

## KP LEARN MODULES

### To ACCESS COURSES

1. LAUNCH: Internet Explorer and go to [learn.kp.org](http://learn.kp.org)  
NOTE: You must use a PC. Will not work on a MAC



2. CLICK: "Log into KP Learn"



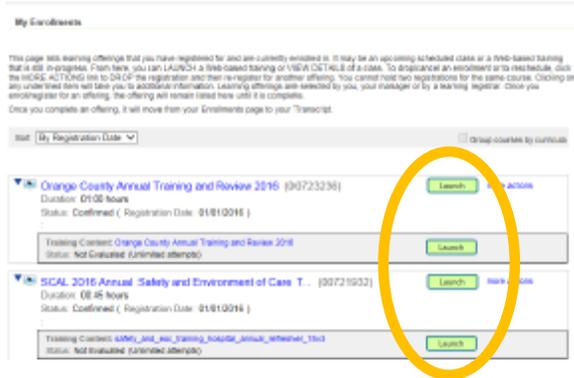
3. ENTER: Your NATIONAL USER ID (NUID) and your PASSWORD then click "Sign On"  
NOTE: Your password is the same one you use for "My HR."

A screenshot of the "WEB SINGLE SIGN-ON (WSSO)" sign-on form. The form has a white background with a blue border. It contains two input fields: "National User ID" and "Password". Below the "National User ID" field is a blue link that says "Look up your NUID". Below the "Password" field is a blue link that says "Forgot your password?". At the bottom of the form, there are two buttons: a blue "Sign on" button and a grey "Back" button.

4. CLICK: "Enrollments" tab at top of page

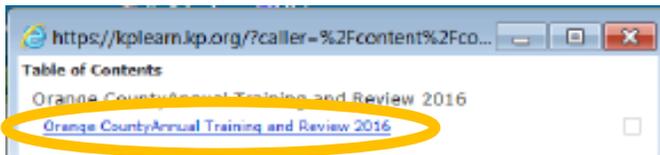


- CLICK: **“Launch”** next to the course you would like to take



**NOTE:** See **“To Manually Access Courses”** instructions below if the required courses are not already listed under **“My Enrollments”**

- CLICK: On the **course name** in blue and begin the course.



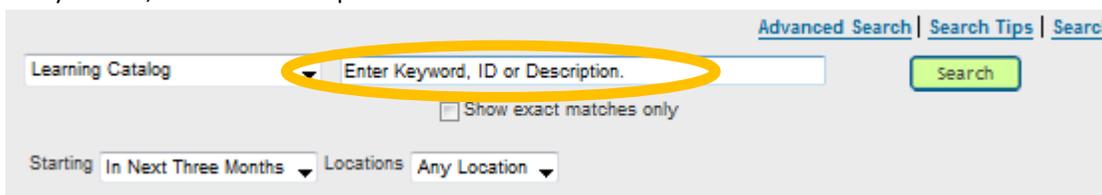
**NOTE:** If you don't finish the course in one sitting, go back to **“Enrollments”** to re-launch the course.

## TO MANUALLY ACCESS COURSES

- COMPLETE: Steps 1-3 above.
- CLICK: **“The Learning Catalog”** tab at top of page

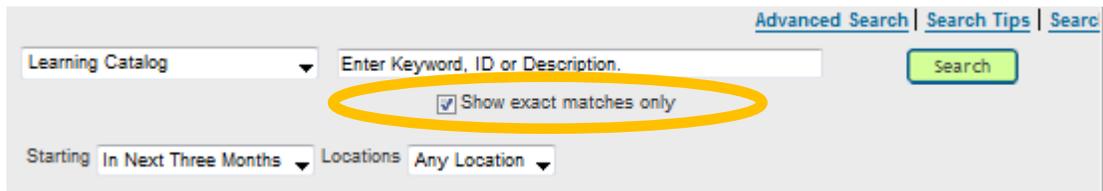


- COPY AND PASTE: The assigned **course ID** into the box that says **“Enter Keyword, ID or Description”**



**NOTE:** See list of **required courses for students** on last page

- CHECK: Box that says “Show exact matches only.”



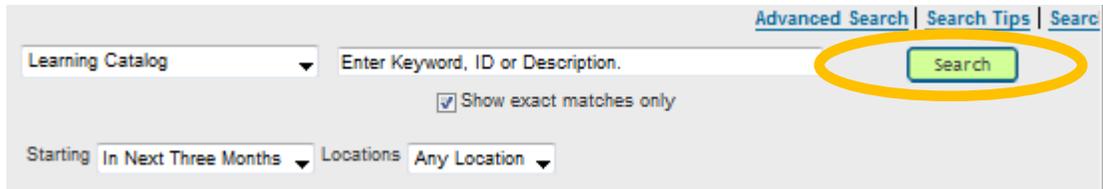
Advanced Search | Search Tips | Search

Learning Catalog

Show exact matches only

Starting  Locations

- CLICK: “Search”



Advanced Search | Search Tips | Search

Learning Catalog

Show exact matches only

Starting  Locations

- CLICK: “Launch,” written in blue



Courses										Calendar	Site	Feed
Title	Delivery Type	Start Date	End Date	Session	Location	Facility	Course ID	Current Max	Offering ID	CE Credits	Actions	
CPLSCAL 7087	Web Based Training						CPLSCAL 7087		00000000	0.00	Launch	

## TO PRINT CERTIFICATE OF COMPLETION

- CLICK: “Transcript” tab at top of page

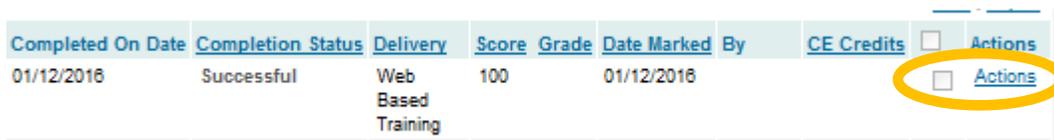


KAISER PERMANENTE KP Learn 3.0

All Learning Resources

Home All Learning Learning Catalog Enrollments Learning Plan Recommendations Curricula Evaluation **Transcript** My Profile

- CLICK: “Actions,” written in blue and choose “Print Certificate.”



Completed On Date	Completion Status	Delivery	Score	Grade	Date Marked	By	CE Credits	Actions
01/12/2016	Successful	Web Based Training	100		01/12/2016			<input type="checkbox"/> Actions

The Certificate of Completion will appear in a pop-up window.

- CLICK: “Print icon” in upper left corner to print.



### Certificate of Completion

Certifies that:

NOTE: You can also **save** to your computer at this point, as well.

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## **FOR IT HELP**

CALL: “The Help Desk” for password reset and other IT issues.  
(951) 270-1143 or tie line 8-395-1143