Instructions for Accessing **KP Learn**

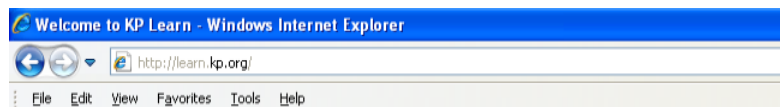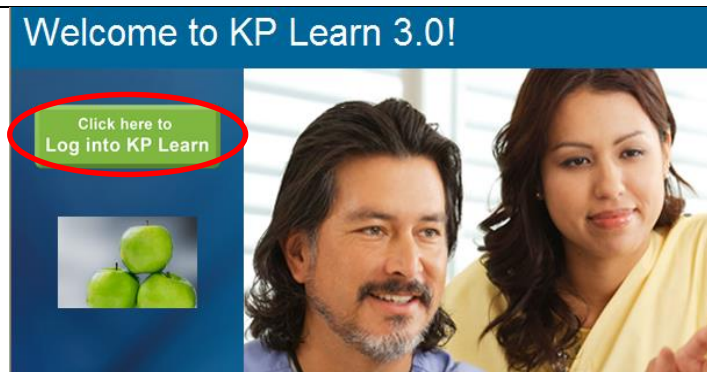|	
Computer/Software Requirements: To successfully complete courses on KP Learn, you must have the following computer and software requirements. If you don't have these, you may not be able to successfully start courses and any you complete may not be accurately recorded in KP Learn. • PC computer (no 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)	

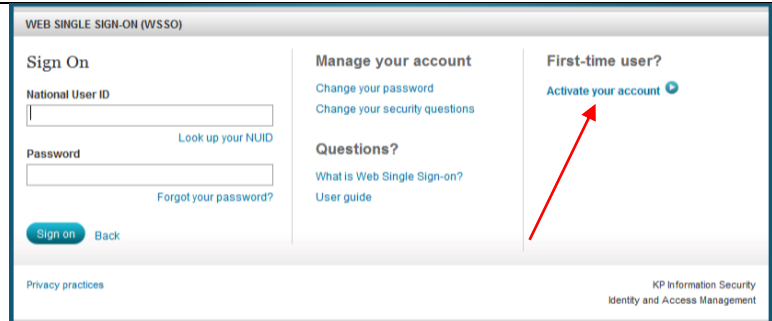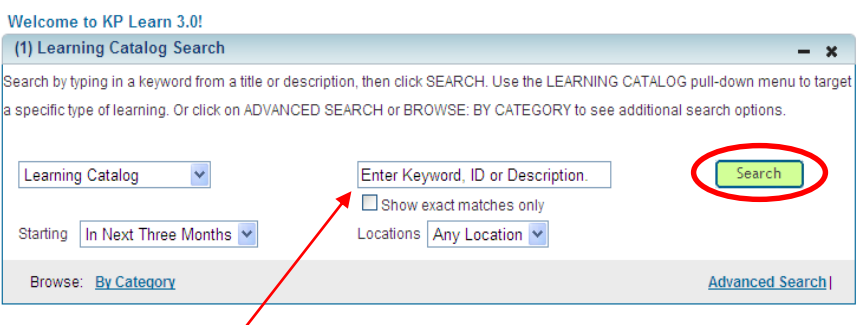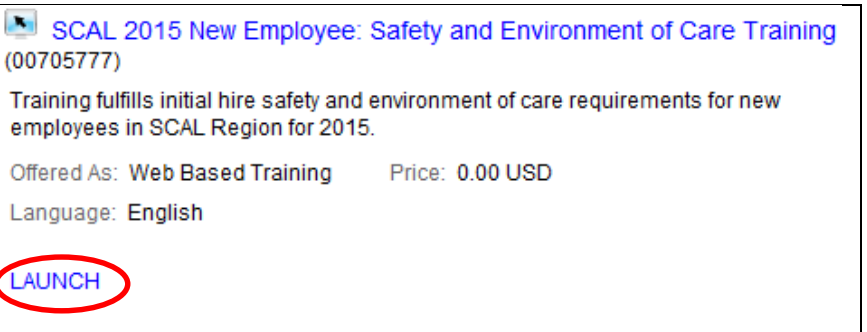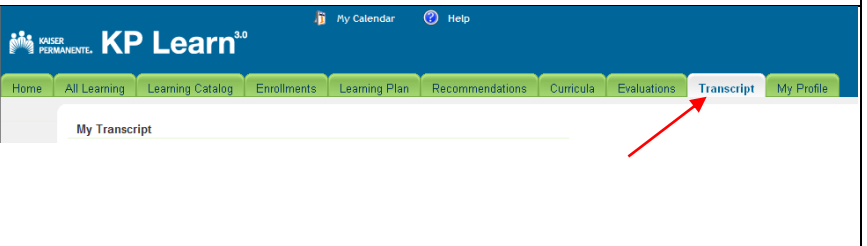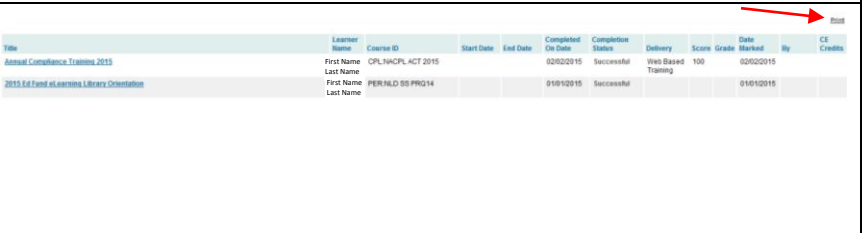|	
1. Launch an Internet Explorer browser. 2. Type **learn.kp.org** in the address bar and click enter.	
3. Click **Log onto KP Learn**.	
4. Click on Activate your account if you are a first time user. Step 1: Use your NUID (given to you by the Academic Liaison/Student Coordinator) Step 2: Enter the last 4 digits of your SS# Step 3: Create a password	
5. Enter the Description of the module provided by the Academic Liaison/Designee Click **Search**	

