

LEARN Quick Tip Guide

Logging In



LEARN is the learning management system used by CHI and KentuckyOne Health to provide elearning content, class registration, and employee education tracking. The vendor for LEARN is HealthStream. You will receive emails from HealthStream for any education which has been assigned to you.

How to Access LEARN

1. Use a web browser to access LEARN at www.healthstream.com/hlc/LEARN

Sign In

User ID

Password

[Password reminder](#) [Forgot your password?](#)

Employees of CHI can now access LEARN directly from InsideCHI. Log into InsideCHI and click the link for LEARN on the left side under the My Tools section. This will automatically log you into LEARN, bypassing the need to enter a separate User ID and Password. Click [here](#) to access InsideCHI.

For questions about mandatory training that you have been assigned in LEARN, please contact your LEARN Administrator or local Education office.

Login Instructions

LEARN User ID Format: Your LEARN User ID is a combination of the first 4 letters of your first name + first 4 letters of your last name + Birth Month + Birth Day (in MMDD format), with no spaces.

Example: If your name is Jane Smith-Jones and your Birthday is Jan 1, your LEARN User ID would be: **janesmit0101**.

Note: If your First or Last Name has fewer than 4 letters, then your LEARN User ID will be shorter. For example, the LEARN User ID for Dan Yee born on Apr 25 would be **danyee0425**.

Password: The first time you log into LEARN, your password is Welcome3. During the initial login process, you will be prompted to change this password.

LEARN passwords are **case sensitive**, and must meet the following criteria: the password must be at least 6 characters in length, must include at least 1 capital and 1 lower case letter, and include at least 1 number.

Please set a **password reminder** to assist you in remembering your password.

Logging into LEARN for the first time

1. Type your **UserID** in the field provided.

Your User Name is in the format First 4 letters of first name + First 4 letters of last name + Birth Month (MM) + Birth Day (DD). If you have fewer than four letters, your entire name will be used. Examples follow:

- Jane Smith-Jones' DOB: July 4 – USER ID is **janesmit0704**
- Susan Cox's DOB: December 22 – USER ID is **susacox1222**
- Dan Yee's DOB: January 03 – User ID is **danyee0103**

2. Type **Welcome3** in the password field.
Welcome3 is the initial password that you must use when accessing LEARN for the first time.
3. Once logged in, you will be required to change your password.

Instructions on how to log in are also provided on the login page. This page will also provide information if you forget your password or if you need a password reminder.

My Learning Page

The *My Learning* page will automatically open when logged in. This page shows you what lessons have been assigned to you, what lessons you have self enrolled into, and your upcoming online and in class training.

JORDAN OWENS | University of Louisville Hospital | Student

My Connections | My Learning | My Transcript | Catalog | Inservice Center | My Profile

Upcoming Classes [Choose a Class](#)

Assigned Learning

Name	Due Date*	Status
*All assignments are due at midnight, Eastern Time.		

Elective Learning

Name	Enrolled By	Status
Fire Safety	Self	In Progress

Upcoming Classes [Return To Top of Page](#)

Start Date & Time	Class Name	Session	Status	Options
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NOTE: To drop a class, click Class Schedule. If you drop a class you will remain enrolled in the course - unless you also un-enroll from the course.

[Choose a Class](#) [Return To Top of Page](#)

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Assigned Learning

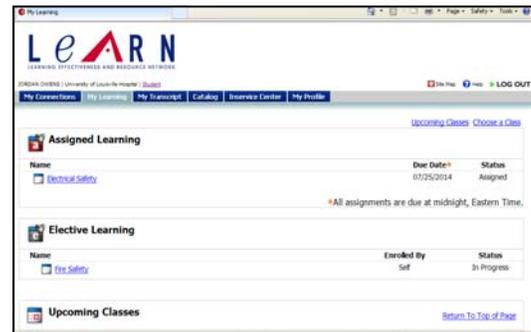


Every learning component in LEARN is a course, including e-learning and classroom based learning.

Assigned Learning

This section shows e-learning or classes pushed to you by the LEARN Administrator, your manager, or CHI.

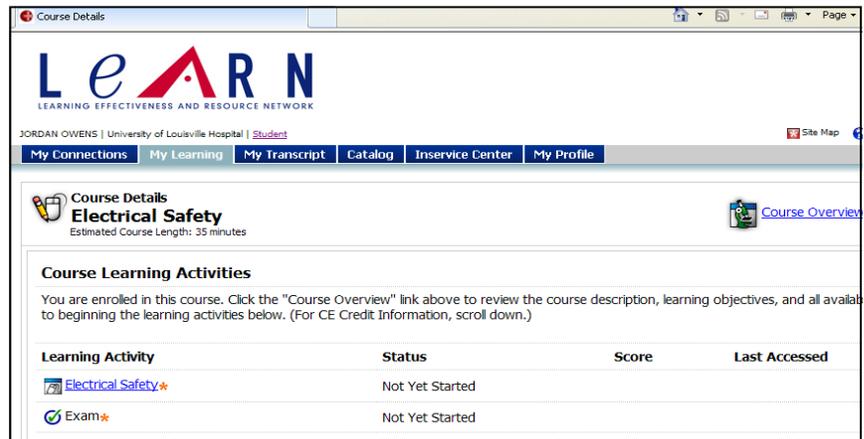
1. On your *My Learning* tab, all courses that are assigned to you are visible in the *Assigned Learning* section.
2. Complete all *Assigned Learning* by its due date.
3. *Status* will tell you if you are assigned, in progress, or have completed an assignment.



Starting a lesson in LEARN

Once the course is in your assigned or elective learning:

1. Click on the name of the course.
2. You must open and complete each learning activity before you may take the exam.
3. Once you have completed a learning activity, the next one will turn blue and become active (in this example, an exam).



Taking the Exam

The examination summary will show how many questions are in the exam and the minimum passing score. You must pass the exam in order to successfully complete the course.

Your exam will not be timed.

If you fail an exam more than three (3) times, then the course will automatically be re-assigned to you and you must complete the course again before being able to take the exam.

Once you complete the exam your score will show on your *My Transcript* page.

