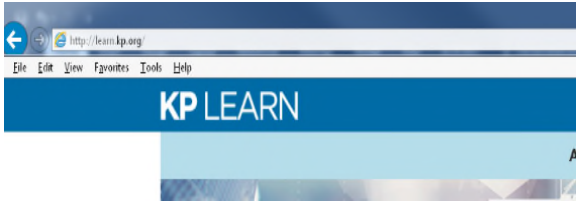


Clinical RN / KP Learn Online Training Modules Access Log-in


1. A Student NUID number will be created for you upon clearance from Employee Health Services. **You must have completed all Modules in advance to starting your rotation with Kaiser.** Please note that Health Connect is only granted by the on-site manager and not Student Placement.
2. All information is required for new and returning students each calendar year. Accessing the KP Learn Instructions are noted below:

Class ID	Description of Required KP Learn Online Training Module Names for Clinical RN
00808881	NCAL Attestations for Contingent Employees 2019
00807917	Protecting PHI at KP
00736908	Prevention of Workplace Violence
00808595	Preventing Central Line Infections & Catheter Associated UTI in NCAL 2019
00804725	Ethics and Compliance Introduction: Building a Culture of Trust 2019
00804319	Initial OSHA Safety Training for CA & HI Employees (Hospital & MOBs) includes EOC & Waste 2019
00808607	Preventing Surgical Site Infections in NCAL 2019
00808606	Preventing Health Care Acquired Infections in NCAL 2019

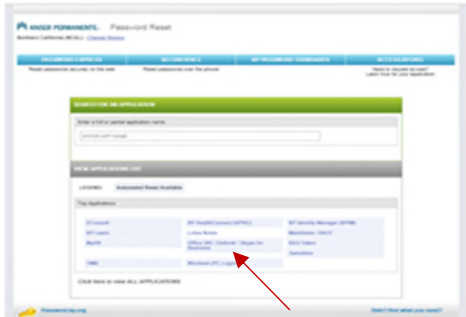
1. Open Internet Explorer and type in [https:// learn.kp.org](https://learn.kp.org)



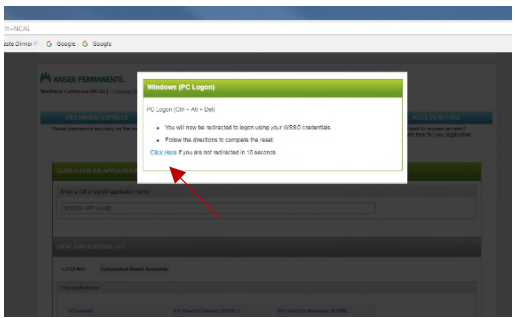
2. Click on the **Green Button: Log on to KP Learn**



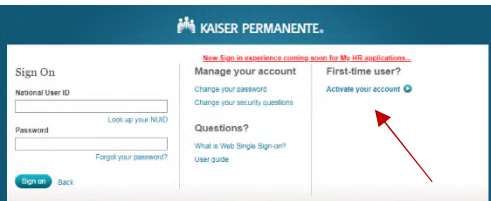
3. Open Internet Explorer – if not working you can use Google. Type in password.kp.org



4. Then next screen pop-up **Click Here**

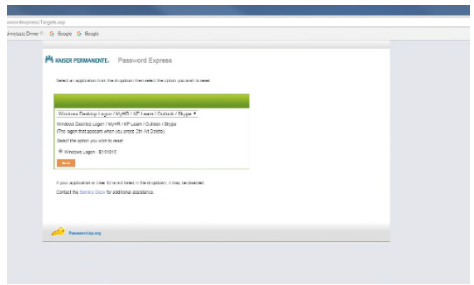


5. You will be redirected to a Single Sign-On. If it's your first time logging in, please **Activate Your Account**.

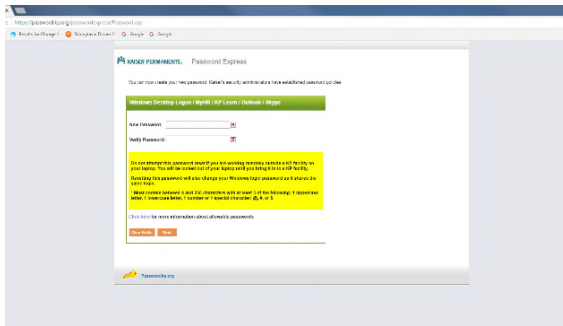


- If you are returning, type in your NUID as the USER ID along with the Password you created. Once logged in, you will see your Home Page.

