

How to get into NetLearning and find my training courses:

1. On the Spyderweb, navigate down and find the **NetLearning (Online Training)** link and

survey.

- [Link to Cayuse](#)
- **National Faculty Education Initiative:** Click [here](#) to review the differences between Certified CME and Promotional Activities. Please call The Office of Professional Education at x1000 with any questions.
- **National Patient Safety Goals** : Click [here](#) to review the National Patient Safety Goals.
- [NJ Education Bulletin](#)
- **NetLearning (Online Training):** Visit this page for instructions on keeping up-to-date with your On-line Training.
- [Patient/Visitor Safety Event Reporting Form](#) Please complete form to report a patient/visitor safety event.
- [PowerDMS for PowerUsers Guide](#) Please use this link to access the user guide for updating policies. This guide applies to PowerUsers only.
- [Recall Logs](#)

click it on it or use this URL:

<https://lms.healthcaresource.com/myNetLearning/login.aspx?id=209>

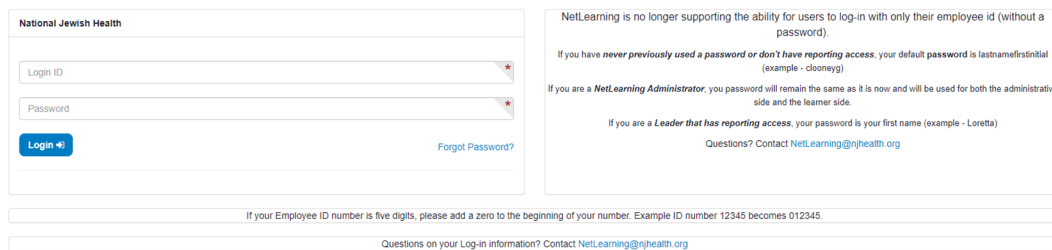
- a. If you are off-site and not on a National Jewish Health network, please use this link

