

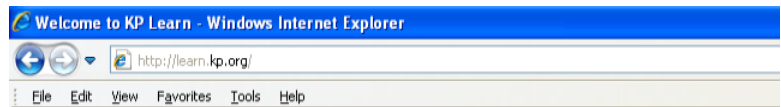
Instructions for Accessing KP Learn

Revised 5-2015

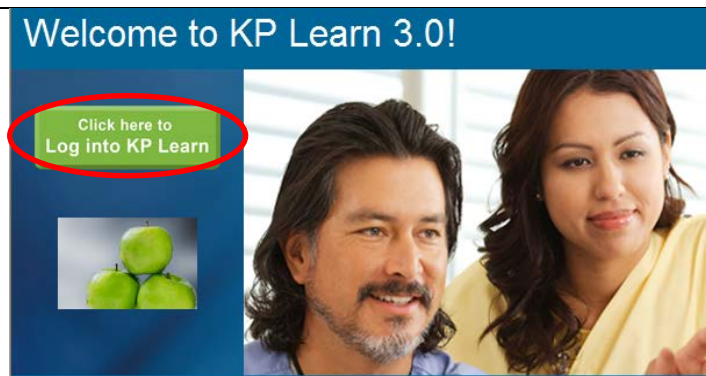
Computer/Software Requirements: To successfully complete courses on KP Learn, you must have the following computer and software requirements. If you don't have these, you may not be able to successfully start courses and any you complete may not be accurately recorded in KP Learn.

- PC computer (no Macintosh or tablets)
- Internet Explorer (minimum version 7.0)
- Adobe Flash Player (minimum version 11)
- Disable/Turn-Off All Pop-Up Blockers (see [Quick Guide](#) — Disabling Pop-up Blockers)

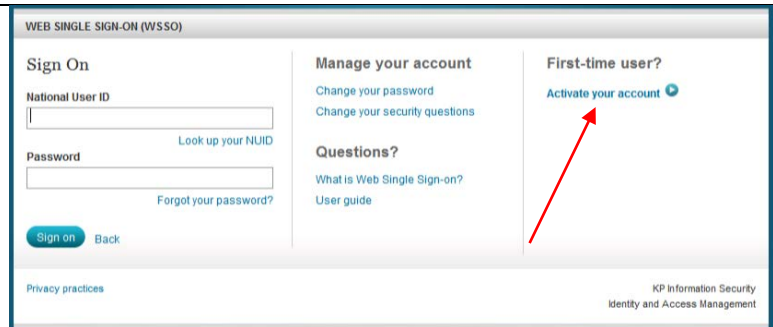
1. Launch an Internet Explorer browser.
2. Type **learn.kp.org** in the address bar and click enter.



3. Click **Log onto KP Learn**.

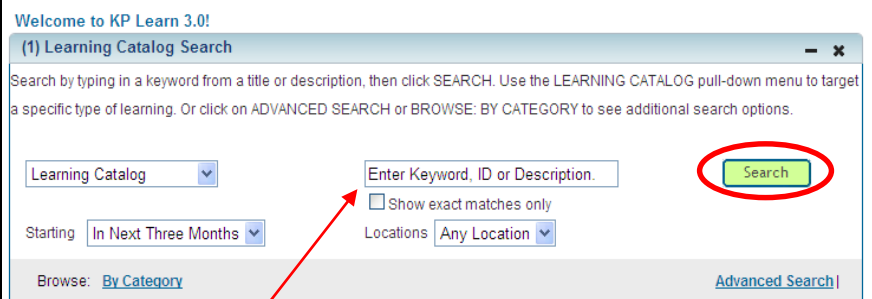


4. Click on [Activate your account](#) if you are a first time user.
Step 1: Use your NUID (given to you by the Academic Liaison/Student Coordinator)
Step 2: Enter the last 4 digits of your SS#
Step 3: Create a password




