

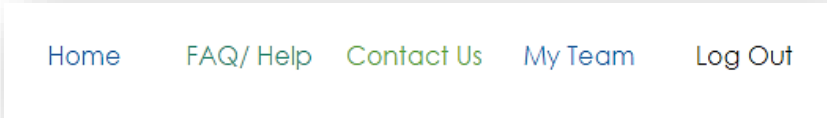
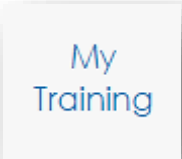
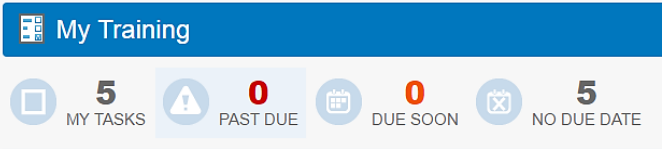
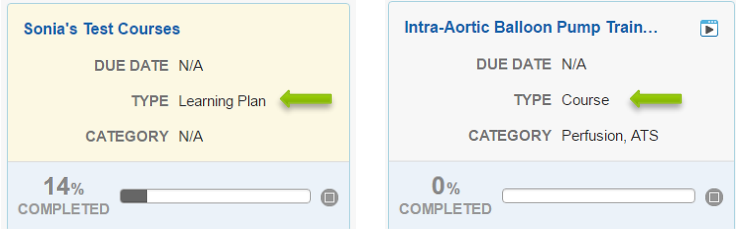
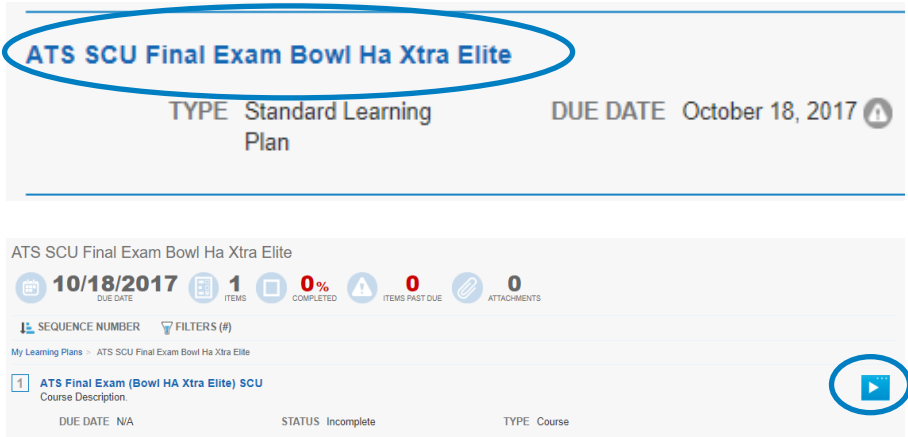



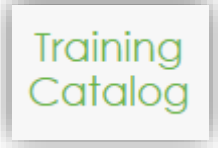


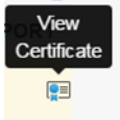

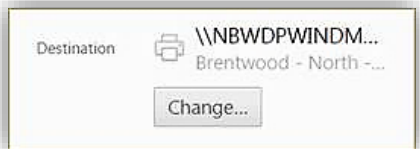
LearnCenter Highlights and Features

How to Use the new LearnCenter LMS	
To login in to LearnCenter	Go to www.specialtycarehealth.com
Select the web portal	
Select the LearnCenter app on the applications page Login using "SCSG\" in front of your 7-digit ID number and regular password	 Username ie: SCSG\1234567 Alternatively, you can use the direct URL to access LRN and follow the same instructions https://specialtycr.learn.taleo.net/employees
You land on the Home page	Select FAQ for common trouble shooting tips Select Contact Us to reach the IS Helpdesk or SCU My Team is for all Managers to view reports 
	 Hosts all of your Assignments and Self-enrolled courses Click on my tasks to see what is available <ul style="list-style-type: none"> this list will include both electives and assignments Those marked with no due date are your self-enrolled courses Past due courses will generate an email to the associate and their manager

