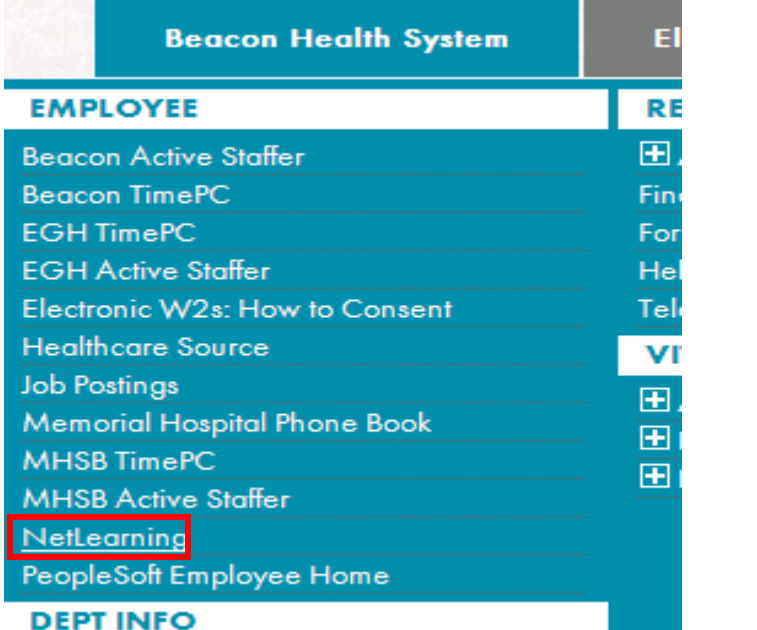
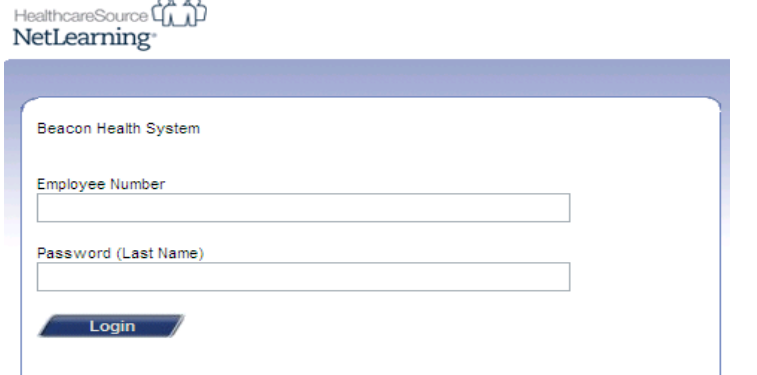
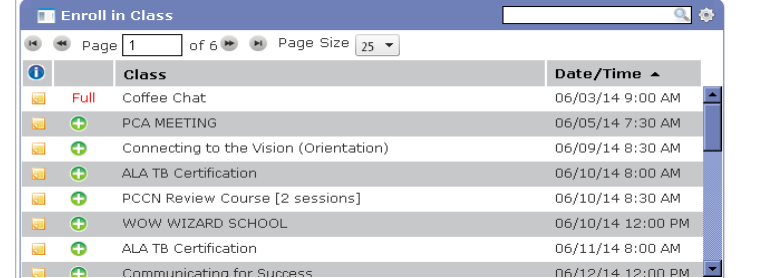



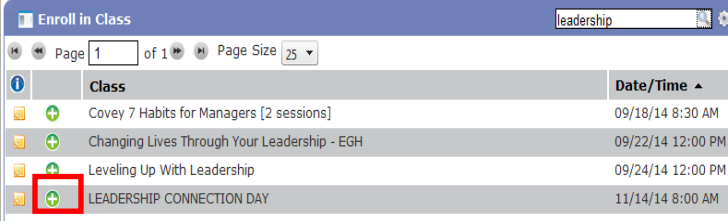
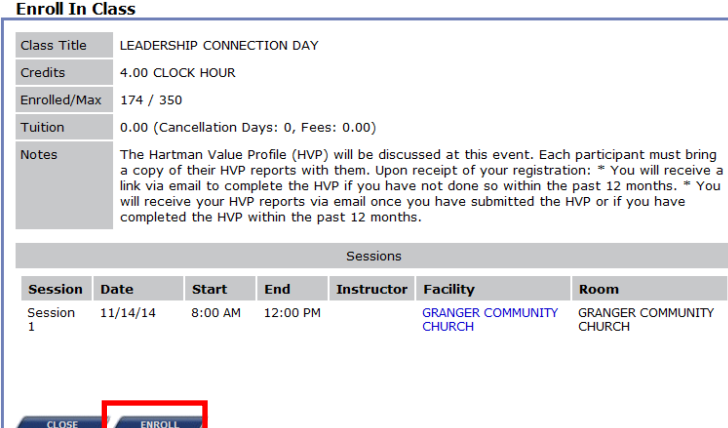
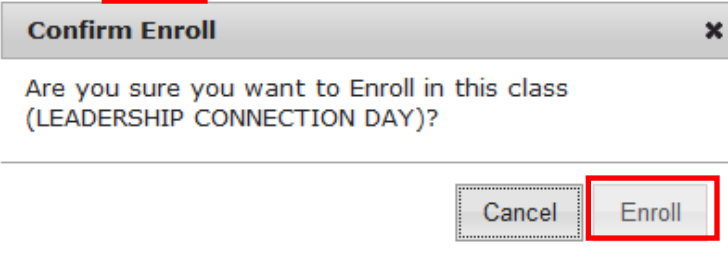
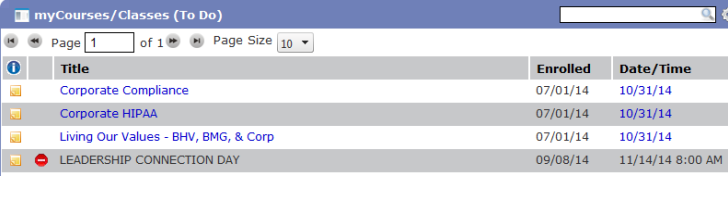


