



UVA HEALTH

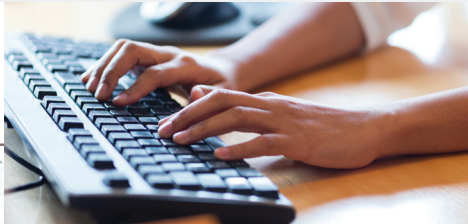
# TECHNOLOGY

*Essentials*

**UVA HEALTH**

# TECHNOLOGY GUIDE

- 
- LOG IN TO UVA HEALTH NETWORK**
  - ACCESS EMAIL**
  - COMPLETE COMPUTER BASED LEARNING MODULES**



# TECHNOLOGY ESSENTIALS

## ABOUT

We hope that you found the UVA Health Orientation morning session informative and welcoming. The purpose of the **Technology Essentials** guide is to provide support and direction for your afternoon during the Choose Your Own Experience portion of orientation.

This guide provides step-by-step instructions on how to complete essential technology items required of all new team members.

## WHAT YOU NEED TO DO

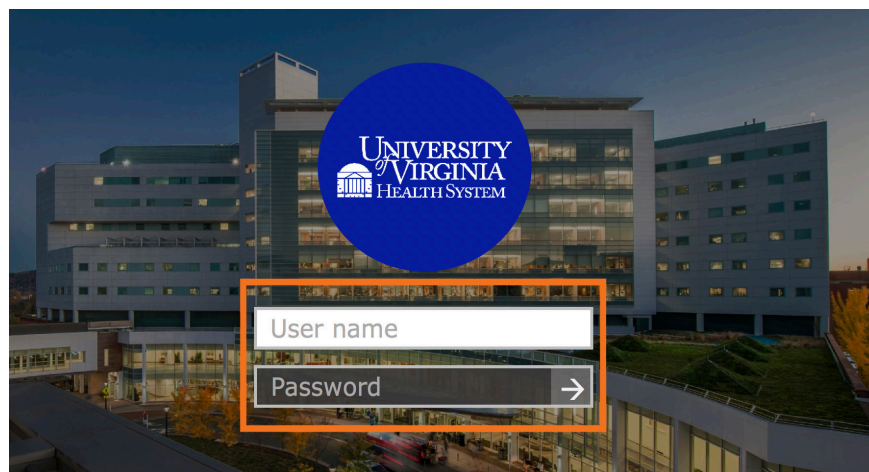
<b>STEP 1</b>	Log into the UVA Health network	Page 2
<b>STEP 2</b>	Log into Microsoft Outlook (email)	Page 3
<b>STEP 3</b>	Log into LMS–NetLearning using <b>icon on the desktop</b>	Page 4
<b>STEP 4</b>	Register for Respiratory Fit Testing via LMS–NetLearning, if applicable	Page 7
<b>STEP 5</b>	Work on computer-based learning (CBL) modules in your NetLearning To Do List	Page 9
<b>FYI</b>	Learn how to access email from home	Page 10
<b>FYI</b>	IMPORTANT CONTACTS	Page 11

IF YOU HAVE ALREADY LOGGED ON TO A UVA HEALTH COMPUTER AND CREATED A PASSWORD, YOU CAN SKIP THIS STEP.

## 1 / LOG INTO THE UVA HEALTH NETWORK

### FROM ANY UVA HEALTH COMPUTER:

1. Type your Computing ID in the **User name** box. Your Computing ID can be found on your UVA Health orientation schedule.
2. Type your temporary password into the **Password** box. Your temporary password is your Computing ID plus the last four digits of your University ID; your University ID can be found on your UVA Health orientation schedule.  
*For example, if your Computing ID is uva1mc and the last four digits of your UID are 1234, your temporary password is uva1mc1234.*
3. Next, you will be prompted to create and confirm a permanent password.  
**Your new password must be at least 7 characters with one numeral and one capital letter.** Once you have done so, click the arrow or press Enter on your keyboard to log in.