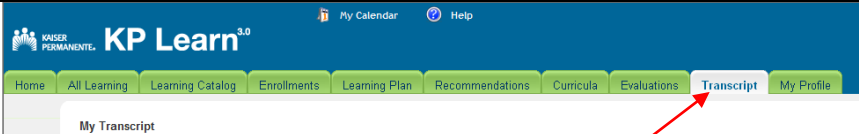
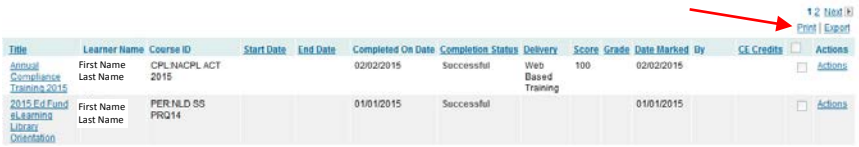
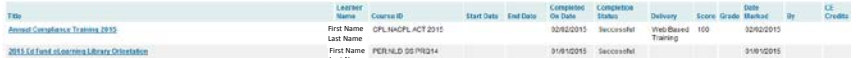
5. Enter the Description of the module provided by the Academic Liaison/Designee

Click **Search**



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<div>6. Verify course name and click "Launch"</div> <div>Note: If you don't finish the course in one sitting, go back to My Enrollments to re-launch the course.</div>	<div> KP HealthConnect Inpatient Training for Nursing Students - SCAL (00646438)</div> <div>This course will guide the students through the basic KP HealthConnect functionality necessary to electronically document patient care. They will learn how review a patien's chart, how to document ...</div> <div>Offered As: Web Based Training Price: 0.00 USD</div> <div>Language: English</div> <div>LAUNCH</div>																																										
<div>7. Once you're finished with the modules, click on Transcript.</div>	<div></div>																																										
<div>8. Click on Print (far right above the Actions column)</div>	<div><table><thead><tr><th>Title</th><th>Learner Name</th><th>Course ID</th><th>Start Date</th><th>End Date</th><th>Completed On Date</th><th>Completion Status</th><th>Delivery</th><th>Score</th><th>Grade</th><th>Date Marked</th><th>By</th><th>CE Credits</th><th>Actions</th></tr></thead><tbody><tr><td>Annual Compliance Training 2015</td><td>First Name Last Name</td><td>CPLNACPL ACT 2015</td><td></td><td></td><td>02/02/2015</td><td>Successful</td><td>Web Based Training</td><td>100</td><td></td><td>02/02/2015</td><td></td><td></td><td>Print Export</td></tr><tr><td>2015 Fall Fundamentals Library Orientation</td><td>First Name Last Name</td><td>PERNLD SS PRG14</td><td></td><td></td><td>01/01/2015</td><td>Successful</td><td></td><td></td><td></td><td>01/01/2015</td><td></td><td></td><td>Print Export</td></tr></tbody></table></div>	Title	Learner Name	Course ID	Start Date	End Date	Completed On Date	Completion Status	Delivery	Score	Grade	Date Marked	By	CE Credits	Actions	Annual Compliance Training 2015	First Name Last Name	CPLNACPL ACT 2015			02/02/2015	Successful	Web Based Training	100		02/02/2015			Print Export	2015 Fall Fundamentals Library Orientation	First Name Last Name	PERNLD SS PRG14			01/01/2015	Successful				01/01/2015			Print Export
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<div>9. Click Print (top far right) above the list of complete courses</div> <div>10. Submit to Faculty/Designee</div>	<div><table><thead><tr><th>Title</th><th>Learner Name</th><th>Course ID</th><th>Start Date</th><th>End Date</th><th>Completed On Date</th><th>Completion Status</th><th>Delivery</th><th>Score</th><th>Grade</th><th>Date Marked</th><th>By</th><th>CE Credits</th><th>Actions</th></tr></thead><tbody><tr><td>Annual Compliance Training 2015</td><td>First Name Last Name</td><td>CPLNACPL ACT 2015</td><td></td><td></td><td>02/02/2015</td><td>Successful</td><td>Web Based Training</td><td>100</td><td></td><td>02/02/2015</td><td></td><td></td><td>Print Export</td></tr><tr><td>2015 Fall Fundamentals Library Orientation</td><td>First Name Last Name</td><td>PERNLD SS PRG14</td><td></td><td></td><td>01/01/2015</td><td>Successful</td><td></td><td></td><td></td><td>01/01/2015</td><td></td><td></td><td>Print Export</td></tr></tbody></table></div>	Title	Learner Name	Course ID	Start Date	End Date	Completed On Date	Completion Status	Delivery	Score	Grade	Date Marked	By	CE Credits	Actions	Annual Compliance Training 2015	First Name Last Name	CPLNACPL ACT 2015			02/02/2015	Successful	Web Based Training	100		02/02/2015			Print Export	2015 Fall Fundamentals Library Orientation	First Name Last Name	PERNLD SS PRG14			01/01/2015	Successful				01/01/2015			Print Export
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