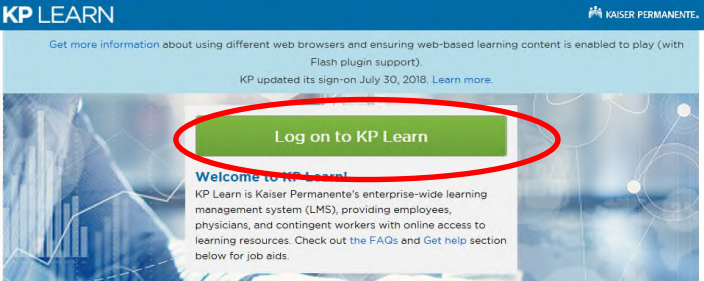
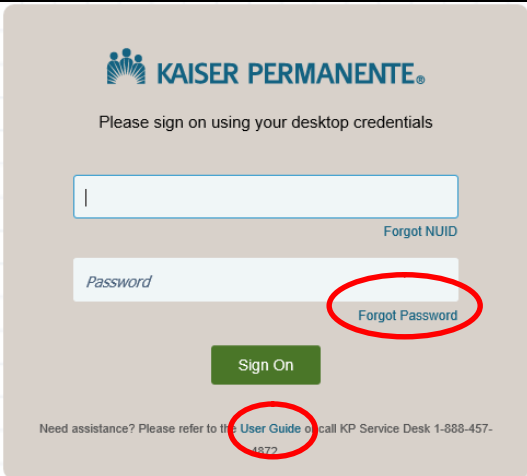




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<ol style="list-style-type: none"><li>1. Go to: <a href="http://learn.kp.org/">http://learn.kp.org/</a></li><li>2. Click on <b>Log on to KP Learn</b>.</li></ol>	 <p>The screenshot shows the KP Learn homepage. At the top, there is a blue header with the 'KP LEARN' logo and the Kaiser Permanente logo. Below the header, there is a light blue banner with a message about Flash plugin support. The main content area features a large green button labeled 'Log on to KP Learn', which is circled in red. Below the button, there is a 'Welcome to KP Learn!' section with a brief description of the LMS and links for FAQs and help.</p>
<ol style="list-style-type: none"><li>3. Login:<ol style="list-style-type: none"><li>a. Use NUID and Temporary Password provided by Academic Liaison.</li><li>b. Click on the User Guide link for more information on how to access ACA application outside the KP Network.</li></ol></li><li>4. Forgot Password?<ol style="list-style-type: none"><li>a. Click on Forget Password.</li><li>b. Follow the instructions provided on the screen to complete your Password Reset.</li><li>c. Click on the User Guide link for more information.</li></ol></li></ol>	 <p>The screenshot shows the login page for KP Learn. It features the Kaiser Permanente logo at the top. Below the logo, there is a prompt to sign on using desktop credentials. There are two input fields: one for the NUID and one for the password. To the right of the NUID field is a 'Forgot NUID' link. To the right of the password field is a 'Forgot Password' link, which is circled in red. Below the input fields is a green 'Sign On' button. At the bottom of the page, there is a footer with the text 'Need assistance? Please refer to the User Guide or call KP Service Desk 1-888-457-4572'. The 'User Guide' link in the footer is also circled in red.</p>



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**2.2.3 OUTSIDE THE KP NETWORK**

If you are externally accessing an ACA application (outside of the KP Network or on the internet), proceed with the steps below to manage your password:

1. Click the "Forgot Password" link located on the ACA sign on screen.
2. Enter the NUID and Date of Birth. Select "Continue". (Fig. 19)
3. Review and follow the ID Verification process steps. (Fig. 20)
4. You will see a similar instruction as (Fig. 21); follow instructions on the screen to continue. This step is to ensure that a human is performing the task as opposed to a machine or automated program.
5. Please refer to Government ID Verification User Guide to complete the verification.
6. This verification step confirms your identity.
7. Upon successful validation, Reset Password screen is displayed.
8. Enter a new password applying the rules, retype password and select "Reset Password". (Fig. 22)
9. If not successful, contact a KP Service Desk representative for assistance with your NUID retrieval by calling 1-888-457-4872.

