

■ 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 - Nursing Student/Faculty Educational Module
■ Walker Vaneeta has been successfully enrolled., Course Name - HIPAA Confidentiality Agreement

▼ CERTIFICATION INFO

Certification : Nursing Student/Faculty Educational Requirements

[Select All](#) [Unselect All](#) [ENROLL](#)

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 : Nursing Student/Faculty Educational Module (Required)
 [View: Online](#)

Course Name : HIPAA Confidentiality Agreement (Required)
 [View: Online](#)

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.

The screenshot shows the iLearn user dashboard. At the top, there is a navigation bar with the 'Overview' tab highlighted. Below this is the 'User Dashboard' section, which includes several statistics cards: 'Upcoming Courses' (5 Online / 0 Classroom), 'Completed Courses' (0 Online / 0 Classroom / 0 Others), 'Past Due' (0), 'Hours in Training' (0 Online / 0 Classroom), 'Certifications' (5 Due Soon / 0 Overdue), 'Total Credits' (0 Hours / .0 Units / .0 Others), 'Incomplete Evaluations' (1), and 'Printable Certificates' (0). A calendar for June 2018 is also visible, with a yellow hand icon indicating that some items are due soon. Below the dashboard is the 'My Task' section, which displays a list of courses with their enrollment dates and launch icons. The 'Launch' icon for the first course is highlighted with a red box.

User Dashboard Statistics:

- Upcoming Courses: 5 Online / 0 Classroom
- Completed Courses: 0 Online / 0 Classroom / 0 Others
- Past Due: 0
- Hours in Training: 0 Online / 0 Classroom
- Certifications: 5 Due Soon / 0 Overdue
- Total Credits: 0 Hours / .0 Units / .0 Others
- Incomplete Evaluations: 1
- Printable Certificates: 0

My Task List:

Course	Enrollment Type	Enrolled Date	Launch	Evaluation	Unenroll
HIPAA Confidentiality Agreement	Nursing Student/Faculty Educational Requirements	6/22/2018 5:17:22 PM	Online		
Nursing Student/Faculty Educational Module	Nursing Student/Faculty Educational Requirements	6/22/2018 5:17:21 PM	Online		
Vital Signs Intake and Output in Sunrise	Nursing Student/Faculty Educational Requirements	6/22/2018 5:17:21 PM	Online		
Bar Code Medication Administration (BCMA) in Sunrise	Nursing Student/Faculty Educational Requirements	6/22/2018 5:17:20 PM	Online		
Sunrise Order Entry for Nurses	Nursing Student/Faculty Educational Requirements	6/22/2018 5:17:20 PM	Online		