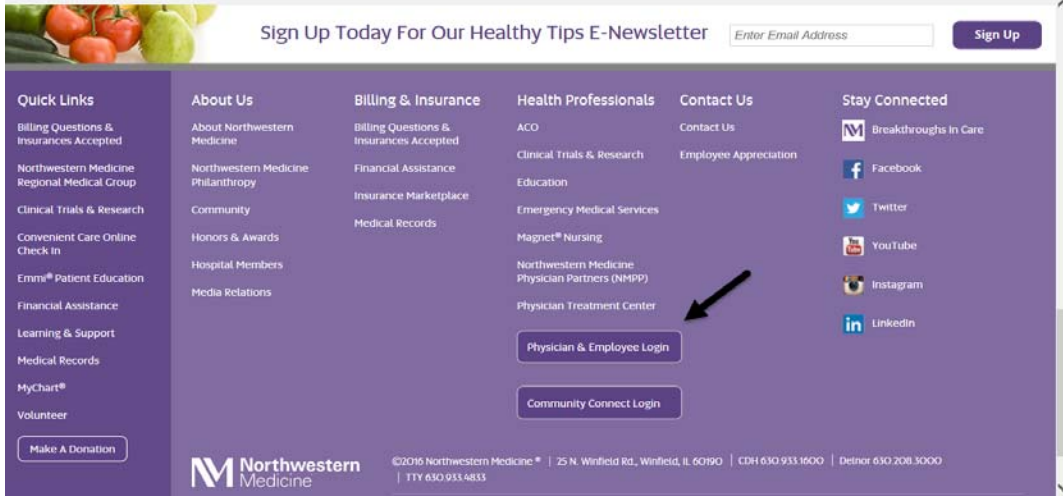# Accessing MyLearning
From home or outside of the Northwestern Medicine network

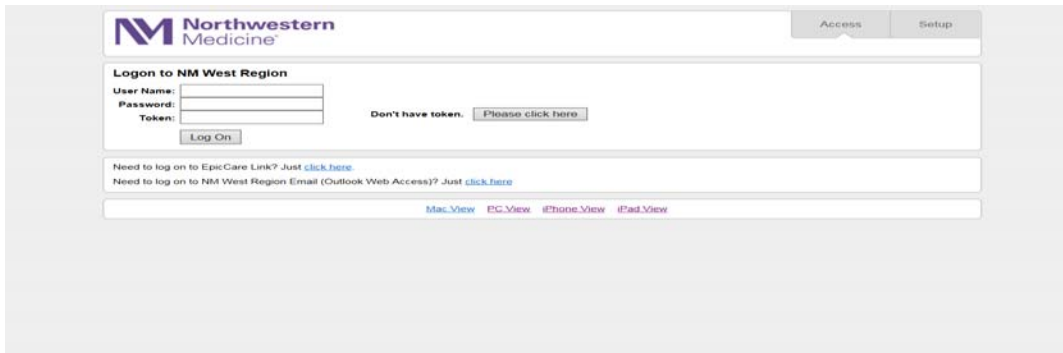1. Launch web browser from your computer or tablet and type/click this
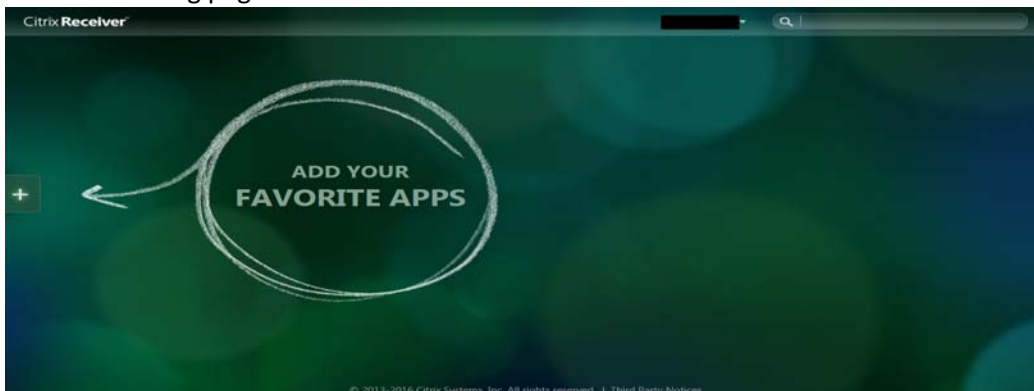   www.cadencehealth.org
    Scroll down to the bottom of the home page. Click on the **Physician & Employee Login**

