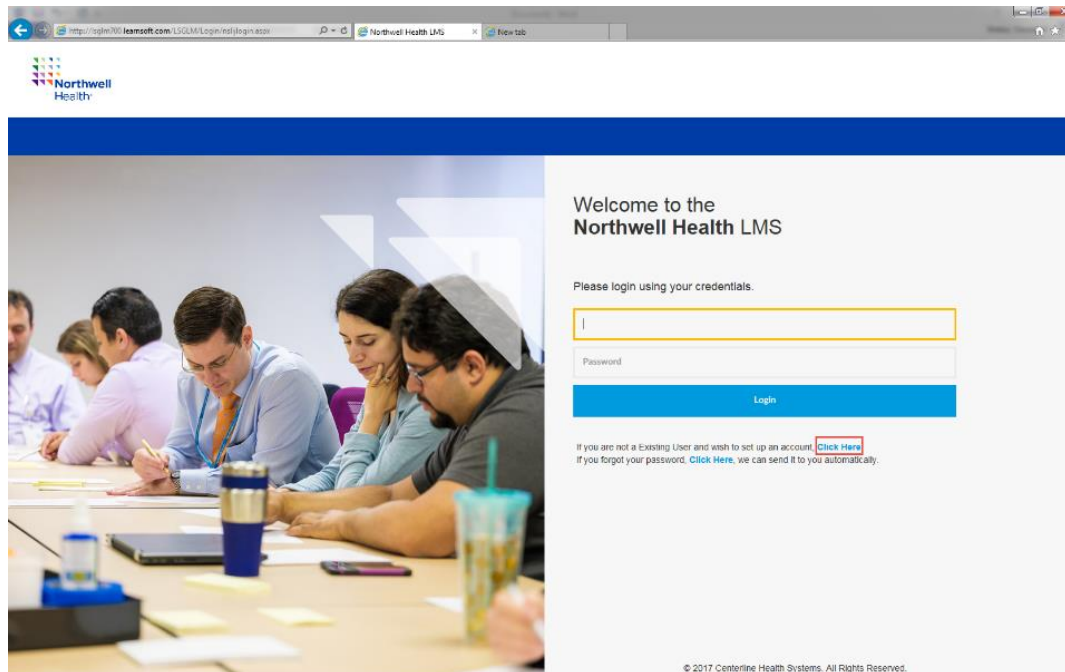


## iLearn Guest Access and Enrollment Instructions

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

**\*\*If you have already created an iLearn account from last year/semester, please continue to use the same account\*\***

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



## iLearn Guest Access and Enrollment Instructions

- ONLY complete the fields in Red.** Select **Institute for Nursing** as the **Division**. Your username will be your email address. 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.

**New User** Save

Please fill out form below to create an account in the learning management system. Fields marked in red with an asterisk (\*) are required.  
**NOTE: The username to login will be the same as your email address.**

Salutation:

First Name:\*

Last Name:\*

Middle Name:

E-Mail Address:\*

Home Address:\*

City:\*

State:\*

- Select One -

Zip

Country:

United States Of America

Home Phone Number:

Cell Phone Number:\*

Division:\*

- Select One -

Credential Type:

- Select One -

Degree Type:

☐ Certifications and Diplomas

☐ Associates Degree

☐ Bachelors Degree

☐ Masters Degree

☐ Doctorate Degree

Last 4 Digits of SSN:

License #:

Employer/School  
(If Applicable):

If in clinical placement at NSLIJ,  
which site?

Date of Birth:

