

Standard Work Instructions

My Learning by Infor

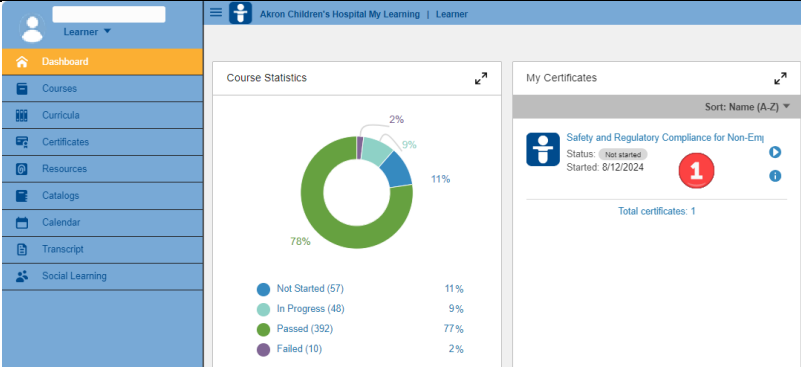
Accessing My Learning for Non-Employed Staff (NES)

Microsoft Edge and Google Chrome are the Preferred Browsers for My Learning

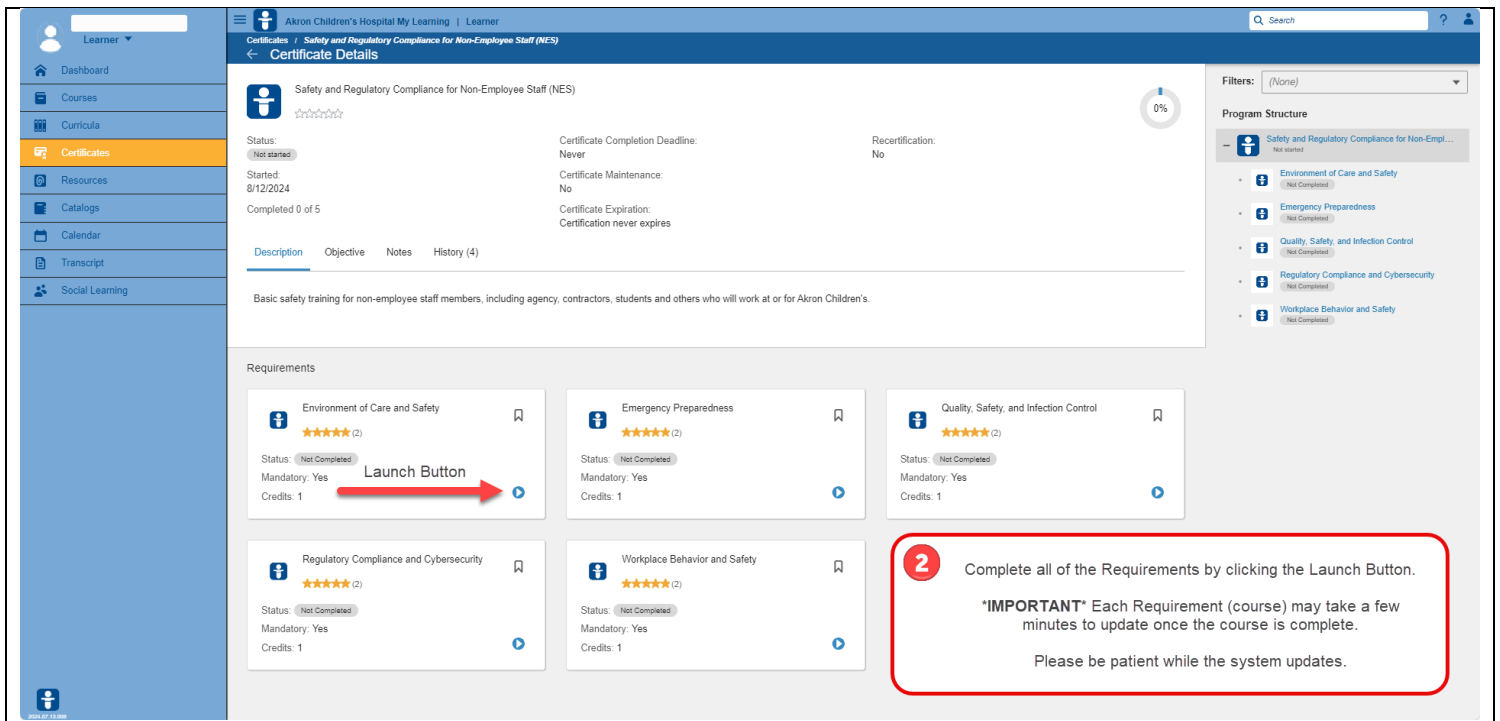
About this process: If you are a non-employed staff who requires access to document in the electronic medical record, Epic, you must complete mandatory training through My Learning by Infor.