2. Beginning August 15, you will be required to enter your **username**, **password** and **a token code** to access Citrix from www.cadencehealth.org 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.**
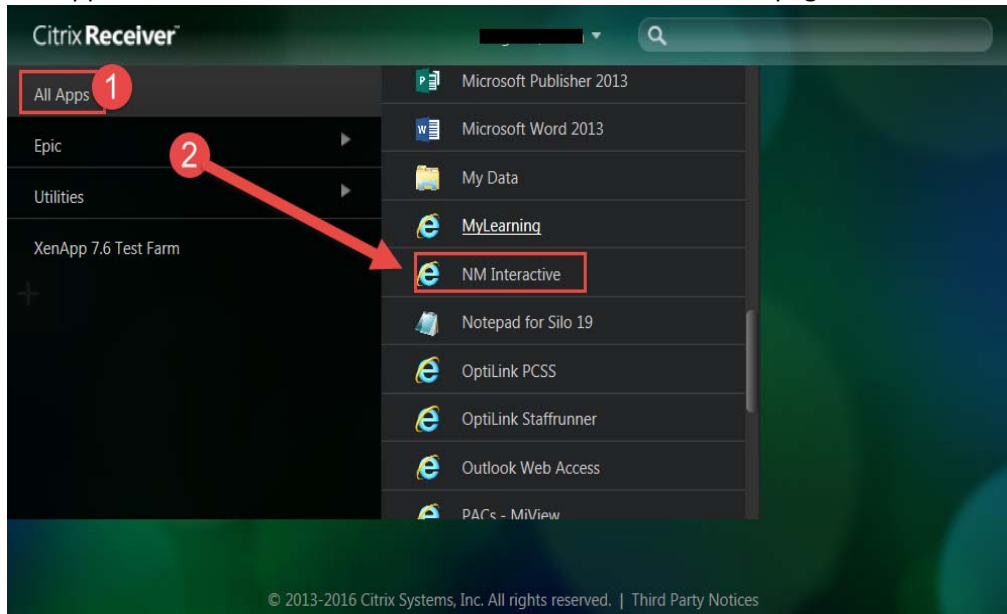

3. If you have not previously accessed Northwestern Medicine via Citrix, you will see this Citrix Receiver landing page. Click on the **+**.
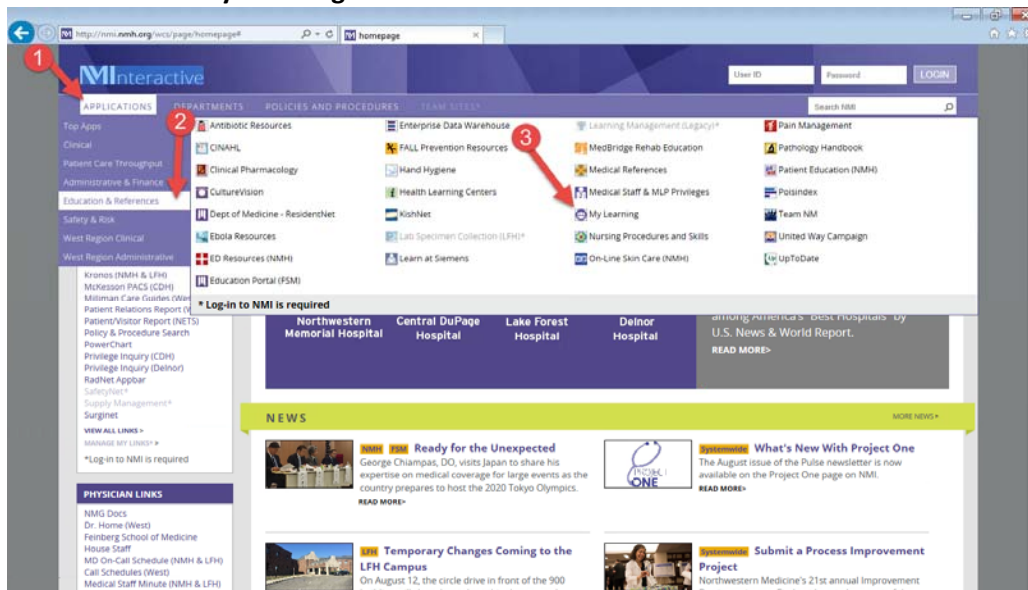
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4. ①Click on **All Apps.** From the dropdown, ② select 🌐**NM Interactive**.
   The application will launch. You'll land on **NM Interactive** Home page**.**

