

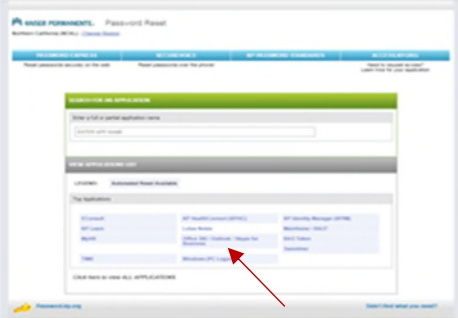
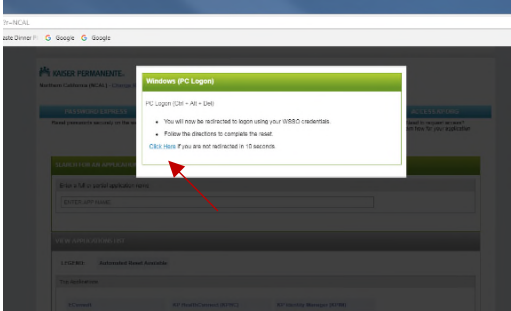
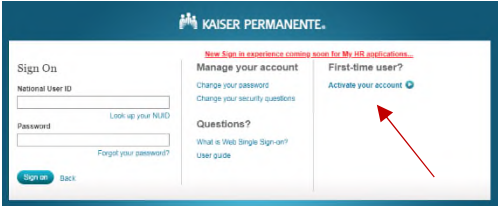
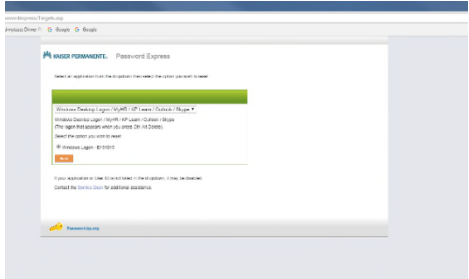


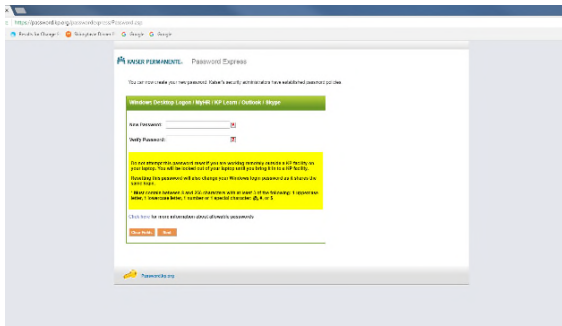
## [Non-Clinical / KP Learn Online Training Modules Access Log-in](#)

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:

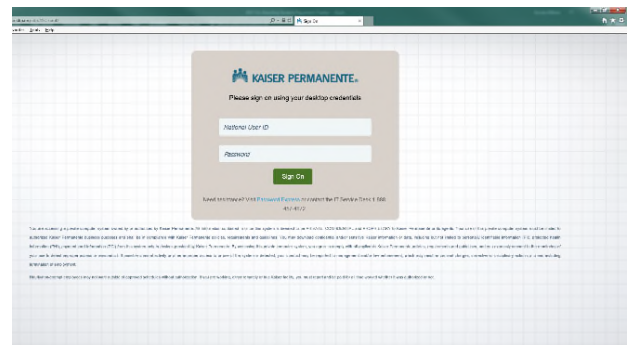
<b>Class ID</b>	<b>Description of Required KP Learn Online Training Module Names for Non-Clinical</b>
00808881	NCAL Attestations for Contingent Employees 2019
00807917	Protecting PHI at KP
00666806	AIDET (video)
00736908	Prevention of Workplace Violence
00804725	Ethics and Compliance Introduction: Building a Culture of Trust 2019
00804319	Initial OSHA Safety Training for CA & HI Employees (Hospital & MOBs) includes EOC & Waste 2019
00808606	Preventing Health Care Acquired Infections in NCAL 2019