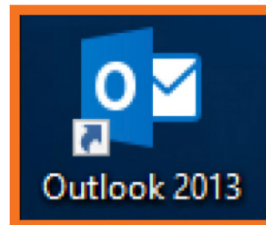


If you are unable to log into the UVA Health network using your Computing ID and any password, please call the Help Desk at **434.924.5334**.

## **2 / LOG INTO MICROSOFT OUTLOOK (EMAIL)**

Once you have signed into the UVA Health network using your computing ID and the password you just created, Outlook 2013 should open spontaneously.

***IF YOUR EMAIL DOES NOT OPEN AUTOMATICALLY, DOUBLE CLICK ON THE OUTLOOK 2013 ICON ON THE DESKTOP.***



*This action should auto-populate your credentials. If your email does not open automatically, please follow the steps on screen to setup your email account.*

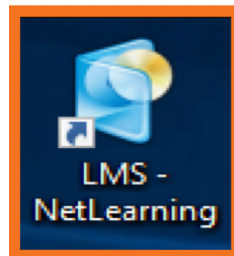
## 3 / LOG INTO LMS-NETLEARNING

NetLearning is the UVA Health’s Learning Management System (LMS). Our LMS manages online and classroom learning opportunities. It maintains a transcript of completed online or classroom courses and regulatory training activities as well as documents external seminars.

**IMPORTANT: There are no printing capabilities at the Grove St. location.**

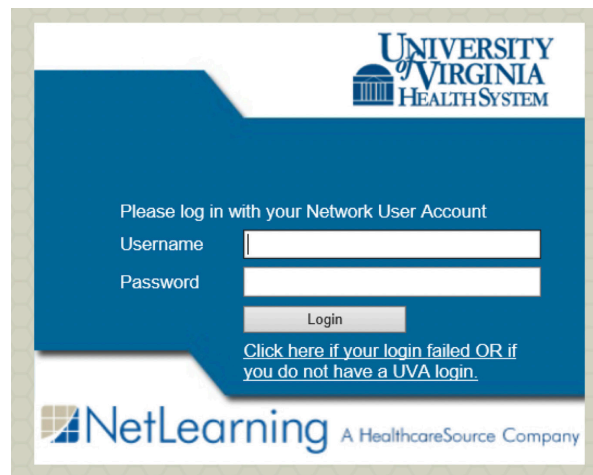
### USING THE LMS-NETLEARNING ICON FROM A UVA HEALTH COMPUTER:

1. Double click on the **LMS-NetLearning** icon on the desktop.



**PLEASE GO TO PAGE 5 IF THE COMPUTER YOU ARE ON DOES NOT HAVE THE LMS-NETLEARNING ICON.**

At the login window, enter your Computing ID into the **Username** box. Next, enter the password you just created into the **Password** box. Click **Login**.


 A screenshot of the NetLearning login window. At the top right is the University of Virginia Health System logo. The main area has a blue background with white text: "Please log in with your Network User Account". Below this are two input fields: "Username" and "Password". A "Login" button is positioned below the password field. At the bottom of the login area, there is a link: "Click here if your login failed OR if you do not have a UVA login." At the bottom of the window, the NetLearning logo and "A HealthcareSource Company" are displayed.

YOU CAN SKIP THIS PAGE IF YOU LOGGED INTO NETLEARNING USING PAGE 4.

## USING KNOWLEDGELINK

### FROM A UVA HEALTH COMPUTER:

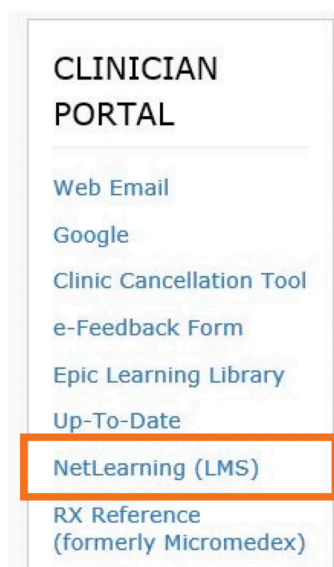
1. If the computer you are working on does not have the LMS – NetLearning icon on the desktop, double click on the **Internet Explorer** icon.



