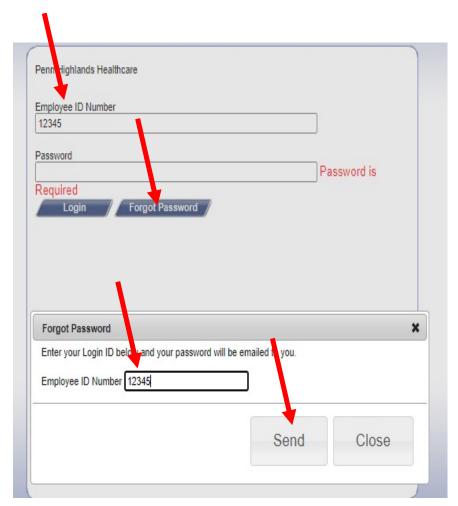
# How to Use Net Learning

Questions, please call 814-375-3734 or email sjrutledge@phhealthcare.org

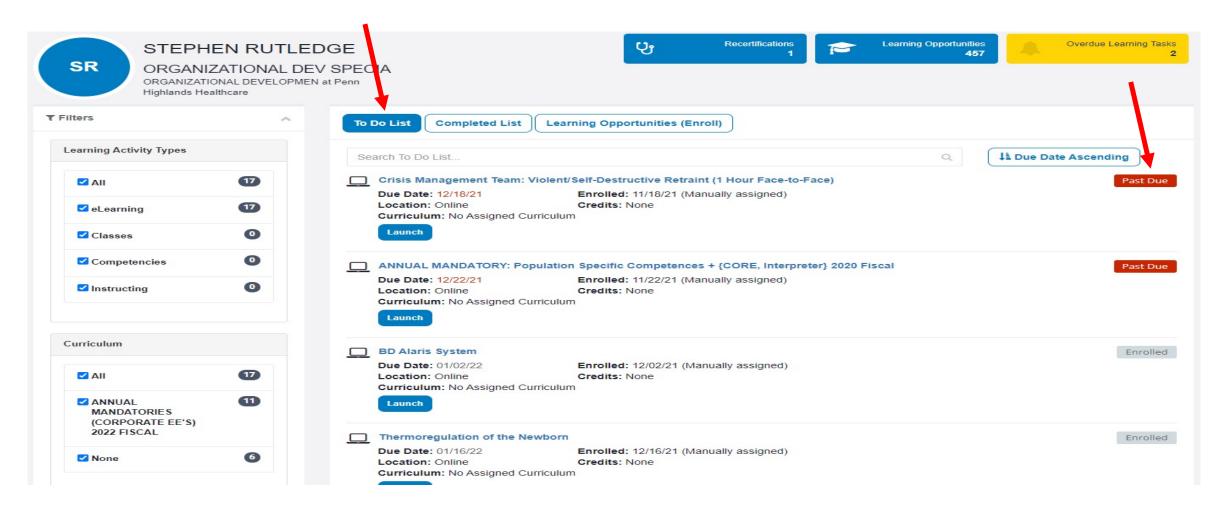
#### First time logging into the System

- 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.



