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**Non-EPIC Nursing Student and Clinical Instructor Orientation to HCMC**

**2017- 2018**

**All** nursing students and clinical instructors must complete online training **prior to the first day at HCMC.** This training must be done every academic year (September to August).

You do not need to do all of the training at one time. You are able to go back to My Learning Center until you have completed the orientation**.**

**Internet Explorer is the recommended browser to complete the required orientation. Please contact the helpdesk at 612-873-7485 if you have any problems with accessing or completing the required orientation.**

***To log in to My Learning Center outside of HCMC***

1. Go to <https://learn.hcmed.org>
2. Type your 11 - digit PeopleSoft number, requires 6 zeros in front of number, into the Username AND Password fields
3. Click the enter button
4. Returning students to HCMC will need to use previous created password. If you do not remember the password, please answer security questions you established or contact the IT service desk at **612-873-7485** to have your password reset.

***\*For problems logging in call the IT Service Desk at 612-873-7485, you will need your PeopleSoft number.***

***To register for your required learning***

Before you can begin your required training, you need to register for the appropriate courses. To register, complete the following steps.

1. Click on the **Course Catalog** button.
2. Under the heading of **Employee Education**, click on “**Self Service Learning Plans**”
3. Register by clicking the green “plus” button to the right of the “2017-2018 Orientation to HCMC for Non-EPIC Nursing Students and Clinical Instructor (Required)” learning plan.
4. All of your training will now be in your “To-Do List
5. Please **do not** select any other courses.

***To view and complete your required learning***

1. Click **My Learning**
2. Click “**To-Do List”**
3. Click the name of the course in your To Do list - *2017-2018 Orientation to HCMC for Non-EPIC Nursing Students and Clinical Instructor (Required) –* toopen it.
4. You will see 4 courses. Please complete all of them.

***Printing or emailing certificate of completion of orientation:***

1. When you have completed all of your courses, your To Do list will move to the complete section. This is where you will find your certificate of completion. Click the Complete section of your To Do list, then click the blue and white drop down next to where it says 100% complete.
2. Chose view certificate.
3. Print or save certificate.
4. Submit proof of completion to your school contact or instructor.
5. Required orientation needs to be completed at least 5 business days prior to the start of your clinical rotation at HCMC.

**Students/Instructors may not be at a clinical site until they have completed the online orientation. Please complete the orientation at least five business days before the start date of your clinical experience.**

**Don’t forget to print or email the certificate when you are finished showing that you completed all of the orientation and turn in to your school contact.**