2. Navigate to our internal **KnowledgeLink Portal** by typing in the following address into the URL bar: **www.healthsystem.virginia.edu/klink**.



3. Under the **CLINICIAN PORTAL** menu, click on the **NetLearning (LMS)** link.



**YOU CAN SKIP THIS PAGE IF YOU LOGGED INTO NETLEARNING USING PAGE 4.**

4. From the NetLearning (LMS) screen, click on **Click to login** under number 1:  
*Are you outside of UVA Health (e.g. accessing from home)?*

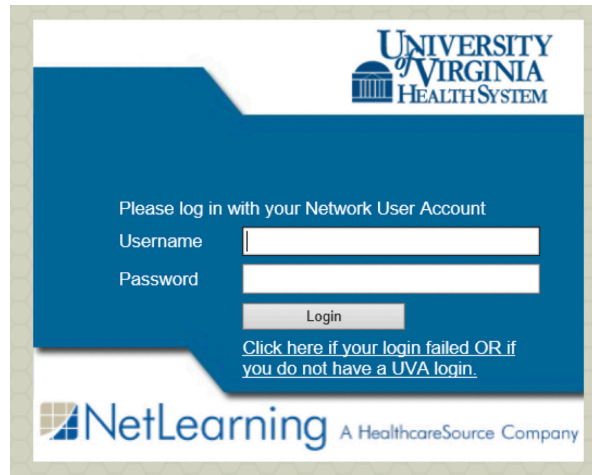
## ACCESS: NETLEARNING (LEARNING MANGEMENT SYSTEM)

Depending on your location you can access the system in 1 of 2 ways:

1. Are you outside the Medical Center (e.g. accessing from home)?

[Click to login](#)

5. At the login window, enter your **Computing ID** into the **Username** box. Next, enter the password you just created into the **Password** box. Click **Login**.



For login problems, please contact the Help Desk at 434.924.5334.

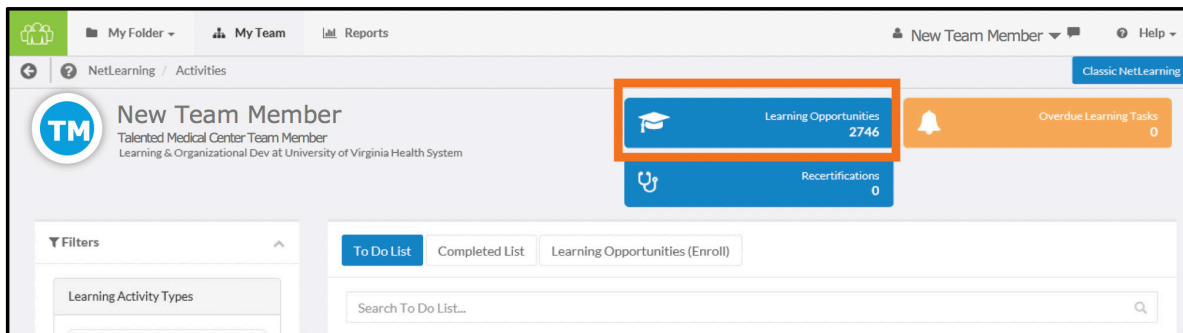
**IMPORTANT: There are no printing capabilities at the Grove St. location.**