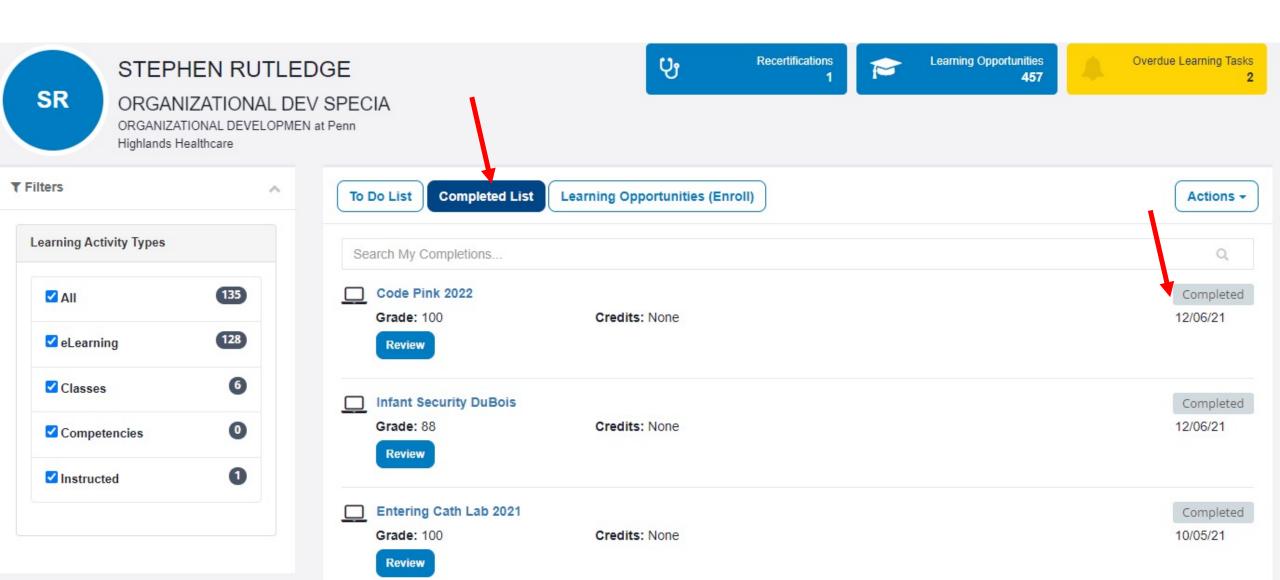
### How to navigate Net learning system

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



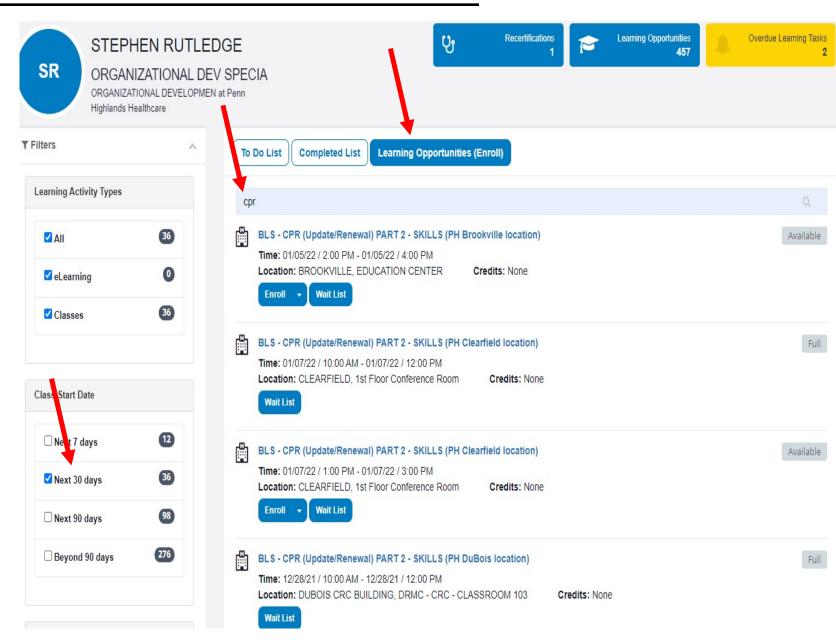
### Completed list

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



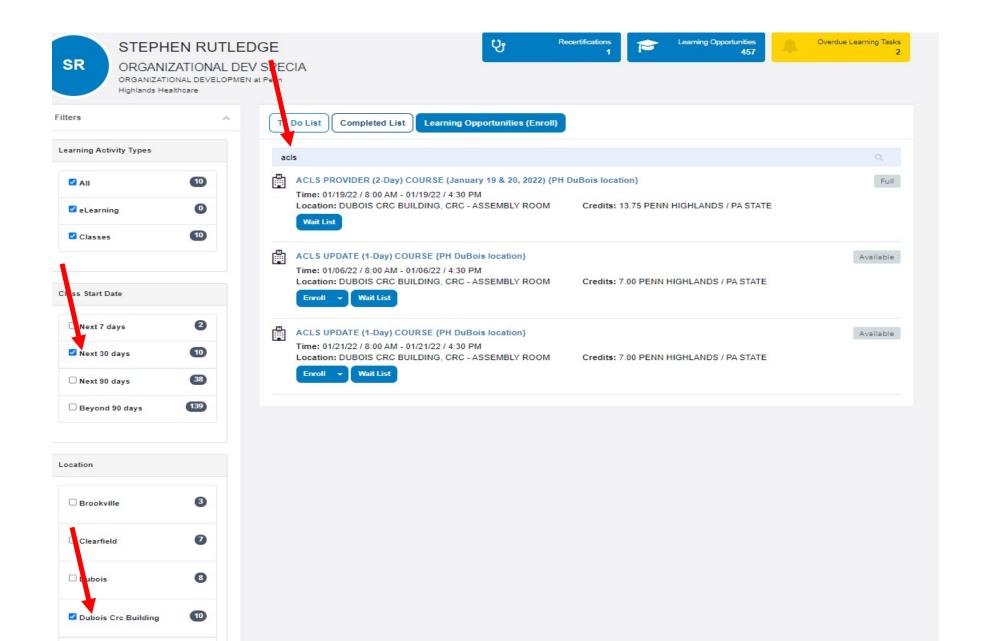
#### How to enroll in a class

- 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 1<sup>st</sup> 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.



#### You can also select location to narrow search

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



## Thank You!!

If you have any questions about this system, please email <a href="mailto:sjrutledge@phhealthcare.org">sjrutledge@phhealthcare.org</a> or call 814-375-3428.

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