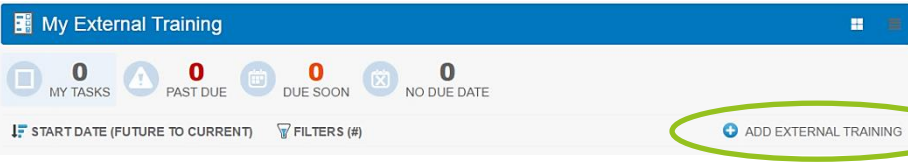
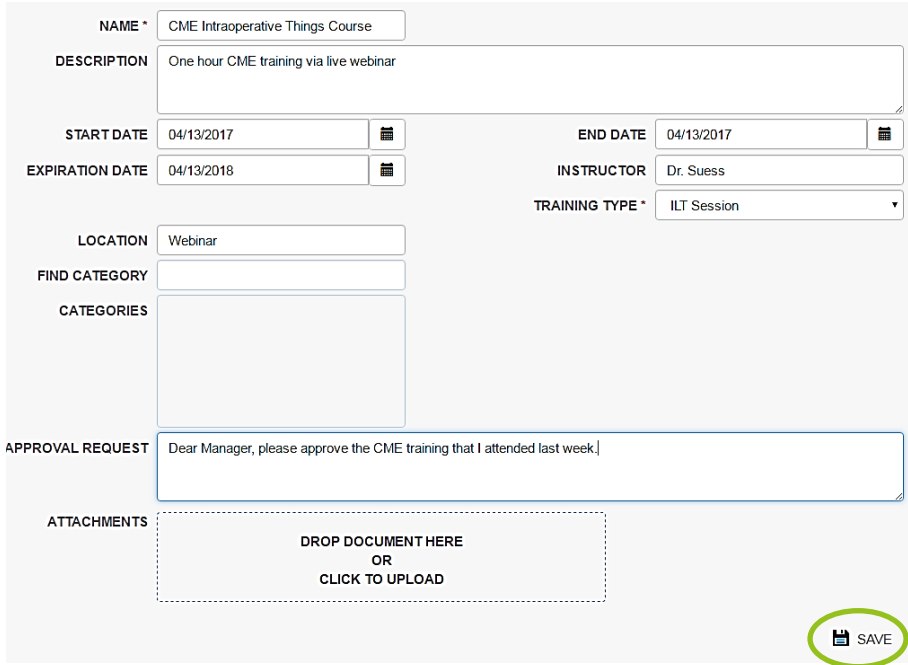
LearnCenter Highlights and Features

<p>Learning Plans (LP) vs. individual courses</p> <p>Credits in LPs are a total % complete for the LP and not the individual course.</p> <p>Completion credit for individual courses are in your transcript.</p>	<p>Learning Plans (curriculums) and single courses can both be assignments in your My Training page.</p> <p>LPs can have multiple courses in a single assignment. Credit for each course will still be earned as you complete it; but all courses in the LP must be completed to get credit for the entire LP.</p>  <p>The image shows two side-by-side course completion cards. The left card, titled 'Sonia's Test Courses', shows 'DUE DATE N/A', 'TYPE Learning Plan', 'CATEGORY N/A', and '14% COMPLETED' with a progress bar. The right card, titled 'Intra-Aortic Balloon Pump Train...', shows 'DUE DATE N/A', 'TYPE Course', 'CATEGORY Perfusion, ATS', and '0% COMPLETED' with a progress bar. Green arrows point to the 'TYPE' field of each card.</p>
<p>To launch a course</p> <p>Click on the course title.</p> <p>Then on the next page, click on the play button</p>	 <p>The image shows the course launch interface for 'ATS SCU Final Exam Bowl Ha Xtra Elite'. The title is circled in blue. Below it, the type is 'Standard Learning Plan' and the due date is 'October 18, 2017'. A summary bar shows '10/18/2017' due date, '1' item, '0%' completed, '0' items past due, and '0' attachments. Below this is a list of items with one item, 'ATS Final Exam (Bowl HA Xtra Elite) SCU', which is circled in blue. A play button icon is also circled in blue.</p>
<p>To exit from the course use the 'CLOSE COURSE' icon on the course page.</p> <p>If there is no icon, then just use the 'x' in the tab to close.</p>	 <p>The image shows browser tabs. The first tab is 'SC My Training Page - Employees'. The second tab is 'ATS Final Exam (Bowl HA Xtra Elite)', which has a blue circle around the 'x' icon to close the tab. The address bar shows the URL 'specialtycr.learn.taleo.net/Course/CoursePla'.</p>

LearnCenter Highlights and Features

	<p>Courses are stored in training categories</p> <p>Anyone can self-enroll into any course from any catalog simply by launching the course</p> <p>If you do not finish the course all at once, it will appear in your 'No Due Date' section of your My Training page and can be finished at a later time</p> 
	<p>The transcripts page will house all of your completed course certificates as well as any external training that you load and is approved by your manager.</p> <p>You can view, save, and print your certificates directly from</p>  <p>the transcript page by clicking on the certificate icon.</p>
<p>To Save to PDF or print your certificate</p> <p>Select the print icon in the upper part of the screen</p>	 <p>To save as PDF look at the destination section of your print screen change the printer to 'Save as PDF', and then select print</p>  <p>Otherwise just print to your printer</p>

LearnCenter Highlights and Features

<p>Loading external training</p> <p>Go to My Transcripts and scroll to the bottom of the page</p>	 <p>Select the 'add external training' link</p> <p>Fill in the form, including the name of the training conference, seminar, CME or CEU course.</p> <p>IMPORTANT: if CEUs or CMEs were earned you must designate that in the name section, either as the first or last word</p>
<p>Loading external training</p> <p>Fill in the form appropriately including CME or CEU in the title and with enough accurate information for your manager to understand</p> <p>At the bottom simply drag and drop your certificate or upload it by clicking in the box</p> <p>Hit 'save'</p> <p>Your manager receives an instant email to approve the external training</p>	



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IMPROVE • INNOVATE • LEAD

Questions?
Send them to Learn@specialtycare.net