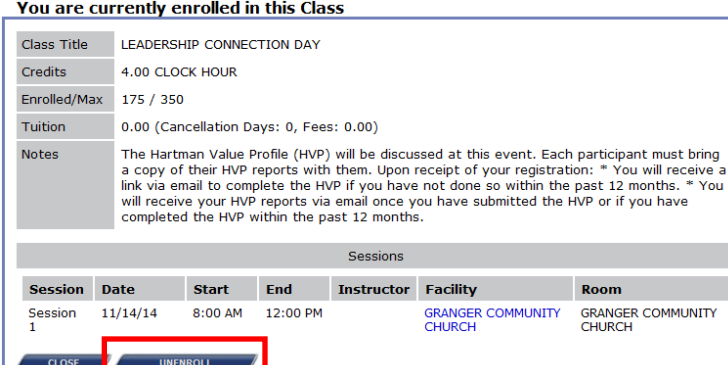
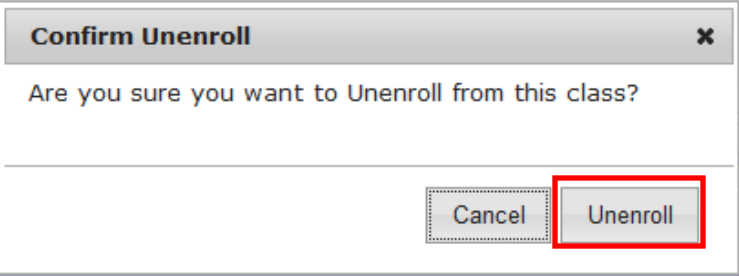


SELECTING A SPECIFIC CLASS TO ENROLL

****If you are not getting the results you are searching for, be sure to check your filters.****

<p>Step 1</p>	<p>Access NetLearning - Admin via Beacon Health System Intranet</p> <p>Employee > NetLearning</p>	 <p>The screenshot shows the Beacon Health System Employee menu. The 'NetLearning' option is highlighted with a red rectangular box. Other menu items include Beacon Active Staffer, Beacon TimePC, EGH TimePC, EGH Active Staffer, Electronic W2s: How to Consent, Healthcare Source, Job Postings, Memorial Hospital Phone Book, MHSB TimePC, MHSB Active Staffer, and PeopleSoft Employee Home.</p>
<p>Step 2</p>	<p>Log into NetLearning using your Employee Number and Password.</p> <p>If you experience issues logging in, please contact the HelpDesk at 574-647-7254.</p>	 <p>The screenshot shows the NetLearning login page. It features a 'Beacon Health System' header, a logo for HealthcareSource NetLearning, and two input fields: 'Employee Number' and 'Password (Last Name)'. A 'Login' button is located below the fields.</p>
<p>Step 3</p>	<p>At the lower left side of your main screen, you can see all the classes that are available to enroll in.</p>	 <p>The screenshot shows the 'Enroll in Class' page. It includes a search bar, pagination (Page 1 of 6), and a table of classes. The table has columns for 'Class' and 'Date/Time'. The classes listed are: Coffee Chat (06/03/14 9:00 AM), PCA MEETING (06/05/14 7:30 AM), Connecting to the Vision (Orientation) (06/09/14 8:30 AM), ALA TB Certification (06/10/14 8:00 AM), PCCN Review Course [2 sessions] (06/10/14 8:30 AM), WOW WIZARD SCHOOL (06/10/14 12:00 PM), ALA TB Certification (06/11/14 8:00 AM), and Communication for Success (06/12/14 12:00 PM).</p>
<p>Step 4</p>	<p>On the right side, enter a part of the name of the class to search the class specifically.</p> <p>Then click the  to start your search.</p>	 <p>The screenshot shows the 'Enroll in Class' page with a search filter applied. A red arrow points to the search bar, which contains the text 'leadership'. The results table now shows only two classes: 'ALA TB Certification' (09/09/14 8:00 AM) and 'Covey 7 Habits of Highly Effective People [2 sessions]' (09/11/14 8:30 AM).</p>

<p>Step 4</p>	<p>Select the class you would like to enroll by clicking the  icon next to the title of the class.</p>	
<p>Step 5</p>	<p>Click "ENROLL"</p>	
<p>Step 6</p>	<p>Confirm Enrollment</p>	
<p>Step 7</p>	<p>Your enrolled class will display in your To Do box on the main screen.</p>	
<p>Step 1</p>	<p>To "Un-enroll" your class, click on the  icon.</p>	
<p>Step 2</p>	<p>Click "UNENROLL"</p>	

Step 3	Click "UNENROLL" to confirm.	
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