

How to Use Net Learning

Questions, please call 814-375-3734 or email
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First time logging into the System

- You will use your employee ID as your login. If you know your password, you can log in. If you don't follow the directions below.
- Put your employee number in the Employee ID number and select forgot password and enter your employee ID number again. The system will send you via email a link to help you login. Please check your Penn Highlands Email for that link.

The screenshot displays the Penn Highlands Healthcare login interface. At the top, the text "Penn Highlands Healthcare" is visible. Below it, there are two input fields: "Employee ID Number" containing "12345" and "Password". A red arrow points to the "Employee ID Number" field. To the right of the password field, the text "Password is" is displayed in red. Below the password field, the word "Required" is written in red. Two buttons are present: "Login" and "Forgot Password". A red arrow points to the "Forgot Password" button. Below the main form, a "Forgot Password" dialog box is open. It contains the text "Enter your Login ID below and your password will be emailed to you." and an "Employee ID Number" field containing "12345". A red arrow points to this field. At the bottom of the dialog box, there are two buttons: "Send" and "Close". A red arrow points to the "Send" button.

How to navigate Net learning system

- The system defaults to your To Do List. It shows you what you need to do currently and past due.

The screenshot displays the Net Learning System interface for Stephen Rutledge. The user's profile is shown at the top left, including their name and organization. Navigation tabs at the top right indicate 'Recertifications 1', 'Learning Opportunities 457', and 'Overdue Learning Tasks 2'. The main content area is divided into a left sidebar with filters and a main list of learning activities. The 'To Do List' tab is selected, and the list is sorted by 'Due Date Ascending'. Two activities are marked as 'Past Due': 'Crisis Management Team: Violent/Self-Destructive Retraint (1 Hour Face-to-Face)' and 'ANNUAL MANDATORY: Population Specific Competences + {CORE, Interpreter} 2020 Fiscal'. Other activities include 'BD Alaris System' and 'Thermoregulation of the Newborn', which are marked as 'Enrolled'. Red arrows point to the 'To Do List' tab and the 'Due Date Ascending' sort button.

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Recertifications 1 | Learning Opportunities 457 | Overdue Learning Tasks 2

Filters

Learning Activity Types

- All (17)
- eLearning (17)
- Classes (0)
- Competencies (0)
- Instructing (0)

Curriculum

- All (17)
- ANNUAL MANDATORIES (CORPORATE EE'S) 2022 FISCAL (11)
- None (6)

To Do List | Completed List | Learning Opportunities (Enroll)

Search To Do List...

Due Date Ascending

Crisis Management Team: Violent/Self-Destructive Retraint (1 Hour Face-to-Face) **Past Due**
Due Date: 12/18/21 | Enrolled: 11/18/21 (Manually assigned)
Location: Online | Credits: None
Curriculum: No Assigned Curriculum
[Launch](#)

ANNUAL MANDATORY: Population Specific Competences + {CORE, Interpreter} 2020 Fiscal **Past Due**
Due Date: 12/22/21 | Enrolled: 11/22/21 (Manually assigned)
Location: Online | Credits: None
Curriculum: No Assigned Curriculum
[Launch](#)

BD Alaris System **Enrolled**
Due Date: 01/02/22 | Enrolled: 12/02/21 (Manually assigned)
Location: Online | Credits: None
Curriculum: No Assigned Curriculum
[Launch](#)

Thermoregulation of the Newborn **Enrolled**
Due Date: 01/16/22 | Enrolled: 12/16/21 (Manually assigned)
Location: Online | Credits: None
Curriculum: No Assigned Curriculum
[Launch](#)

Completed list

- The next tab shows you your completed items and when you did them.

The screenshot displays a user profile for Stephen Rutledge, an Organizational Development Specialist at Penn Highlands Healthcare. The dashboard includes navigation tabs for 'To Do List', 'Completed List', and 'Learning Opportunities (Enroll)'. A sidebar on the left shows filters for Learning Activity Types, including All (135), eLearning (128), Classes (6), Competencies (0), and Instructed (1). The main content area lists completed items with their grades and completion dates. A search bar is located above the list, and an 'Actions' dropdown menu is in the top right corner.

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Recertifications 1 | Learning Opportunities 457 | Overdue Learning Tasks 2




Filters

Learning Activity Types

- All 135
- eLearning 128
- Classes 6
- Competencies 0
- Instructed 1

Navigation: To Do List | **Completed List** | Learning Opportunities (Enroll) | Actions

Search My Completions...