<https://lms.healthcaresource.com/mynetlearning/Login.aspx?ID=209&ReturnUrl>

2. It will take you to the login page:

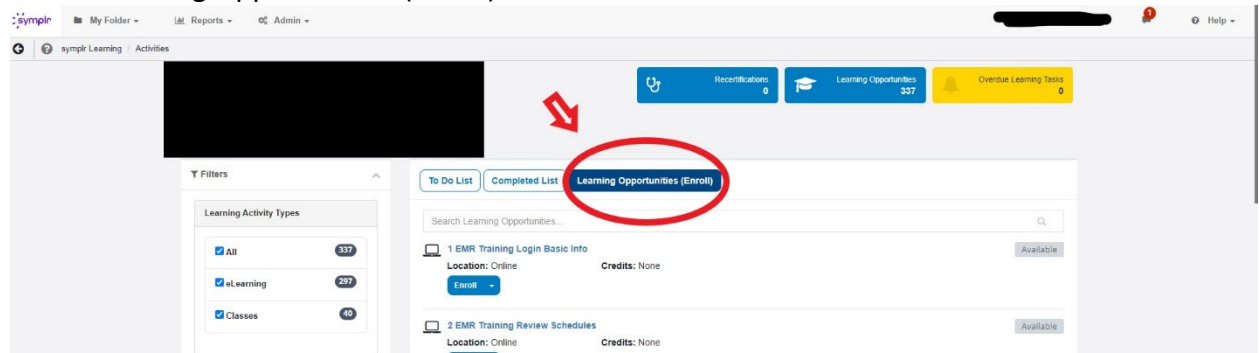
- a. Your Login ID is your employee ID



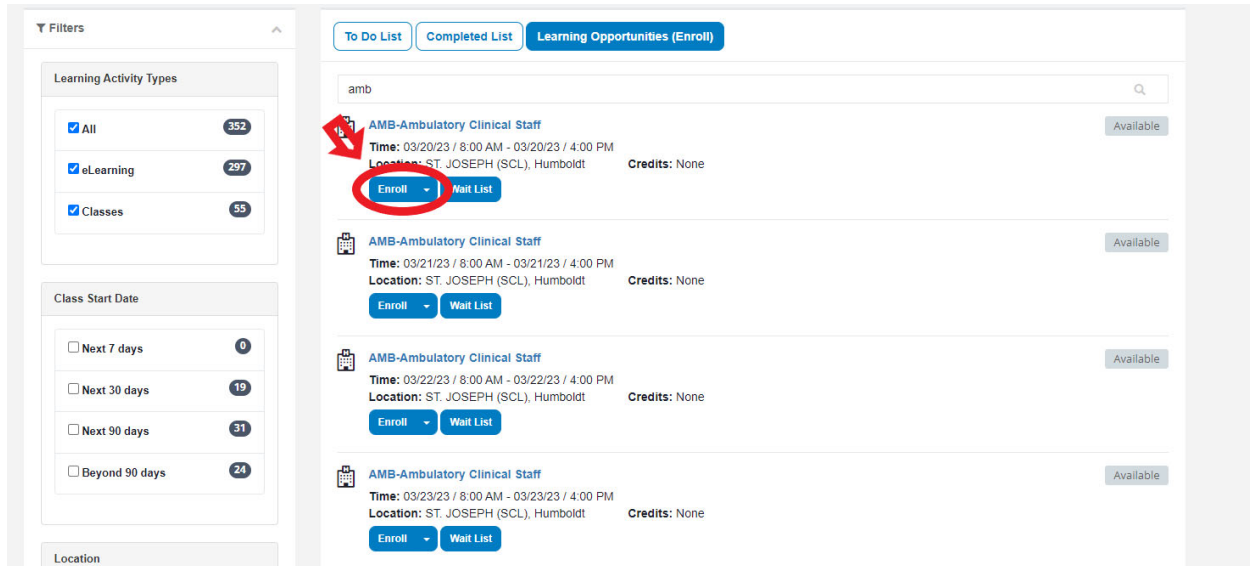


- b. If you run into issues with your password, please email netlearning@njhealth.org

3. Select Learning Opportunities (Enroll)

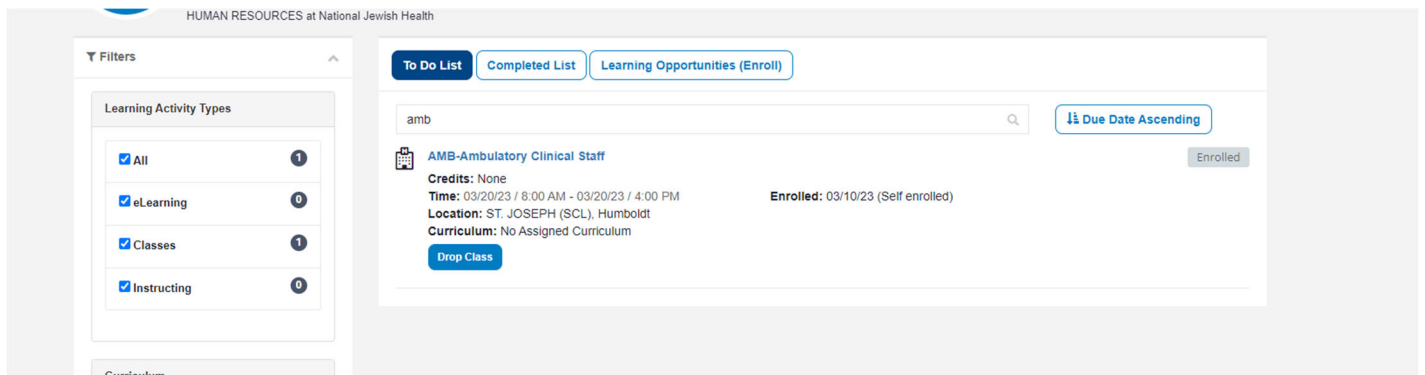


4. Search the title of the course you are signing up for.
 - a. **For the DEI book club, search: DEI Book Club #1**



The screenshot shows the 'Learning Opportunities (Enroll)' tab in the LMS. A search bar contains the text 'amb'. The results list four 'AMB-Ambulatory Clinical Staff' courses. The first result is highlighted with a red circle around the 'Enroll' button. The course details for the first result are: Time: 03/20/23 / 8:00 AM - 03/20/23 / 4:00 PM, Location: ST. JOSEPH (SCL), Humboldt, Credits: None. The 'Enroll' button is a blue button with a dropdown arrow, and the 'Wait List' button is a grey button.

5. Once you have enrolled, the course will show-up under the To-Do tab

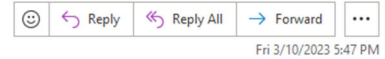


The screenshot shows the 'To Do List' tab in the LMS. The search bar still contains 'amb'. The results list one 'AMB-Ambulatory Clinical Staff' course. The course details are: Credits: None, Time: 03/20/23 / 8:00 AM - 03/20/23 / 4:00 PM, Location: ST. JOSEPH (SCL), Humboldt, Curriculum: No Assigned Curriculum. The status is 'Enrolled' and the enrollment date is 'Enrolled: 03/10/23 (Self enrolled)'. A 'Drop Class' button is visible below the course details.



6. You will receive an email from hr@hr.njhealth.org <NetLearning@healthcaresource.com> that has a calendar invite attached. It will look something like this:

EXTERNAL: Confirmation of Class Enrollment



Fri 3/10/2023 5:47 PM

*** NetLearning AutoEmail Confirmation of Class Enrollment ***

3/10/2023

Dear [REDACTED]

Thank you for enrolling! We are excited for you to participate in this class.

Class: AMB-Ambulatory Clinical Staff
Course: AMB-Ambulatory Clinical Staff
Instructor(s):
Date: 3/20/2023

Session: 1, Date: 3/20/2023, Start Time: 8:00 AM
Duration: 8 Hr(s)
Location: Humboldt, ST. JOSEPH (SCL)

Please reach out to IRB/HRPP@njhealth.org if you have any questions.

ATTENTION: Double-click on attachment(s) to add class to your calendar.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

- a. Please note that it can take a couple of minutes for the email to arrive.
7. Please open the attachment and save the calendar invite to your outlook calendar.

If you run into any issues or cannot find a training course, please reach out to stulberg@njhealth.org.