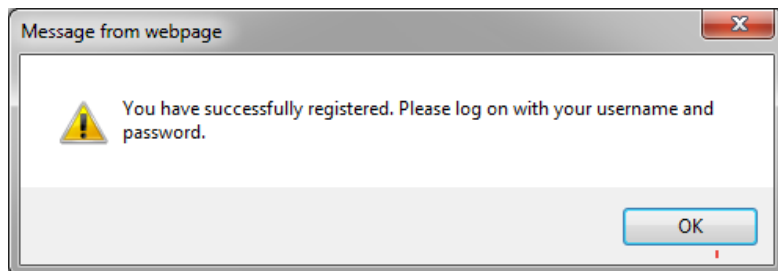
Language:\*

- Select One -

Password:\*

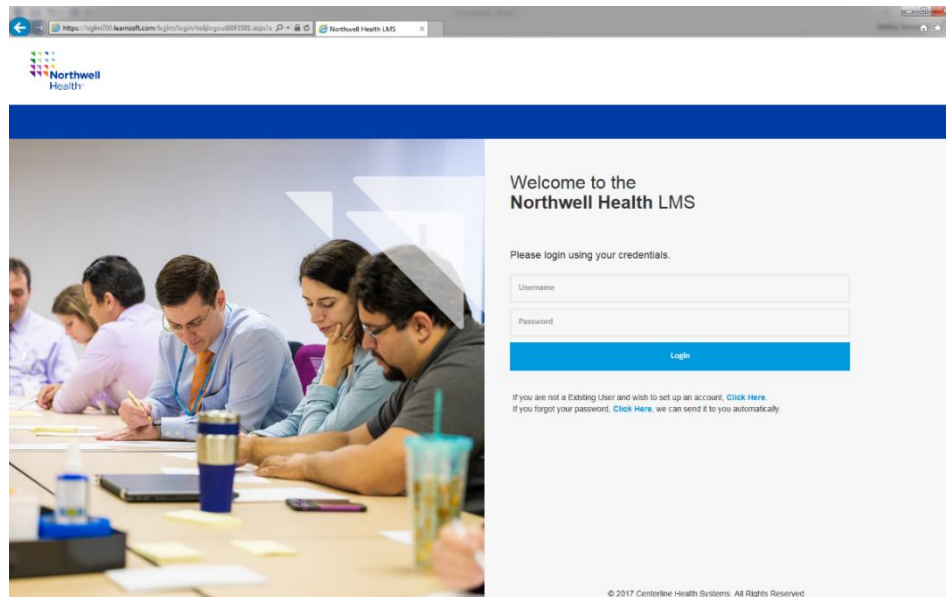
Confirm Password:\*

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



## iLearn Guest Access and Enrollment Instructions

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



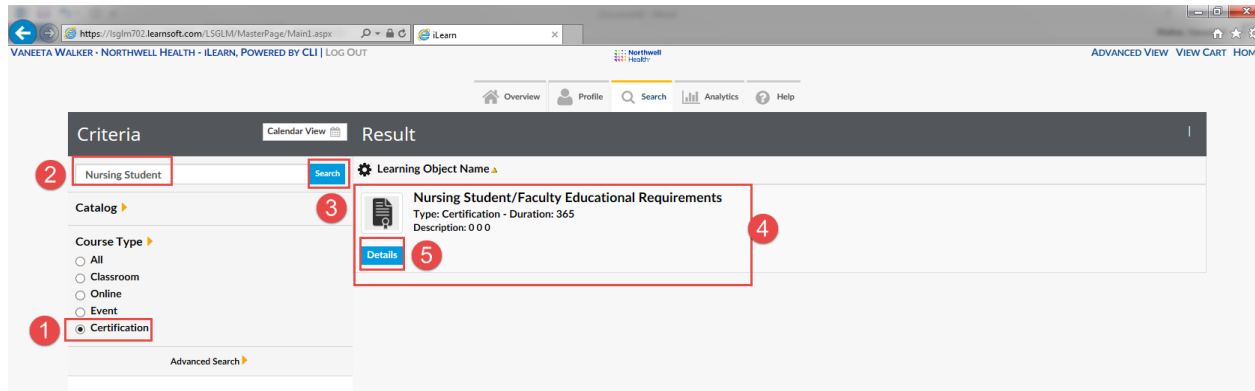
6. Click on the Search tab.

The screenshot shows the iLearn User Dashboard. At the top, there's a navigation bar with "Overview", "Profile", "Search" (highlighted with a red box), "Analytics", and "Help". Below the navigation bar, the dashboard is divided into several sections. On the left, there's a "User Dashboard" section with "Upcoming Courses" (0 Online / 0 Classroom), "Course(s) in Progress" (0), and "Completed Courses" (0 Online / 0 Classroom / 0 Others). In the center, there are four boxes: "Past Due" (0), "Hours in Training" (0 Online / 0 Classroom), "Certifications" (0 Due Soon / 0 Overdue), and "Total Credits" (0 Hours / 0 Units / 0 Others). To the right of these boxes is a green thumbs-up icon and the text "You are up to date!". Below these boxes are "Incomplete Evaluations" (0) and "Printable Certificates" (0). On the far right, there's a calendar for June 2018. At the bottom, there's a "My Task" section with a dropdown menu set to "Courses" and an "Actions" button.

