

Instructions for Accessing **KP Learn**

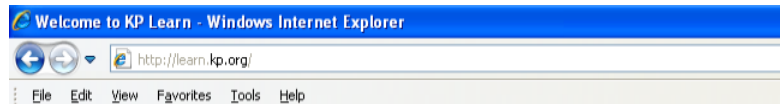
KP HealthConnect Inpatient Training for Nursing Students-SCAL

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.

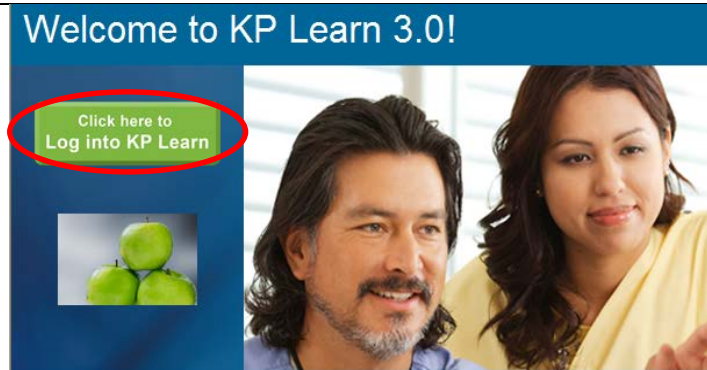
- PC computer (no Macintosh or tablets)
- Internet Explorer (minimum version 7.0)
- Adobe Flash Player (minimum version 11)
- Disable/Turn-Off All Pop-Up Blockers (see [Quick Guide](#) — Disabling Pop-up Blockers)

1. Launch an Internet Explorer browser.



2. Type **learn.kp.org** in the address bar and click enter.

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

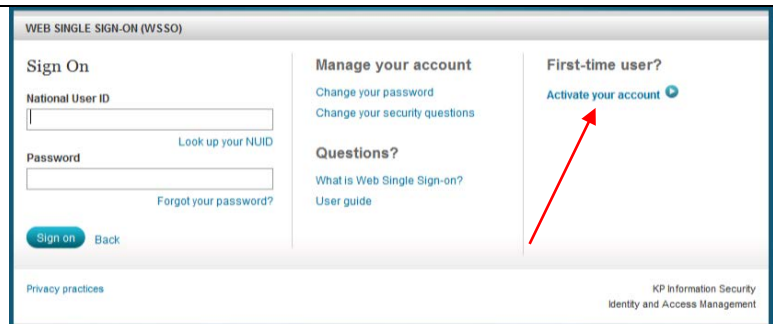


4. Click on [Activate your account](#) if you are a first time user.

Step 1: Use your NUID (given to you by the Academic Liaison/Student Coordinator)

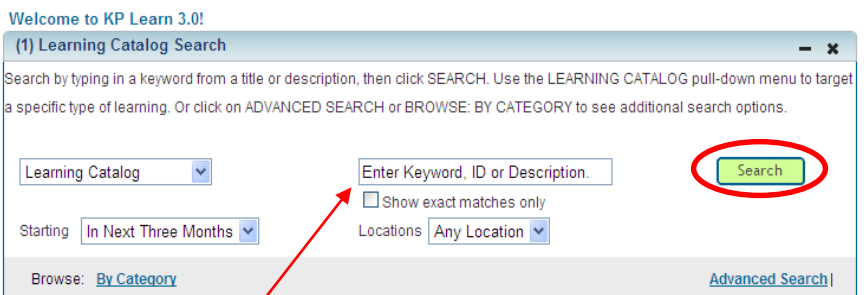
Step 2: Enter the last 4 digits of your SS#

Step 3: Create a password



5. Type [KP HealthConnect Inpatient Training for Nursing Students-SCAL](#) in the Description box

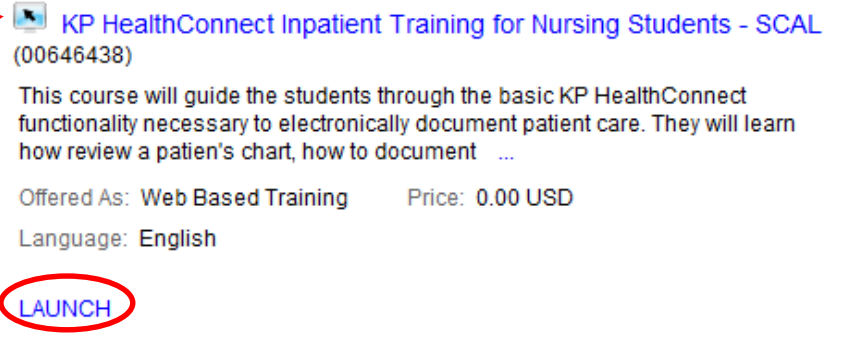
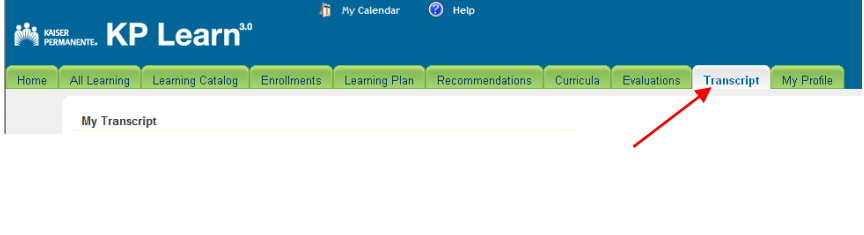


