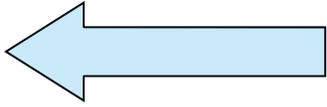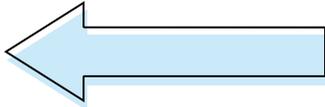## Getting Started:

Go to LOG ON screen

User ID formats:

For **Centra** employees: Your '421'
First 4 of last name
First 2 of first name
A numeric # assigned to you
Example for Mickey Mouse: mousmi1

For **non-employees** (students, interns, etc.)
You receive an email with your User ID (begins with 'oe')
Example for Mickey Mouse: oemousmi1

LOG ON

Change Your password

More info inside!

Human Resources

Information Systems

*eHealthcare*IT Team

Frequently Asked Questions?

Q: *I finished a module, but the grade is not recording on my transcript.*

A: Make sure Pop-Up blocker is turned OFF (Tools, Internet Options, Privacy tab, Pop-Up blocker should not be checked) You can have more than one pop up blocker if you have other browsers installed such as Google or Yahoo.

Q: *What is my Username and Password?*

A: Your Username is your employee id (Lawson number) and your password is the same on your FIRST try, then it must be changed via the Profile along the top of the home page.

NOTE: Passwords are case sensitive…

Test123 **does NOT** equal TEST123

Q: *When I finish a module it does not "disappear" from my to do listing.*

A: The screen needs to refresh and pull the updated listing. Move to another screen and then return which will now display the updated information.

Q: *Can I un-enroll from a mandatory class?*

A. No. Mandatory classes/on-line modules are set so you can not withdraw. You can withdraw from non-mandatory classes/on-line modules.

Q: *What do I do when the exam says a "password" is required?*

A: Complete the lesson to find *password.* This is because the lesson contains new information.

CALL Customer Service (434-200-4848)

to log technical issues.

eHealthcareIT System Administrator: Sonya M. Toms
434.200.5109
Revised 11.09.2016 N:HR/2016 ehealthcareIT

CENTRA
Human Resources
Information Systems

eHealthcareIT
NetDimensions®
Talent Suite

Your place for Online Learning and Development

Basics of eHealthcareIT

A valuable tool to manage your education. Seek what is being offered, then enroll.

Classroom Events

Online classes

Seek information about courses by:

- Location
- Instructor
- Dates and Times
- Pre-requisites

Available 24/7—anywhere you have internet access.

How to get to the eHealthcareIT log-on screen:

CentraPeople, I Need to Find 'eHealthcareIT'.

OUTSIDE CENTRA:

1. www.centrahealth.com

2. Scroll to 'Employees & Volunteers' section

3. Select 'For Employee Links'

4. Select eHealthcareIT
   OR

http://centra.ehealthcareit.us

How to Log-On:

News Article   **User Login**

Example for Mickey Mouse

User ID   mousmi1
Password ....
Login

How To Change Your Password

Welcome   Settings | Help | Contact Us | Logout

Settings
User Preferences | Change Password

1. Click Settings.

2. Click Change Password tab.

3. Enter OLD PASSWORD, then NEW PASSWORD.

4. Click CHANGE PASSWORD.

Password
New Password
Re-Enter

Change Password   Back

Passwords may contain from 1 to 99 characters.

My Home Page: Contents

Home Page   Personal Calendar   My To Do List
Enrollment   My Transcript   My Mailbox
Communicate
User Profile
Contact Us
Log Out

Some components vary based on your job role.

"To Do List"

Begin A Lesson / Take An Exam

Home | My Records | Enrollment | Career Development | My Staff | Communicate

My To Do List

2012 Annual Mandatory Lessons Curriculum_Group 5
Mar 30, 2012 11:13 AM EDT
Due by Dec 31, 2012 11:55 PM EST
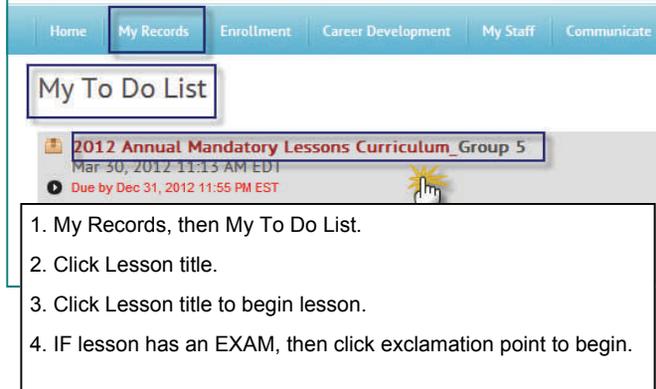
1. My Records, then My To Do List.

2. Click Lesson title.

3. Click Lesson title to begin lesson.

4. IF lesson has an EXAM, then click exclamation point to begin.

Removing a "stuck" Lesson from To Do List

1. If Lesson is COMPLETED, but not moving to Transcript, then click Lesson title.

2. Along bottom, click on sentence that says "click here to move"...

3. Refresh screen and Lesson should be gone.

Email Notifications

Automated emails may be sent to you if you are:

1. Enrolled in a on-line module or in-person class.

2. Waitlisted or upgraded from waitlist.

3. Unenrolled from a CANCELLED class.

4. Contacted by your instructor.

5. Delinquent in opening or finishing a mandatory assignment.

Keep your In Box current!

Enrollment Features:

Find a Class or On-Line Module: SEARCH

Home | My Records | Enrollment | Career Development | My Staff | Communicate

Search

Keyword (s):   Search   Advanced Search   Search Help   Show: 25

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Click "Enrollment" , then Find a Learning Item:

Type in **keyword** of topic you are looking for (examples "CPR", Pain)

Narrow search by clicking "Advanced Search", then add other criteria (type of class, dates, subject, or enrollment grouping).

Self Enroll

1. Search (see above), **Click on the title** of the class/on-line module.

2. **Choose date and time**, then **enroll**. and **Confirm enrollment.**

Class/On-Line Module appears on your **To Do** list. If class is full, you can join a wait list. If you do not see the "Enroll" button, check your To Do page, you may already be enrolled.

My Records / My Transcript:

Shows learning programs title, date, status, credit hours, type and status. Some courses show test scores.

External Records: YOU can add external classes and credit at the VERY bottom of this screen.

Click on **Print Records** to print **your transcript.**

- **You can select specific modules or all**

- **You can choose to include your External records (you self added)**

- **Enter specific Date Range**

- **Summarized Report select "Yes"**

- **Click on Print Preview**

- **If satisfied with Report—click on Print**