How to Complete Registration in NetLearning

In order to gain access to the live Epic environment all staff must attend the Epic Training Class/Classes appropriate for their role. Prior to class you will need to watch pre-requisite eLearnings. This tip sheet will walk you through the steps of how to successfully register for your classes, and watch the eLearning curriculum assigned to you in NetLearning.

Logging In

Log in to https://lms.healthcaresource.com/mynetlearning/Login.aspx?MODE=LOGOUT&ID=66

RWJBarnabas Health

Employee Number ⬅ Username *

Confirm Employee # (NetManagers see message belo ⬅ Password *

Login →

Current NetLearning Account users:
   a. Use your existing USER ID and Password information. No log in information has been changed.

New NetLearning users:
   a. For **RWJBH Employees**, use your Employee ID as both your Username and Password.
   b. For users with only a **NET ID**, use your NET ID as both your Username and Password.
   c. For **Non-RWJBH Employees**, your Username and Password is firstname.lastname
      Ex. My name is Andrew DeLuise. My Username and Password is: andrew.deluise

**If your information is not working or you do not know your login information, please contact:
   b. LMS Phone Hotline: **(732) 387-3371**
   c. Service Now: https://rwjbh.service-now.com/sp
   d. Speak to the Training representative participating in Registration Sessions at your practice

2. Click **LOGIN**

To Do List: WBT, VILT, EUPA, or Lab?

3. The **To-Do List** will show the class/classes (VILTs), eLearnings (WBTs), tests (EUPAs), etc. that the EHR Education team assigned. If you feel any assignment is incorrect or missing:

RWJBH-EpicTraining@rwjbh.org

   a. **VILT*** = Virtual Instructor Led Training. These courses contain either VILT or a sequential value (Part 1, Part 2, etc.) at the end of the title.

   b. **EUPA** = End User Proficiency Assessment. These assessments contain EUPA at the end of their title. *These exams **cannot** be taken until you have completed the necessary prerequisites.*

   c. **Lab** = Log in Lab / User Settings Lab / etc. Log in Labs and User Settings Lab will *not* be on your To Do List. Only track specific Labs will be on a user's To Do List.

   d. **WBT** = Web Based Training. These eLearnings allow you to "Launch" their course at any time to complete.

   e. **W2** = Wave 2. This indicates that the class is for Wave 2.

*VILTs require classroom registration.

After registering for class you will see the class name appear at the top of your **To Do List**:

4. Pre-requisite WBTs will appear on your **To-Do List** as "eLearnings"

Filters

In order to get a more focused view into your Epic Classes and/or eLearnings, use the filters located on the left hand side...

- Be sure to **uncheck the ALL box under the "Learning Activity Types" tab** and then click on the box of whichever category you are interested in viewing at that time (i.e. classes, eLearnings)

- If you are enrolled in more than one curriculum, **uncheck the ALL box under the "Curriculum" tab** on the left hand side and recheck the course you are most interested in viewing
  - Below you can see that this individual is enrolled in the "Inpatient Nurse – IV" curriculum

See below for further examples:

Watch Assigned eLearnings/WBTs

1. Click **Launch**.
2. An eLearning will take you to a video or WBT.
   a. This is what a video training will launch as. Simply click play. To take the assessment at the conclusion, click **Take Test** in the top right corner of the screen.

b. For WBTs, a new window will appear that will walk you through the video. Note that these eLearnings are interactive. At the conclusion of each module there is a required assessment. When you click **Exit Lesson** at the conclusion, you have completed the lesson and assessment.

3. Repeat these same steps to complete all eLearnings/WBTs. Any completed training can be accessed via **Completed List** for review.