Click **Search**



Instructions for Accessing **KP Learn**

KP HealthConnect Inpatient Training for Nursing Students-SCAL

Revised 5-2015

<p>6. Verify course name and click "Launch"</p> <p>Note: If you don't finish the course in one sitting, go back to My Enrollments to re-launch the course.</p>	 <p>KP HealthConnect Inpatient Training for Nursing Students - SCAL (00646438)</p> <p>This course will guide the students through the basic KP HealthConnect functionality necessary to electronically document patient care. They will learn how review a patient's chart, how to document ...</p> <p>Offered As: Web Based Training Price: 0.00 USD</p> <p>Language: English</p> <p>LAUNCH</p>																																										
<p>7. Once you're finished with the modules, click on Transcript.</p>	 <p>KP Learn 3.0</p> <p>My Calendar Help</p> <p>Home All Learning Learning Catalog Enrollments Learning Plan Recommendations Curricula Evaluations Transcript My Profile</p> <p>My Transcript</p>																																										
<p>8. Click on Print (far right above the Actions column)</p>	 <table border="1"> <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>CC Credits</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Annual Compliance Training 2015</td> <td>First Name Last Name</td> <td>CPLNACPLACT 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><input type="checkbox"/> Actions</td> </tr> <tr> <td>2015 Ed Fund Library Orientation</td> <td>First Name Last Name</td> <td>PERNLD 55 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><input type="checkbox"/> Actions</td> </tr> </tbody> </table>	Title	Learner Name	Course ID	Start Date	End Date	Completed On Date	Completion Status	Delivery	Score	Grade	Date Marked	By	CC Credits	Actions	Annual Compliance Training 2015	First Name Last Name	CPLNACPLACT 2015			02/02/2015	Successful	Web Based Training	100		02/02/2015			<input type="checkbox"/> Actions	2015 Ed Fund Library Orientation	First Name Last Name	PERNLD 55 PRG14			01/01/2015	Successful				01/01/2015			<input type="checkbox"/> Actions
Title	Learner Name	Course ID	Start Date	End Date	Completed On Date	Completion Status	Delivery	Score	Grade	Date Marked	By	CC Credits	Actions																														
Annual Compliance Training 2015	First Name Last Name	CPLNACPLACT 2015			02/02/2015	Successful	Web Based Training	100		02/02/2015			<input type="checkbox"/> Actions																														
2015 Ed Fund Library Orientation	First Name Last Name	PERNLD 55 PRG14			01/01/2015	Successful				01/01/2015			<input type="checkbox"/> Actions																														
<p>9. Click Print (top far right) above the list of complete courses</p> <p>10. Submit to Faculty/Designee</p>	 <table border="1"> <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>CC Credits</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Annual Compliance Training 2015</td> <td>First Name Last Name</td> <td>CPLNACPLACT 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><input type="checkbox"/> Actions</td> </tr> <tr> <td>2015 Ed Fund Library Orientation</td> <td>First Name Last Name</td> <td>PERNLD 55 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><input type="checkbox"/> Actions</td> </tr> </tbody> </table>	Title	Learner Name	Course ID	Start Date	End Date	Completed On Date	Completion Status	Delivery	Score	Grade	Date Marked	By	CC Credits	Actions	Annual Compliance Training 2015	First Name Last Name	CPLNACPLACT 2015			02/02/2015	Successful	Web Based Training	100		02/02/2015			<input type="checkbox"/> Actions	2015 Ed Fund Library Orientation	First Name Last Name	PERNLD 55 PRG14			01/01/2015	Successful				01/01/2015			<input type="checkbox"/> Actions
Title	Learner Name	Course ID	Start Date	End Date	Completed On Date	Completion Status	Delivery	Score	Grade	Date Marked	By	CC Credits	Actions																														
Annual Compliance Training 2015	First Name Last Name	CPLNACPLACT 2015			02/02/2015	Successful	Web Based Training	100		02/02/2015			<input type="checkbox"/> Actions																														
2015 Ed Fund Library Orientation	First Name Last Name	PERNLD 55 PRG14			01/01/2015	Successful				01/01/2015			<input type="checkbox"/> Actions																														
<p>11. Sign off</p>																																											