This includes contractors, agency, and students who will actively contribute to a patient’s medical record, for example contracted nurses, respiratory therapists, or healthcare team members; nursing students or advanced practice provider students; traveling nurses; or rotating residents and interns.

All other non-employed staff who do not document in the patient’s medical record may disregard these instructions and go to www.akronchildrens.org/safety.

Step	Notes
1. Access My Learning here	https://akronchildrens.certpointsystems.com/portal/login.aspx?showloginpage=1
2. Login to the system a. Login = ID Number only (i.e. 123456) b. Password = Chmca12345	Contact mylearning@akronchildrens.org for assistance. <i>See page 3 of this SWI for troubleshooting and Forgot Password self-service.</i>
3. Complete Safety and Regulatory Compliance for Non-Employee Staff (NES): 1) Click on Safety and Regulatory Compliance for Non-Employee Staff (NES) under My Certificates on the Learner Dashboard.	 <p>PLEASE NOTE: There are 5 courses to complete within the Certificate Program:</p> <ul style="list-style-type: none"> • Regulatory Compliance and Cybersecurity • Environment of Care and Safety • Workplace Behavior and Safety • Quality, Safety, and Infection Control • Emergency Preparedness





Akron Children's Hospital My Learning | Learner
 Certificates / Safety and Regulatory Compliance for Non-Employee Staff (NES)
 ← Certificate Details

Status: **Not started** Certificate Completion Deadline: Never Recertification: No
 Started: 8/12/2024 Certificate Maintenance: No
 Completed 0 of 5 Certificate Expiration: Certification never expires

Description Objective Notes History (4)
 Basic safety training for non-employee staff members, including agency, contractors, students and others who will work at or for Akron Children's.

Requirements

- Environment of Care and Safety**
 Status: **Not Completed**
 Mandatory: Yes
 Credits: 1
Launch Button
- Emergency Preparedness**
 Status: **Not Completed**
 Mandatory: Yes
 Credits: 1
- Quality, Safety, and Infection Control**
 Status: **Not Completed**
 Mandatory: Yes
 Credits: 1
- Regulatory Compliance and Cybersecurity**
 Status: **Not Completed**
 Mandatory: Yes
 Credits: 1
- Workplace Behavior and Safety**
 Status: **Not Completed**
 Mandatory: Yes
 Credits: 1

2 Complete all of the Requirements by clicking the Launch Button.
IMPORTANT Each Requirement (course) may take a few minutes to update once the course is complete.
 Please be patient while the system updates.

4. Complete additional training per your work assignment:
- Clinical Nursing Instructors
 - Clinical Nursing Instructor** curriculum
 - Undergraduate Clinical Nursing Students
 - Clinical Nursing Student** curriculum
 - Advanced Practice Provider Students
 - EPIC ORD Med APN PA Student Training**
 - Medical Assistant Externs
 - Epic AMB MA Student E-Learning**

If your role is not listed here, please contact your department manager or mylearning@akronchildrens.org.

Please Note: Your login and password for My Learning by Infor is **not** connected to your Active Directory account created with your three initials and employee number.

Frequently Asked Questions

Troubleshooting



Akron Children's Hospital

➤ I do not remember my password, or my password is not working.

Option 1: email mylearning@akronchildrens.org and request assistance

Option 2: utilize self-service password recovery

1. Click "Forgot Password?"
2. Enter Login Name and Email
 - a. Login Name = Employee Number, i.e. 123456
 - b. Email = Email ACH has on file, i.e. **@akronchildrens.org** email or the **email you provided as a student**

NOTE: If you do not know the email on file, please contact mylearning@akronchildrens.org to have your password reset.

3. Check inbox for email from mylearning@akronchildrens.org.
4. Copy temporary password from email
5. Select "Click here to return to login page"
6. Login using your Login (EE#) and temporary password
7. Follow prompts to change your password
8. You will be logged into My Learning by Infor