6. Verify course name provided by the Academic Liaison/Designee and click "**Launch**" **Note**: If you don't finish the course in one sitting, go back to **My Enrollments** to re-launch the course.	SCAL 2015 New Employee: Safety and Environment of Care Training (00705777) Training fulfills initial hire safety and environment of care requirements for new employees in SCAL Region for 2015. Offered As: Web Based Training Price: 0.00 USD Language: English LAUNCH
7. Once you're finished with the modules, click on **Transcript.**	My Calendar Help KAISER PERMANENTE. **KP Learn** 3.0 Home All Learning Learning Catalog Enrollments Learning Plan Recommendations Curricula Evaluations **Transcript** My Profile My Transcript
8. Click on **Print** (far right above the Actions column)	1 2 Next ► Print | Export | Title	Learner Name	Course ID	Start Date	End Date	Completed On Date	Completion Status	Delivery	Score	Grade	Date Marked	By	CE Credits		Actions
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Annual Compliance Training 2015	First Name Last Name	CPL:NACPL ACT 2015			02/02/2015	Successful	Web Based Training	100		02/02/2015			☐	Actions
2015 Ed Fund eLearning Library Orientation	First Name Last Name	PER:NLD SS PRQ14			01/01/2015	Successful				01/01/2015			☐	Actions	
9. Click **Print** (top far right) above the list of complete courses 10. Submit to Faculty/Designee	Print 	Title	Learner Name	Course ID	Start Date	End Date	Completed On Date	Completion Status	Delivery	Score	Grade	Date Marked	By	CE Credits
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Annual Compliance Training 2015	First Name Last Name	CPL:NACPL ACT 2015			02/02/2015	Successful	Web Based Training	100		02/02/2015		
2015 Ed Fund eLearning Library Orientation	First Name Last Name	PER:NLD SS PRQ14			01/01/2015	Successful				01/01/2015			
11. Sign off	