New User Registration Instructions

These instructions explain how to register as a system user for HealthcareSource’s Quality Talent Suite. This suite allows users to access two systems: Performance Manager and NetLearning.

The Performance Manager system is used to access and sign employment records such as job descriptions, appraisals and goals. NetLearning is a full learning management system and is used to complete and track e-learning and other educational requirements.

Procedure:

1. Go to [www.nyUHS.org](http://www.nyUHS.org) (this is our external website that does not require visitors to log in), scroll down to the bottom of the page and select the For Employees link at the bottom of the page.
   - Please note: once you have started working, you will be able to access these systems through the internal UHS Intranet’s homepage Toolbox.

2. On the For Employees page, click on the HealthcareSource Quality Talent Suite logo to open its log in screen.

3. Select Register under the blue Log In button.

4. Enter your Employee ID when prompted. Type the number exactly as it appears on your badge then select Next.

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5. Enter a system password and answers to your security questions which can be used to reset your password in case you forget it. You may select a different question if you think it will be easier to remember (see screen shot on next page for a list of available questions).
6. The system will indicate you have successfully registered, provide you with your username and ask you to log in. Select Login.

7. Log in using your username and password as prompted.
8. You will land on your Performance Manager Task List. You should see your Job Description and Confidentiality Pledge on your Task List.
   - These tasks are both review and sign tasks that simply require you to open and carefully read the document then sign at the bottom indicating you have done so.
   - You may complete these tasks now, or return to them later. To complete the task, click anywhere in the task’s row.
   - For more information about how to complete Performance Manager tasks, please speak with your manager and/or see the UHS Intranet’s Performance Management resources page once you begin working.

9. To access your required education (including e-learning and attendance classes) through NetLearning, click on myNetLearning in the HealthcareSource menu near the top, left corner of your screen.
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10. You will land on your NetLearning To Do List.
   - This list shows you all required courses you must complete.
   - As you complete courses, they will drop off your To Do List and move to your Completed List.
   - To complete an e-learning course, click on the Launch button to open the course.
   - To receive credit for completing a course, you must also pass the post-course assessment. Please note, if you fail the test you will not receive credit.
   - For more information on completing e-learning and classroom based courses, please speak with your manager and/or see the UHS Intranet’s NetLearning resources page once you begin working.

11. There are three formats of e-learning you will find in NetLearning:
   - Courses from the NetLearning Library:
     - Open in same browser window
     - Access Test using Take Test button at top of screen after completion of course content
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- Courses built by UHS using PowerPoint presentations:
  - Open in same browser window
  - Access Test using Take Test button at top of screen after scrolling through course content

- Courses built by UHS using Articulate 360 Rise:
  - Open in new browser window; Close new window after completion of course content
  - Access Test upon returning to original browser window using Post Test button on right side of screen

Reminder: To receive your pre-employment e-learning stipend, your UHS Core Mandatory e-learning must be completed before you attend New Employee Welcome. The UHS Core Mandatory courses are marked with the word CORE – in front of the course title.

Department and position specific e-learning will have a later due date.

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