 Code Pink 2022 Grade: 100 Review	Credits: None	Completed 12/06/21
 Infant Security DuBois Grade: 88 Review	Credits: None	Completed 12/06/21
 Entering Cath Lab 2021 Grade: 100 Review	Credits: None	Completed 10/05/21

How to enroll in a class

- Select Learning Opportunities (Enroll). You can type in the search to select a specific class. **Just be careful of the location of the class as all PHH locations will be listed.**
- I have typed CPR in the search. That brings up all CPR classes. You can enroll in the ones that say enroll. Some are filled and say wait list. This doesn't guarantee you can get into the class. If someone drops it, you will go into the class.
- I selected Next 30 days so it just shows the classes available in the next 30 days.
- For CPR if you have had CPR in the past you can take the 2 hours course. You will be sent in net learning the 1st part of the course after you enroll about a week prior to the class. If you have not taken CPR in the past, you need to sign up for the Healthcare Provider 4 hour course. Those are on the bottom of the CPR list.

The screenshot displays a user profile for Stephen Rutledge, an Organizational Development Specialist at Penn Highlands Healthcare. The interface includes navigation buttons for Recertifications (1), Learning Opportunities (457), and Overdue Learning Tasks (2). A search bar contains the text 'cpr'. Below the search bar, three filters are visible: 'Learning Activity Types' (All: 36, eLearning: 0, Classes: 36) and 'Class Start Date' (Next 7 days: 12, Next 30 days: 36, Next 90 days: 98, Beyond 90 days: 276). A red arrow points to the 'Next 30 days' filter. The main content area shows a list of CPR classes with their respective locations, times, and enrollment status. A red arrow points to the 'Learning Opportunities (Enroll)' button at the top of the list.

Class Name	Location	Time	Credits	Status
BLS - CPR (Update/Renewal) PART 2 - SKILLS (PH Brookville location)	BROOKVILLE, EDUCATION CENTER	01/05/22 / 2:00 PM - 01/05/22 / 4:00 PM	None	Available
BLS - CPR (Update/Renewal) PART 2 - SKILLS (PH Clearfield location)	CLEARFIELD, 1st Floor Conference Room	01/07/22 / 10:00 AM - 01/07/22 / 12:00 PM	None	Full
BLS - CPR (Update/Renewal) PART 2 - SKILLS (PH Clearfield location)	CLEARFIELD, 1st Floor Conference Room	01/07/22 / 1:00 PM - 01/07/22 / 3:00 PM	None	Available
BLS - CPR (Update/Renewal) PART 2 - SKILLS (PH DuBois location)	DUBOIS CRC BUILDING, DRMC - CRC - CLASSROOM 103	12/28/21 / 10:00 AM - 12/28/21 / 12:00 PM	None	Full

You can also select location to narrow search

- Type acs in the search, select next 30 days and Dubois Crc Building.

The screenshot displays a user profile for Stephen Rutledge at Highlands Healthcare. The interface includes navigation tabs for 'Recertifications' (1), 'Learning Opportunities' (457), and 'Overdue Learning Tasks' (2). The main content area is divided into filters and search results.

Filters:

- Learning Activity Types:** All (10), eLearning (0), Classes (10).
- Class Start Date:** Next 7 days (2), **Next 30 days (10)**, Next 90 days (38), Beyond 90 days (139).
- Location:** Brookville (3), Clearfield (7), Dubois (8), **Dubois Crc Building (10)**.

Search Results (for 'acs'):

- ACLS PROVIDER (2-Day) COURSE (January 19 & 20, 2022) (PH DuBois location)** - Full. Time: 01/19/22 / 8:00 AM - 01/19/22 / 4:30 PM. Location: DUBOIS CRC BUILDING, CRC - ASSEMBLY ROOM. Credits: 13.75 PENN HIGHLANDS / PA STATE. Wait List.
- ACLS UPDATE (1-Day) COURSE (PH DuBois location)** - Available. Time: 01/06/22 / 8:00 AM - 01/06/22 / 4:30 PM. Location: DUBOIS CRC BUILDING, CRC - ASSEMBLY ROOM. Credits: 7.00 PENN HIGHLANDS / PA STATE. Enroll / Wait List.
- ACLS UPDATE (1-Day) COURSE (PH DuBois location)** - Available. Time: 01/21/22 / 8:00 AM - 01/21/22 / 4:30 PM. Location: DUBOIS CRC BUILDING, CRC - ASSEMBLY ROOM. Credits: 7.00 PENN HIGHLANDS / PA STATE. Enroll / Wait List.

Thank You!!

If you have any questions about this system, please email sirutledge@phhealthcare.org or call 814-375-3428.

Please remember to always take your test at the end of each module to complete the learning activity.