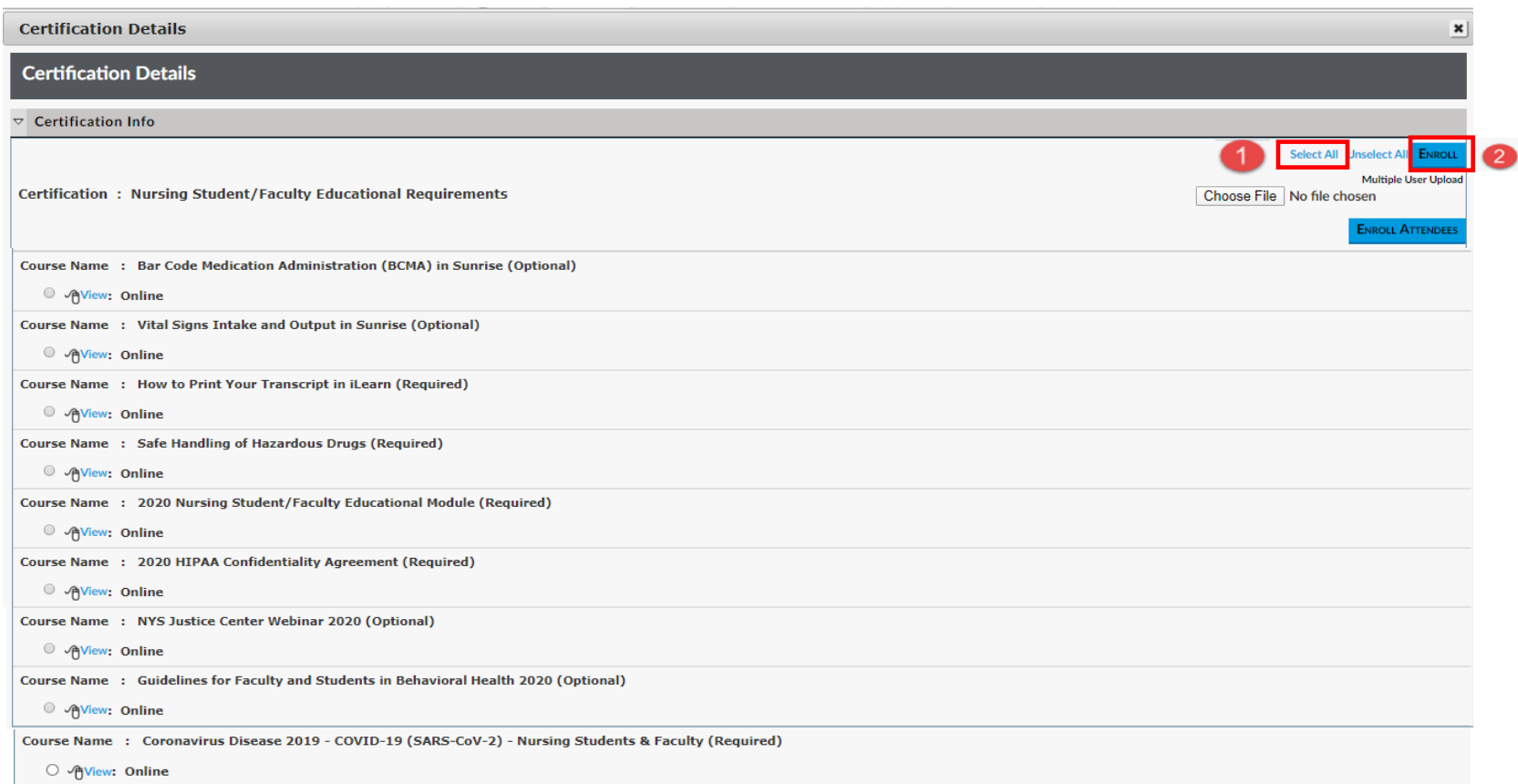
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## iLearn Guest Access and Enrollment Instructions

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.



8. Click Select All and then click Enroll. You will then be enrolled into the 9 modules below.



## iLearn Guest Access and Enrollment Instructions

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 - 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 - Safe Handling of Hazardous Drugs
- Walker, Vaneeta R has been successfully enrolled., Course Name - 2020 Nursing Student/Faculty Educational Module
- Walker, Vaneeta R has been successfully enrolled., Course Name - 2020 HIPAA Confidentiality Agreement
- Walker, Vaneeta has been successfully enrolled., Course Name - NYS Justice Center Webinar 2020
- Walker, Vaneeta has been successfully enrolled., Course Name - Guidelines for Faculty and Students in Behavioral Health 2020
- Walker, Vaneeta R has been successfully enrolled., Course Name - Coronavirus Disease 2019 - COVID-19 (SARS-CoV-2) - Nursing Students & Faculty

## 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

2020 HIPAA Confidentiality Agreement - Enrollment Type : [More Info](#)

Certification: Nursing Student/Faculty Educational Requirements

Online

Launch

Evaluation

Unenroll

2020 Nursing Student/Faculty Educational Module - Enrollment Type : [More Info](#)

Certification: Nursing Student/Faculty Educational Requirements

Online

Launch

Unenroll

How to Print Your Transcript in iLearn - Enrollment Type :

Certification: Nursing Student/Faculty Educational Requirements

Online

Launch

Unenroll

Vital Signs Intake and Output in Sunrise - Enrollment Type :

Certification: Nursing Student/Faculty Educational Requirements

Online

Launch

Unenroll

Bar Code Medication Administration (BCMA) in Sunrise - Enrollment Type :

Certification: Nursing Student/Faculty Educational Requirements

Online

Launch

Unenroll

Guidelines for Faculty and Students in Behavioral Health 2020 - Enrollment Type : [More Info](#)

Certification: Nursing Student/Faculty Educational Requirements

Online

Launch

Evaluation

Unenroll

NYS Justice Center Webinar 2020 - Enrollment Type : [More Info](#)

Certification: Nursing Student/Faculty Educational Requirements

Online

Launch

Evaluation

Unenroll

Safe Handling of Hazardous Drugs - Enrollment Type : [More Info](#)

Certification: Nursing Student/Faculty Educational Requirements

Online

Launch

Evaluation

Unenroll

Coronavirus Disease 2019 - COVID-19 (SARS-CoV-2) - Enrollment Type : Elective(Self) [More Info](#)

Online

Launch

Evaluation

Unenroll