## 4 / REGISTER FOR RESPIRATORY FIT TEST

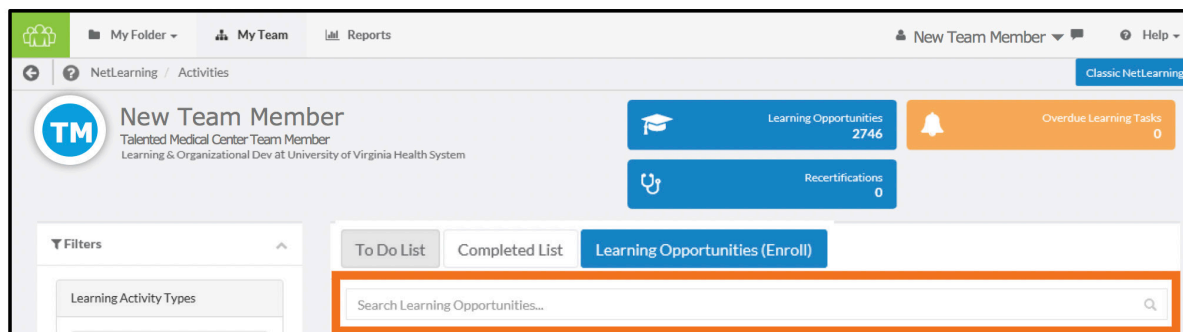
**ONLY APPLICABLE FOR THOSE TEAM MEMBERS WHOSE EMPLOYEE HEALTH EMAIL STATES THEY NEED TO REGISTER AND COMPLETE A RESPIRATORY FIT TEST.**

### USING THE LMS-NETLEARNING INTERFACE:

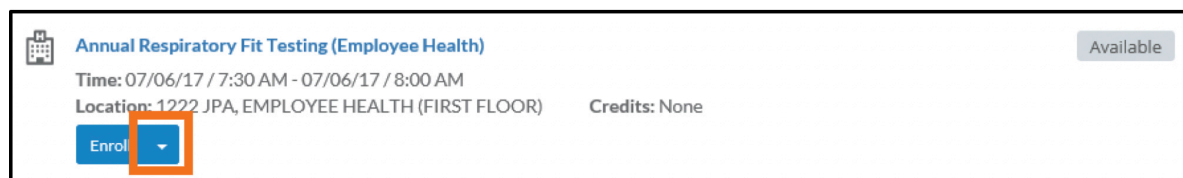
1. Click the **Learning Opportunities** button.



2. Click in the **Search Learning Opportunities...** box and type **“Annual Respiratory Fit Testing.”**

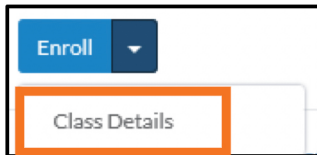


3. Scroll through the list until you find an **Enroll** button and a **Time** which is conducive to your schedule. **DO NOT** schedule the test on a day you will be completing other training. Click on the **triangle pointing down** to display an option for **Class Details**.





4. Click on the **Class Details** drop-down option.



5. Review the **Class Information** on your screen. It is important that you read and understand the information in its entirety before enrolling.

**THE FORM LISTED AS NUMBER 4 WILL BE AVAILABLE AT EMPLOYEE HEALTH FOR YOU TO COMPLETE WHEN YOU GO TO YOUR SCHEDULED APPOINTMENT.**

Class Information

X

Annual Respiratory Fit Testing (Employee Health)

**Read this before enrolling**

- Fit testing must occur in your birth month.
- Do not eat, drink or chew gum 30 minutes prior to your fit testing.
- You must be clean shaven for the fit testing. Bearded or mustached team members will receive PAPR respirator training.
- Print, complete and bring this form.  
<https://www.medicalcenter.virginia.edu/human-resources/education/Online%20Learning/Respiratory%20Fit%20Testing%20Form.doc/view>
- Testing is conducted at Employee Health, 1222 JPA.  
 Managers and Administrators will be notified of noncompliance and disciplinary action will be taken if fit testing is not completed by the team member's birth month.

Status	Available
Enrolled / Max	3 / 6
Tuition	0.00 (Cancellation Days: 0, Fees: 0.00)

**Session List**

Session	Date	Start	End	Facility	Room	Instructor
Session 1	7/6/2017	7:30 am	8:00 am	1222 JPA	EMPLOYEE HEALTH (FIRST FLOOR)	N/A

Enroll

6. After enrolling in your Annual Respiratory Fit Testing, remove the words **“Annual Respiratory Fit Testing”** from the Search box.