<p>1. Open Internet Explorer and type in <a href="https://learn.kp.org">https:// learn.kp.org</a></p> 	<p>2. Click on the <b>Green Button</b>: Log on to KP Learn</p> 
<p>3. Open Internet Explorer – if not working you can use Google. Type in <a href="https://password.kp.org">password.kp.org</a></p> 	<p>4. Then next screen pop-up <b>Click Here</b></p> 
<p>5. You will be redirected to a Single Sign-On. If it's your first time logging in, please <b>Activate Your Account</b>.</p>  <ul style="list-style-type: none"> <li>• If you are returning, type in your NUID as the <b>USER ID</b> along <b>with the Password you created</b>. Once logged in, you will see your Home Page.</li> </ul>	<p>6. Click on the Drop-down menu, select <b>Windows Desktop Logon/ MyHR /KP Learn/ Outlook / Skype</b>. Then select your NUID number.</p> 

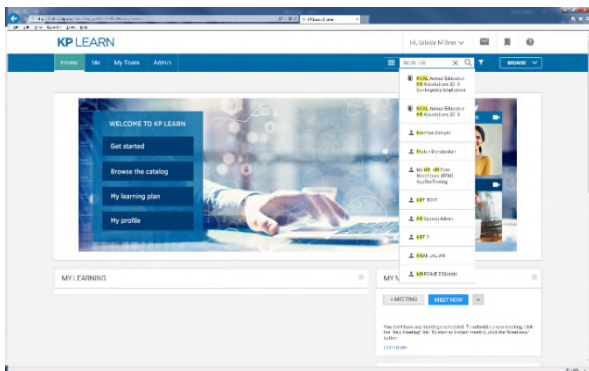
- Under Password Express, please re-enter your password.



- New Sign-In Page for KP Learn

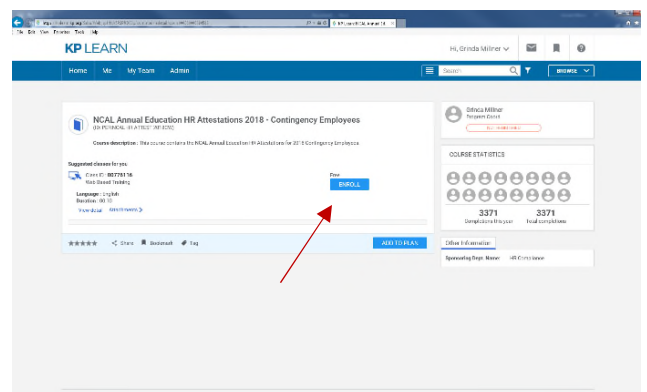


- Search the Learning Catalog for the Course, type in **NCAL Annual Education HR Attestations 2018 – Contingency Employees, (or) Ethics and Compliance Introduction: Building a Culture of Trust 2019 (CONDITION OF EMPLOYMENT)**, in the search field box and select.
- Allow **approximately 90-minutes to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

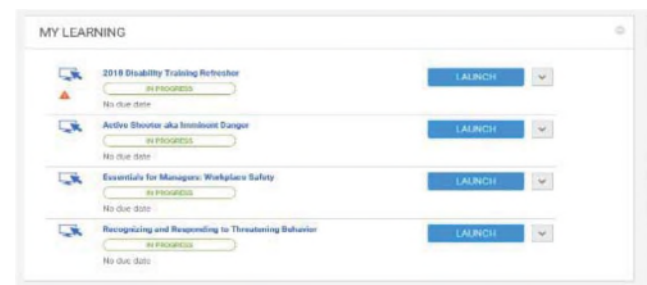
\*Note: The “**Offered As:**” section must say “**Web Based Training**” in order for the training to properly work.



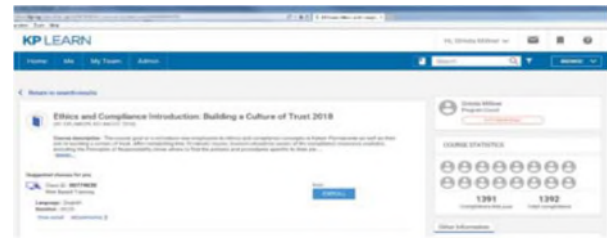
- To properly exit the Web-based training module, use the course navigation buttons.
  - If you need to leave the course website before you finish the course, click on the EXIT button at the top right of the screen.
  - DO:** Use the course navigation exit buttons to receive credit for the course completion.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



- Then log in again at [Learn.kp.org](http://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.

