## Accessing MyLearning From home or outside of the Northwestern Medicine network

1. Launch web browser from your computer or tablet and type/click this www.cadencehealth.org

| Scroll down to                                  | o the bottom o                        | of the home p                              | age. Click on t                         | he <sup>Physicia</sup>         | n & Employee Login      |
|---|---------------------------------------|--|---|--------------------------------|-------------------------|
|   | Sign Up                               | Today For Our He                           | althy Tips E-Newsl                      | etter Enter Email Ad           | dross Sign Up           |
| Quick Links                                     | About Us                              | Billing & Insurance                        | Health Professionals                    | Contact Us                     | Stay Connected          |
| Billing Questions &<br>Insurances Accepted      | About Northwestern<br>Medicine        | Billing Questions &<br>Insurances Accepted |   | Contact Us                     | Breakthroughs In Care   |
| Northwestern Medicine<br>Regional Medical Group | Northwestern Medicine<br>Philanthropy | Financial Assistance                       | Clinical Trials & Research<br>Education | Employee Appreciation          | Facebook                |
| Clinical Trials & Research                      | Community                             | Insurance Parketpiace                      | Emergency Medical Services              |                                | 😏 Twitter               |
| Convenient Care Online<br>Check In              | Honors & Awards                       | Medical Records                            | Magnet <sup>®</sup> Nursing             |                                | YouTube                 |
| Emmi <sup>®</sup> Patient Education             | Hospital Members                      |  | Physician Partners (NMPP)               | /                              | 🐨 Instagram             |
| Financial Assistance                            | Picula Relations                      |  | Physician Treatment Center              |                                |                         |
| Learning & Support                              |                                       |  | Physician & Employee Login              |                                | in Linkedin             |
| Medical Records                                 |                                       |  | Priyaciantes Employee Loga              |                                |                         |
| MyChart®  |                                       |  | Community Connect Login                 |                                |                         |
| Volunteer                                       |                                       |  | Community Connect Login                 |                                |                         |
| Make A Donation                                 | Northwest<br>Medicine                 | C2016 Northwestern M<br>  TTY 630.933.4833 | tedicine *   25 N. Winfield Rd., Winfie | Hd, IL 60190   CDH 630 933 160 | 0   Delnor 630 208 3000 |

2. Beginning August 15, you will be required to enter your **username**, **password** and **a token code** to access Citrix from <u>www.cadencehealth.org</u> when logging in to the Northwestern Medicine network using a personal computer or home computer. If you did not receive an email from IT regarding the Google Authenticator, **please contact the IT Help Desk at 630.933.4357.** 

| Jser Name:<br>Password:<br>Token: | Den't have token. Please click here   |  |  |  |  |
|-----------------------------------|---|--|--|--|--|
| Log C                             | Log On  |  |  |  |  |
| Need to log on to NM              | West Region Email (Outlook Web Access)? Just click.tiere  |  |  |  |  |
| Need to log on to NM              | l West Region Email (Outlook Web Access)? Just <u>click.hinto</u><br><u>Mac.View</u> <u>EC.View</u> <u>iEhone.View</u> <u>iEad.View</u> |  |  |  |  |
| Need to log on to NM              | West Region Email (Outlook Web Access)? Just <u>click.finre</u><br><u>Mac.View</u> EG.Joew @hone.View @ad.View                          |  |  |  |  |
| eed to log on to NM               | West Region Email (Dutlook Web Access)? Just <u>click.here</u><br><u>Mac.View</u> EG.View @hone.View @ad.View                           |  |  |  |  |

3. If you have not previously accessed Northwestern Medicine via Citrix, you will see this Citrix Receiver landing page. Click on the +.



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4. OClick on All Apps. From the dropdown, estect MM Interactive. The application will launch. You'll land on NM Interactive Home page.

| Citrix <b>Receiver</b> |        | • Q  |
|------------------------|--------|--|
| All Apps 1             | PJ     | Microsoft Publisher 2013                           |
| Epic 🧑                 | w]     | Microsoft Word 2013                                |
| Utilities              |        | My Data  |
| XenAnn 7.6 Test Farm   | e      | MyLearning   |
|                        | e      | NM Interactive                                     |
|                        | 4      | Notepad for Silo 19                                |
|                        | e      | OptiLink PCSS                                      |
|                        | e      | OptiLink Staffrunner                               |
|                        | e      | Outlook Web Access                                 |
|                        | A      | PACs - MiView                                      |
| © 2010 2016 CH-        | C      | Ten All Soldstresson of L Third Data Nations       |
| © 2013-2016 Citrix     | system | s, Inc. All rights reserved.   Third Party Notices |