## 5 / WORK ON CBLS IN NETLEARNING ON YOUR “TO DO” LIST

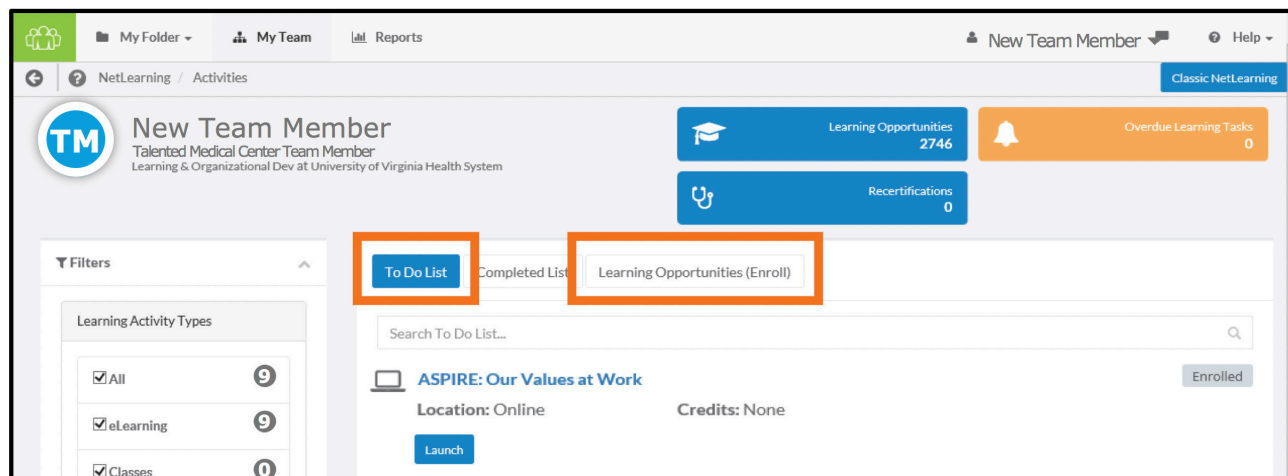
Your “To Do” List is a list of assigned or self-enrolled learning modules. As a new team member, you will have a minimum of six (6) mandatory computer-based learning (CBL) modules plus the ASPIRE and PADHR (Preventing and Addressing Discrimination, Harassment, and Retaliation) modules. Depending on your role, you may have additional CBL modules. You must complete all **mandatory** CBL modules within two weeks.

**CLICK ON THE TO DO LIST BUTTON TO REVIEW YOUR MANDATORY CBL MODULES.**

**If you DO NOT have the six (6) Mandatory New Team Member Training modules in your To Do List:** Click the Learning Opportunities (Enroll) tab, and type “New Team Member” in the Search box; click “Enroll” for each of the six modules. Then, return to the “To Do” List, and begin working on the modules.

**If you DO NOT have the ASPIRE module in your To Do List:** Click the Learning Opportunities (Enroll) tab, and type “ASPIRE” in the Search box; click “Enroll” and then, return to the “To Do” List, and begin working on the modules.

**If you DO NOT have the PADHR module in your To Do List:** Click the Learning Opportunities (Enroll) tab, and type “Retaliation” in the Search box; click “Enroll” and then, return to the “To Do” List, and begin working on the modules.

