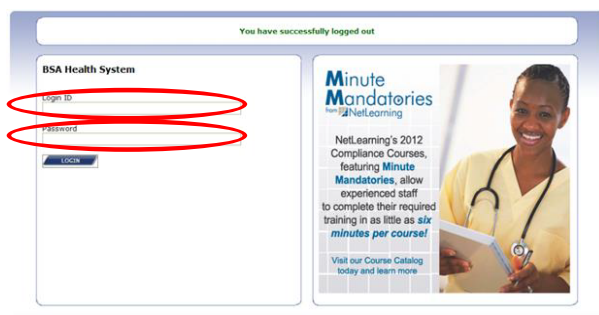


Tip Sheet for *my*NetLearning



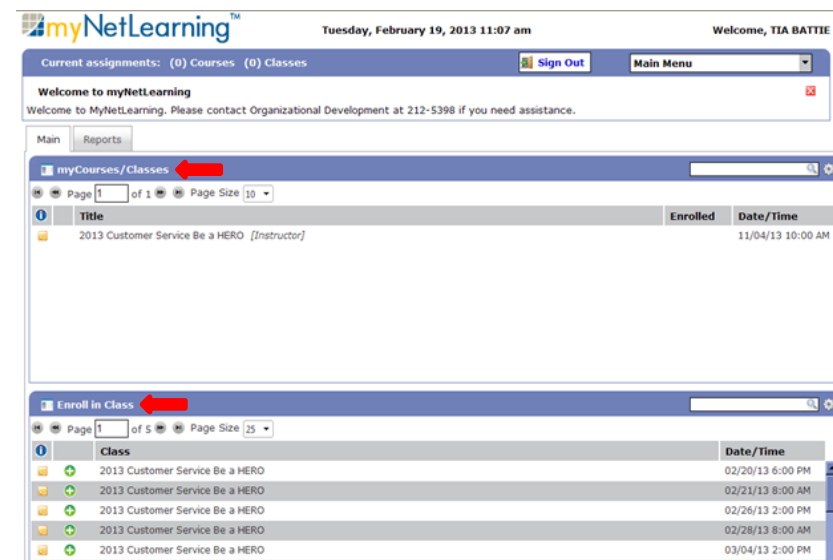
Logging in & navigating in myNetLearning



Non-Employed Physician Instructions

- ☒ Go to: <https://lms.netlearning.com/MyNetLearning/bapstanthony>
- ☒ Login ID = Physician # *GA[~!AD&]a^A\^8aa^A^!•A\^a^A^([c^A@([BcEECH(8)c\^GH(8)]D*
If you do not have a physician # please contact Leah Caldwell at Leah.Caldwell@bsahs.org or (806)212-3047
- ☒ Password = 2015 first two letters of first name and first two letters of last name. (i.e. Charlie Brown, enter 2015chbr for password)
- ☒ Click **Login**

This is your myNetLearning homepage. This is where you will see: My Courses/Classes, Enroll in Class, My Completions, Enroll in CBL.

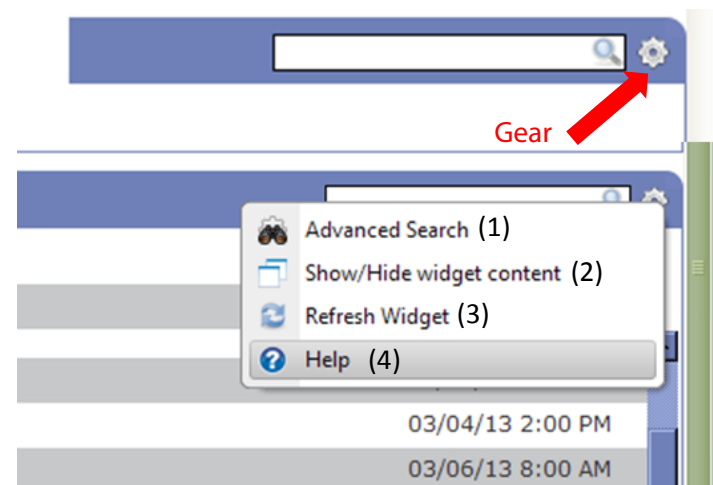


My Courses/Classes – Your mandatory trainings are listed here along with any classes or computer based learning courses you have enrolled in.

Enroll in Class – This section allows you to view information about available classes (classes you attend), as well as, enroll in them. For example: Customer Service Classes.

Enroll in CBL – This section allows you to view information about available CBLs (computer-based learning module), as well as, enroll in them.

My Completions – This is your transcript. This section contains a list of information about the education you have completed.



Understanding Widget Settings

To access the widgets (filters), click on the gear that is on the top right of each section.

1. **Advanced Search** – allows you to search by, curriculum, course, class, type, facility, room, and date.
2. **Show/Hide widget content** – this will minimize your widget box to just the title.
3. **Refresh Widget** – allows you to refresh the web page.
4. **Help** – opens another window with helpful tips to navigate in myNetLearning.

Enroll in Class

Curriculum	2013 Customer Service Be a HERO
Course	all
Class	all
Type	all
Facility	all
Room	all
Date	Custom 02/20/2013 to 03/20/2013
Locate	Keyword(s) Contains

UPDATE


Page 1 of 1 Page Size 25

Class	
+	2013 Customer Service Be a HERO
+	2013 Customer Service Be a HERO
+	2013 Customer Service Be a HERO

Once you have chosen a course or curriculum, you will need to click **Update** in order to display the information.

**Remember to change the dates to broaden your search*

Enrolling in CBLs and Classes

- To enroll in a CBL or class, click on the  icon to the left of the course title. This will add you to the class.
- Click on the folder to view the course details such as where the class is located & who the instructor will be.

Enroll in CBL

Page 1 of 3 Page Size 15

Course Title	
	Believing in the Team

Course info.


Click to enroll

myCourses/Classes

Page 1 of 1 Page Size 10

Title	
	Believing in the Team
	2013 Customer Service Be a HERO

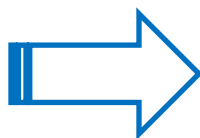
Click to un-enroll

- If you are unable to attend a class, please remove yourself from the class by clicking the  icon to the left of the course title. This will open up your seat to others who may want to attend, & it allows the instructor to know how many to expect in the class.

Once you have enrolled in a CBL (module), you will need to click **Launch Course**. Then when you have completed the course, click **Take Test**.



launch course



take test

If you experience any difficulties please contact Leah Caldwell at (806)212-3047 or by email, Leah.Caldwell@bsahs.org