4. If you have optional WBTs on your catalogue, you may access them via **Learning Opportunities**. You can search by *title*, click the course title, and click **Enroll**. This will place them on your **To Do List**.
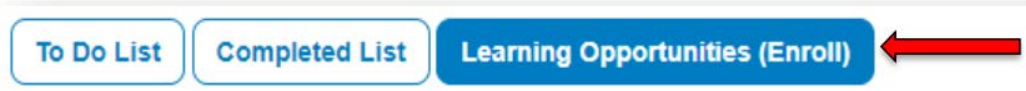
The Catalogs

The catalog includes the order in which courses should be completed in a track/curriculum
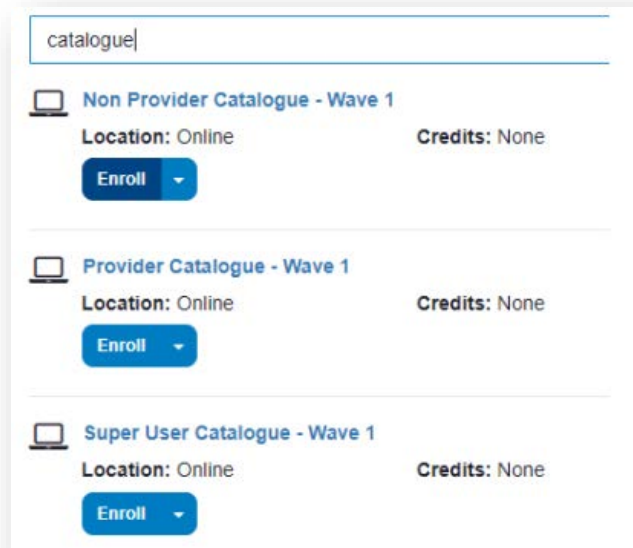
There are **3 different catalogs**:

A. Non-Provider
B. Provider
C. SU (Super User)

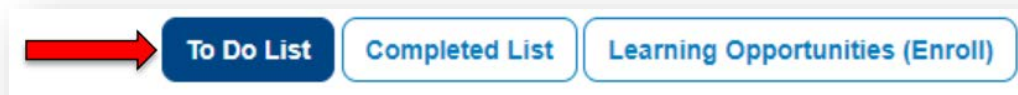1. Log into your NetLearning Account, and click on Learning Opportunities

2. In the Search bar, type in **Catalogue**

3. CLICK **Enroll** for the catalog(s) you wish to access
4. CLICK **To Do List** to go back to your assigned courses

5. Locate the catalogue on your **To Do List**
6. CLICK **Launch**.
(From here, you can locate the track you wish to see the order in which the courses should be completed)
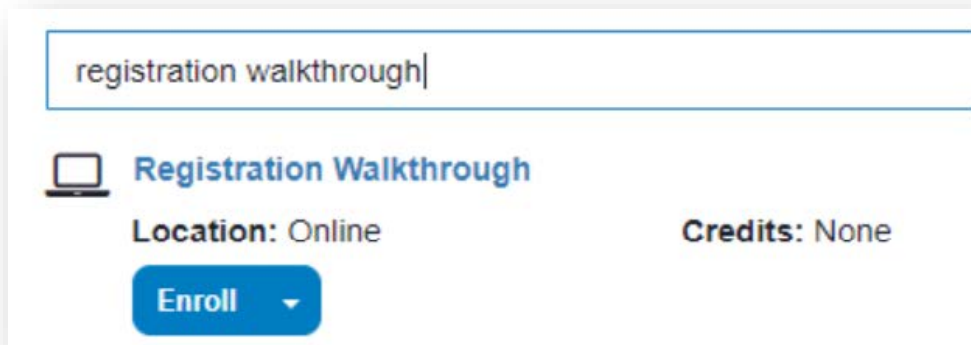
Registration Walkthrough Video

The Registration Walkthrough Video shows how to register in real time.

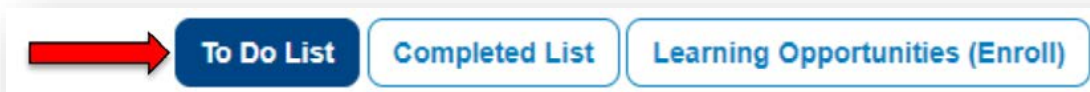Please make sure you are NOT connected to the VPN while watching, as it will not play.

1. Log into you NetLearning Account, and click on **Learning Opportunities**

2. In the Search bar, type in **Registration Walkthrough**

3. CLICK **Enroll**
4. Click **To Do List** to go back to your assigned courses

5. Locate Registration Walkthrough on your **To Do List**
6. CLICK **Launch**. Remember not to be on VPN, or else the video will be blocked.