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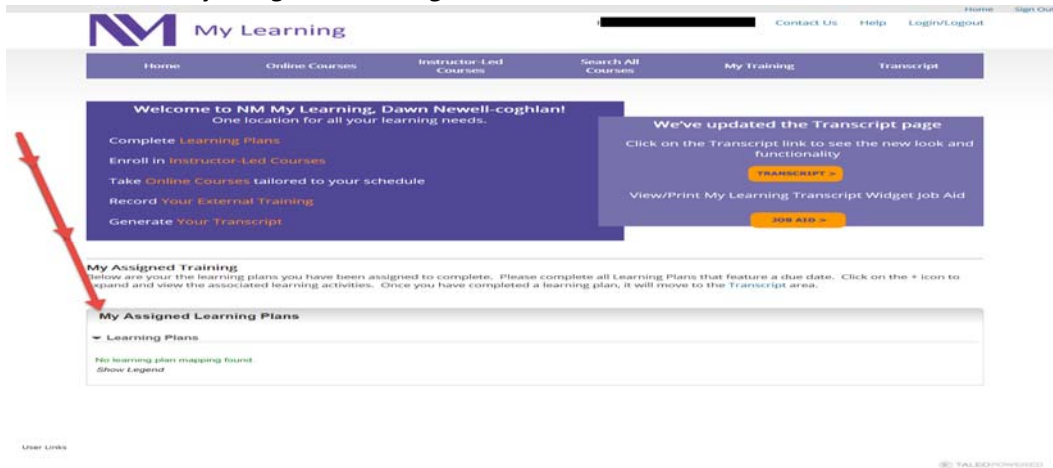   and click on ③ **My Learning**

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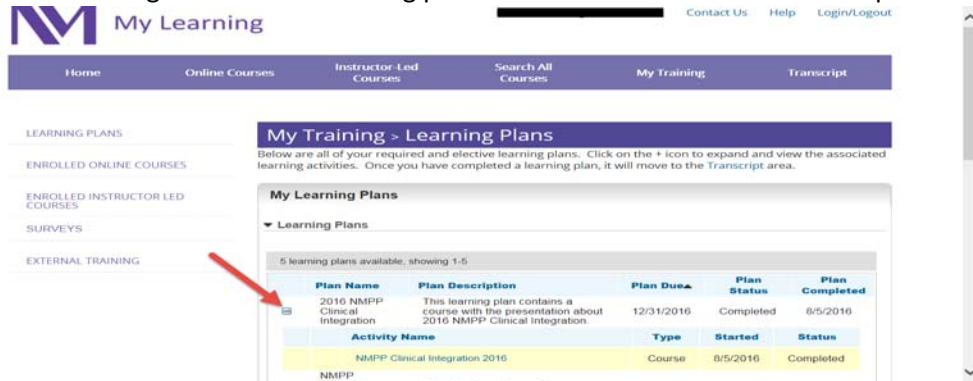   If experience any access problems, **contact the IT Help Desk at 630.933.4357**

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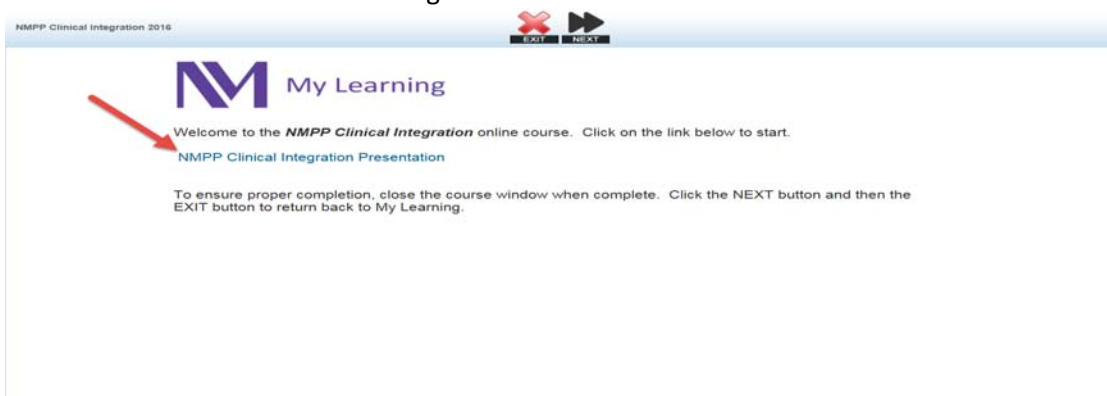
7. Scroll down to *My Assigned Learning Plans*

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

9. Click on the first item to open
10. Follow the instructions for launching the course

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