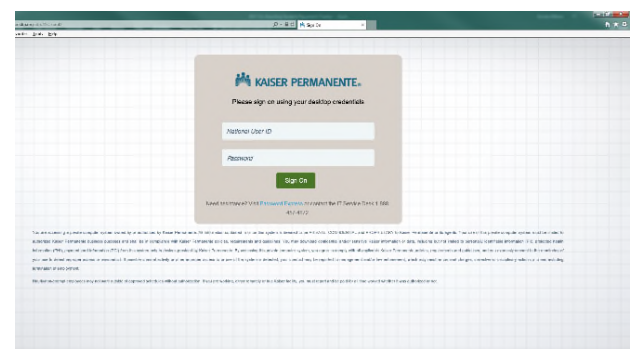
6. Click on the Drop-down menu, select **Windows Desktop Logon/ MyHR /KP Learn/ Outlook / Skype**. Then select your NUID number.



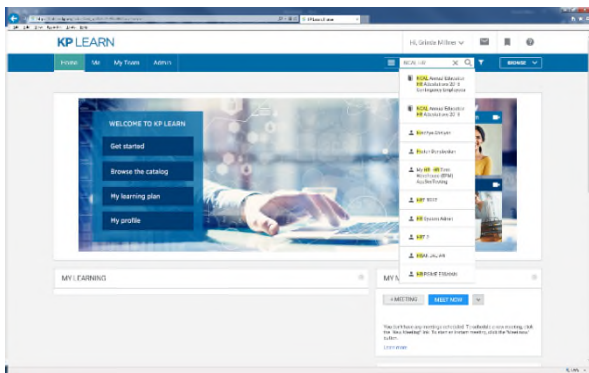
- Under Password Express, please re-enter your password.



- New Sign-In Page for KP Learn

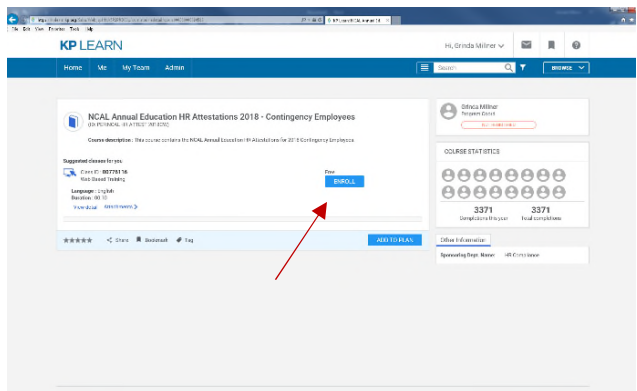


- Search the Learning Catalog for the Course, type in **NCAL Annual Education HR Attestations 2018 – Contingency Employees, (or) Ethics and Compliance Introduction: Building a Culture of Trust 2019 (CONDITION OF EMPLOYMENT)**, in the search field box and select.
- Allow **approximately 90-minutes to complete each module**. If you need to interrupt your training, see Steps



- When you find the Course **“NCAL Annual Education HR Attestations 2018 – Contingency Employees”** click **Enroll**.

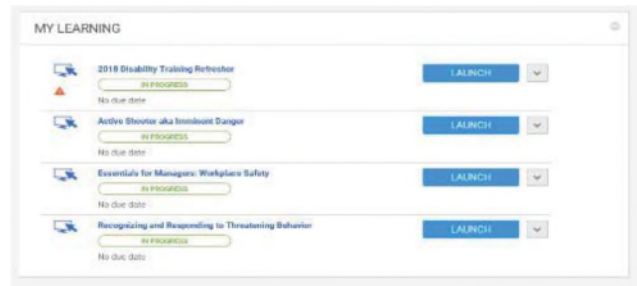
*Note: The **“Offered As:”** section must say **“Web Based Training”** in order for the training to properly work.



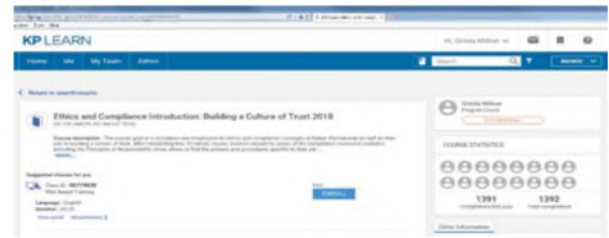
- To properly exit the Web-based training module, use the course navigation buttons.
 - If you need to leave the course website before you finish the course, click on the **EXIT** button at the top right of the screen.
 - DO:** Use the course navigation exit buttons to receive credit for the course completion.
 - DON'T:** Use the browser window close button as this may result in no completion credit.



- Then log in again at **Learn.kp.org** when you are ready to resume.
- Under **My Learning** click on **“Launch”** for **NCAL Annual Education HR Attestations 2018 – Contingency Employees (or) Ethics and Compliance Introduction: Building a Culture of Trust 2019 (CONDITION OF EMPLOYMENT)**. You will be returned to your last completed section.



15. Remember to print out your Certificate of Completion for all the Modules completed. That is your proof of completion and a required item to include in your packet.



If you are still having difficulty accessing or using KP Learn, please call the **IT Help Desk at 1-888-457-4872**.

Please note that the Student Placement Coordinator **cannot** assist you with access troubleshooting.

If you are unable to print out your Certificate of Completion, notify the Student Placement Coordinator, during your orientation.

