# Cornerstone Training Guide
## AD Login and Welcome Page Navigation

## Introduction

In this scenario, learners will log into Cornerstone and navigate the Welcome Page.

1. In the browser, type in the URL: [https://uclahealth.csod.com/saml default.aspx](https://uclahealth.csod.com/saml default.aspx)

2. Enter your **Mednet AD Username** and **Password**.

3. The **Welcome Page** contains Quick Link icons to navigate various portions of Cornerstone.
4. Click the **My Profile** icon.

5. The **My Profile** page will include your contact information and reporting structure.

6. Hover over the **Home** tab on the Cornerstone Tool Bar and click **Welcome** from the dropdown menu to navigate to the Welcome Page.
7. Click the **My Transcript** icon.

8. **My Transcript** includes a list of your active and completed activities.

9. Click the arrow next to **Active** and select **Completed** from the dropdown menu to view completed trainings and contact hour certificates.

10. Click on the **small house icon** to navigate to the Welcome Page.

11. Click the **My Action Items** icon.

12. **My Action Items** displays a list of scheduled and past due trainings.
13. Click on the **UCLA Health logo** to navigate to the Welcome Page.

14. Click the **Events Calendar** icon.

15. **Events Calendar** displays a calendar view of all UCLA Health trainings.

16. Click on the **UCLA Health logo** to navigate to the Welcome Page.

17. Click the **Browse Training** icon.
18. **Browse for Training** allows you to search for training based on popularity, subject, type, date, and location.

19. Click on the **UCLA Health logo** to navigate to the Welcome Page.

20. Access **technical support information** from the bottom left corner of the Welcome Page.

For LMS Technical Support please contact:

**Customer Care - Login Issues**: 310-267-CARE (2273)

**HR Training**: UCLAHealthHRLMS@mednet.ucla.edu

**CareConnect Classroom Training**: CareConnectTrainingS@mednet.ucla.edu

**CareConnect Online Training**: ISSLdigitalcontent@mednet.ucla.edu

**CORE Training**: CORE@mednet.ucla.edu

**Nursing Training**: center@mednet.ucla.edu