5. To access **MyLearning**, **1**go to **Applications.** Slide down to **2Education & References** and click on **3 My Learning** 

|  | ve                             |   |                                |  |
|--|--------------------------------|---|--------------------------------|--|
| APPLICATIONS DE  |                                |   |                                | Search FAMI D  |
| Teo Appi   | Antibiotic Resources           | Enterprise Data Warehouse   | Earning Management (Legacy)*   | Pain Management  |
|  | CINAHL CINAHL                  | Resources   | MedBridge Rehab Education      | Pathology Handbook   |
|  | 🔯 Clinical Pharmacology        | Hand Hygiene  | Nedical References             | M Patient Education (NMH)  |
| Administrative & Finance   | CultureVision                  | Health Learning Centers   | Medical Staff & MLP Privileges | Poisindex  |
| Education & References   | Dept of Medicine - ResidentNet | KishNet   | Hy Learning                    | Team NM  |
|  | Ebola Resources                | Lab Specimen Collection (LFH)*  | Nursing Procedures and Skills  | 🔛 United Way Campaign  |
|  | ED Resources (NMH)             | Learn at Siemens  | On-Line Skin Care (NMH)        | UpToDate   |
| Policy & Procedure Search<br>PowerChart<br>Privilege Inquiry (CDH)<br>Privilege Inquiry (Delnor)<br>RadNet Appbar<br>SafecNet <sup>4</sup> | Memorial Hos                   | ital Hospital Hospital  | Hospital U.S. 1<br>READ        | News & World Report.<br>M <b>ORE</b> >   |
|  | N E W S                        |   |                                | MORE NEWS *  |
| Surginet   |                                |   | Systemat                       | What's New With Project One  |
| Surgicet<br>VIEW ALL LINKS ><br>MANAGE MY LINKS ><br>*Log-in to NMI is required  | S. Carlos                      | George Chiampas, DO, visits Japan to share his<br>expertise on medical coverage for large events  | as the                         | on the Project One page on NMI.  |
| Surgine Surgine New Act LINKS > MANAGE MY LINKS ><br>*Log-in to NMI is required PHYSICIAN LINKS  |                                | Some Search Ready for the Unexpected<br>Seorge Chiampas, DO, visits Japan to share his<br>topertise on medical coverage for large events<br>country prepares to host the 2020 Tokyo Olym<br>EAD MORE> | as the ONE READ MOR            | ist issue of the Puise newsietter is now<br>on the Project One page on NMI.<br>E |

Log on using the same User ID and password.
If experience any access problems, contact the IT Help Desk at 630.933.4357

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7. Scroll down to My Assigned Learning Plans

| Horney  | Online Courses  | Instructor-Led<br>Courses                               | Search All<br>Courses                                   | My Training  | Transcript              |  |
|---|---|---|---|--|-------------------------|--|
| Welcome   | to NM My Learning, I  | Dawn Newell-coghi<br>learning needs.                    | ant   |  |                         |  |
|   |   |   | we  | ve updated the Tra   | inscript page           |  |
| Complete Learn  |   |   |   | the Transcript link to s<br>functionalit                   | ee the new look an<br>y |  |
|   |   |   |   | TRANSCRIPT   |                         |  |
| Take Online Co.   | rses tailored to your sch   | nedule  |   |  |                         |  |
| Record Your Ext   |   |   | View/Pi   | rint My Learning Transi                                    | ript Widget Job Aid     |  |
|   |   |   |   | < GIA BOL  |                         |  |
| y Assigned Train<br>low are your the lear<br>pand and view the as<br>My Assigned Lear<br>- Learning Plans<br>to learning plan mapping | ng<br>ning plans you have been as<br>soclated learning activities. C<br>rning Plans | ugried to complete. Please<br>Once you have completed a | complete all Learning Pla<br>learning plan, it will mov | ans that feature a due date.<br>re to the Transcript area. | Click on the * icon to  |  |

8. Click on the "+" sign next to the learning plan. You will now see each of the required activities.

| Home                  | Online Courses         | Instructor-L<br>Courses                    | ed Search All<br>Courses  | My Trainin   | :                             | Transcript                |
|-----------------------|------------------------|--|---|--|-------------------------------|---------------------------|
| ARNING PLANS          | Му                     | Training >                                 | Learning Plans  |  |                               |                           |
| NROLLED ONLINE COUR   | E5 Below a<br>learning | re all of your requ<br>gactivities. Once y | ired and elective learning plan<br>ou have completed a learning                                 | s. Click on the + icon to<br>plan, it will move to the | expand and v<br>Transcript ar | view the associate<br>ea. |
| INROLLED INSTRUCTOR L | My L                   | earning Plans.                             |   |  |                               |                           |
| SURVEYS               | - Loa                  | rning Plans                                |   |  |                               |                           |
| CTERNAL TRAINING      | 5 bes                  | arning plans available                     | showing 1-5   |  |                               |                           |
|                       |                        | Plan Name                                  | Plan Description  | Plan Dues  | Plan                          | Plan                      |
|                       |                        | 2016 NMPP<br>Clinical<br>Integration       | This learning plan contains a<br>course with the presentation<br>2016 NMPP Clinical Integration | about 12/31/2016<br>on.                                | Completed                     | 8/5/2016                  |
|                       |                        | Activity                                   | Name  | Туре   | Started                       | Status                    |
|                       |                        | NMPP CI                                    | nical Integration 2016  | Course   | 8/5/2016                      | Completed                 |
|                       |                        | A18-41313                                  |   |  |                               |                           |

9. Click on the first item to open

Arner Links

10. Follow the instructions for launching the course

| NMPP Clinical Integration 2016 |  |
|--------------------------------|--|
| ~                              | My Learning  |
|                                | Welcome to the NMPP Clinical Integration online course. Click on the link below to start.  |
|                                | NMPP Clinical Integration Presentation   |
|                                | To ensure proper completion, close the course window when complete. Click the NEXT button and then the<br>EXIT button to return back to My Learning. |
|                                |  |
|                                |  |
|                                |  |
|                                |  |
|                                |  |

11. Once the learning plan is complete, it will disappear from the home page and move to **My Transcripts.**