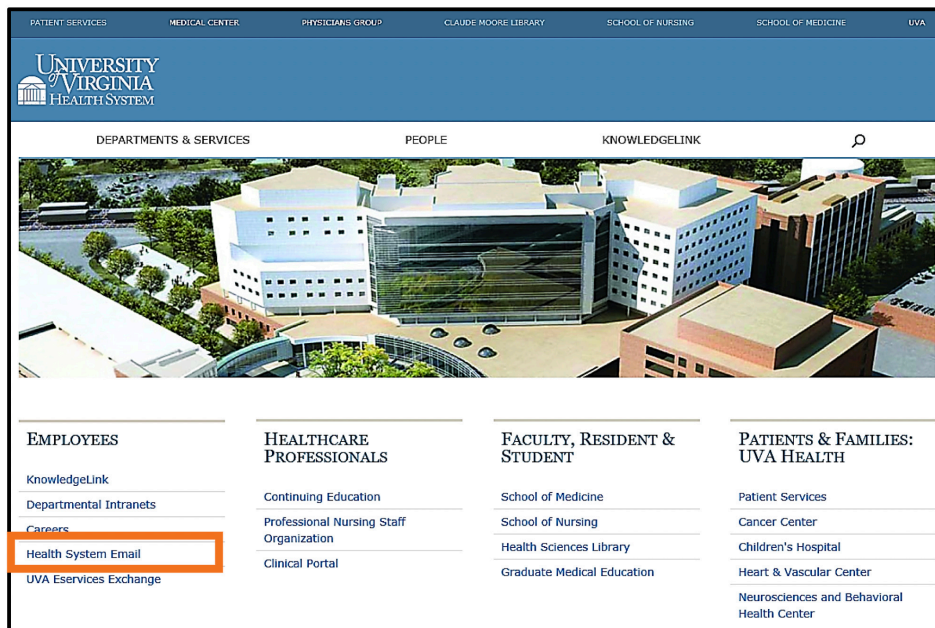


## LEARN HOW TO ACCESS EMAIL FROM HOME

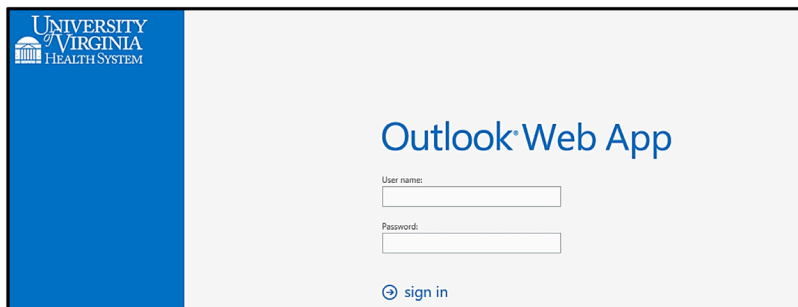
If you need to access your email from home or a computer outside of the UVA Health network, follow the steps listed below.

From <http://www.healthsystem.virginia.edu>

1. Click on the **UVA Health System Email** link under the **EMPLOYEES** column.



2. Enter your Computing ID in the **User name:** box and your new password in the **Password** box. Click **sign in**.



## IMPORTANT CONTACTS

<b>ASK ALEX</b>	<a href="http://www.myalex.com/uva/2019#intro">www.myalex.com/uva/2019#intro</a>
<b>BENEFITS INFORMATION</b>	434.243.3344
<b>CONFIDENTIAL COMPLIANCE HELP LINE</b>	800.235.8700
<b>CORPORATE COMPLIANCE</b>	434.924.2938
<b>EMERGENCY MANAGEMENT</b>	<a href="mailto:HealthSystemEM@virginia.edu">HealthSystemEM@virginia.edu</a>
<b>EMPLOYEE HEALTH</b>	434.924.2013
<b>EPIC TRAINING</b>	<a href="mailto:EpicClinicalAccess@hscmail.mcc.virginia.edu">EpicClinicalAccess@hscmail.mcc.virginia.edu</a>
<b>FACULTY &amp; EMPLOYEE ASSISTANCE PROGRAM</b>	434.243.2643
<b>HEALTH INFORMATION &amp; TECHNOLOGY (IT) HELP DESK</b>	434.924.5334 <a href="mailto:HelpDesk@hscmail.mcc.virginia.edu">HelpDesk@hscmail.mcc.virginia.edu</a>
<b>HR SOLUTION DESK</b>	434.243.3344 <a href="mailto:askhr@virginia.edu">askhr@virginia.edu</a>
<b>INCLEMENT WEATHER HOTLINE</b>	434.924.7669
<b>NIGHT BUS SERVICES</b>	434.982.1600
<b>REVENUE CYCLE TRAINING</b>	434.924.2300 <a href="mailto:PatientAccessTraining@hscmail.mcc.virginia.edu">PatientAccessTraining@hscmail.mcc.virginia.edu</a>

# NOTES