Figure 19

Figure 20



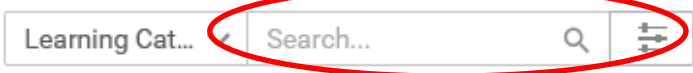
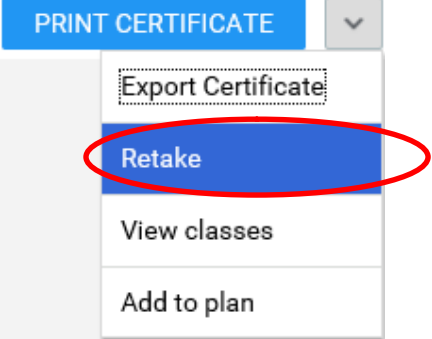
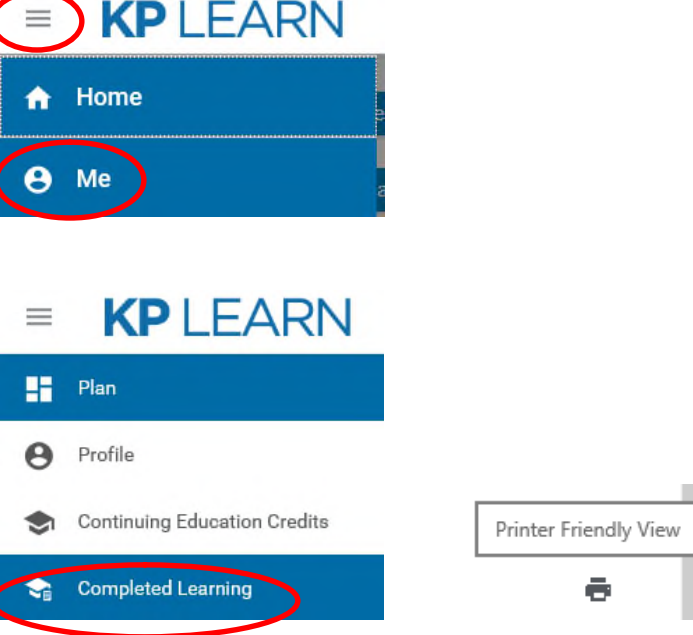
Figure 21

Figure 22

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<p>5. Once you access KP Learn, search for the following courses that you need to complete.</p> <p>6. Search by the Course Title or by the Class ID</p>	
<p>7. Retake a Module</p> <p>a. Go to the respective module.</p> <p>b. Next to the <b>Print Certificate</b> Icon, click on the drop down menu and select Retake.</p> <p>c. This option will provide you with a new completion date.</p>	
<p>8. Print Transcript</p> <p>a. On the left upper corner, click on the 3 horizontal lines to expand the menu.</p> <p>b. Click on “Me” option.</p> <p>c. Click on “<b>Completed Learning</b>” option.</p> <p>d. On the upper right hand corner, click on the <b>Printer icon</b> to print your Transcript.</p> <p>e. You may change the date range by using the <b>Filters</b> option.</p>	



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<b>ALL FACULTY and STUDENTS KP Course Title</b>	<b>KP Class ID</b>	<b>Time</b>
KP HealthConnect Inpatient Training for Nursing Students 2019 – SCAL	00821855	120 min (2 hours)
Ethics and Compliance Introduction 2020	0000838300	45 min.
Initial OSHA Safety Training for California and Hawaii Employees (Hospitals and MOBs) includes EOC and Waste 2020	0000839945	60 min.
Safe Patient Handling - Hospital INITIAL ASSIGNMENT for California Only 2020	0000837991	30 min
SCAL Nova StatStrip	0000840749	30 min.
Understanding Stroke – Baldwin Park	00815219	15 min.

<b>FACULTY ONLY</b>	<b>KP Class ID</b>	<b>Time</b>
Clinical workflows for BD Pyxis ES System v1.5 devices in Profile mode CLP-ES200-N (Need to complete only once. If returning faculty, please review learning module as needed, and provide a reprint of the module completion certificate)	00817773	45 min

**Instructions:**

- Complete the courses by searching by KP Course Title or Course ID.
- If you are unable to locate the module using Class ID, try searching for it using the Course Title.
  - KP Learn modules are frequently updated, and a new Class ID is issued with each update. We update the above Course/Class ID upon notification from our content developers.
- **ONLY print a copy of your KP Learn Transcript** that list the successful completion of all required KP Learn modules. You do not need to print individual certificate of completions for each module.
- Turn in the KP Learn Transcript to your instructor along with the rest of your general orientation paperwork.

Questions? Please contact Baldwin Park's Inpatient Academic Liaison:

[Michelle.K.Paulson@kp.org](mailto:Michelle.K.Paulson@kp.org)

Office Phone #: 626-851-5274