

Cornerstone Training Guide

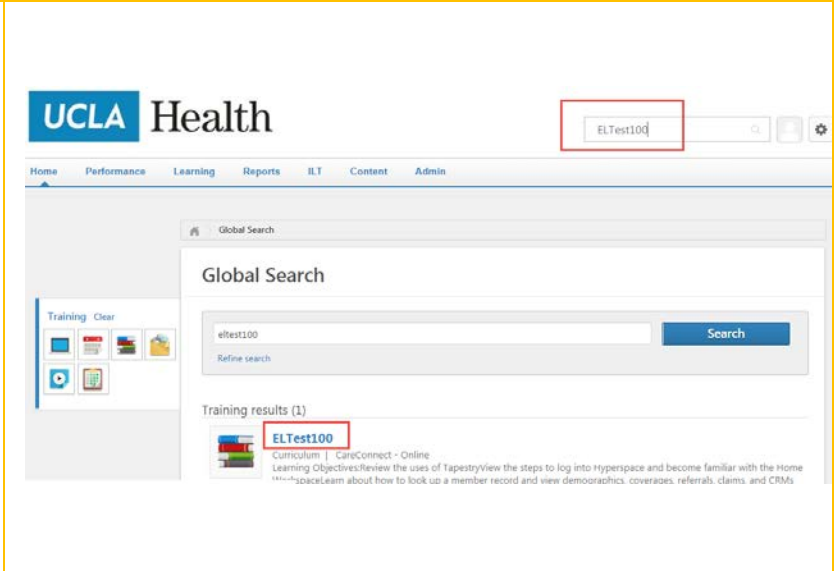
Request and Complete ELT Curriculum

In this scenario a learner will request and complete eLearning curriculum. Here are instructions after logging into Cornerstone: <https://uclahealth.csod.com/samldefault.aspx>

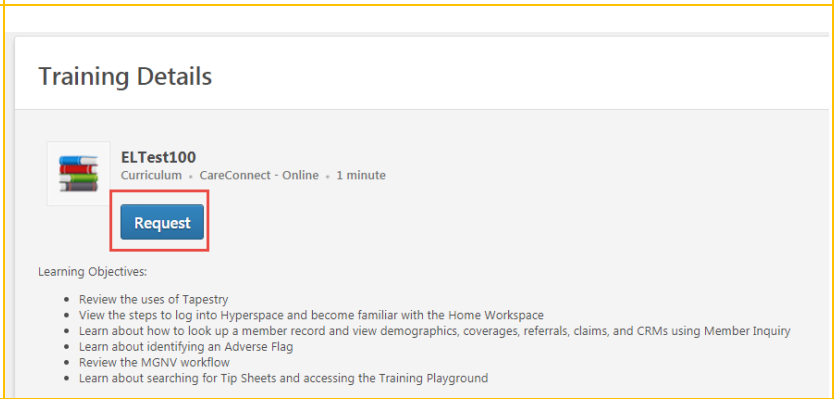
There are two ways (options) a user may request eLearning curriculum in Cornerstone. These options include: (1) The **Global Search**, and (2) The **Browse for Training Catalog**.

OPTION (1) Global Search:
 In the Global Search Box, you may search for a curriculum by title or topic.

1. After logging into Cornerstone, in the upper right hand corner of the screen, type the name of the curriculum into the **Global Search Box**. Type the Curriculum ID. This example shows ELTEST100, however please enter the curriculum ID you wish to search. Once it appears, select it by clicking the title.



2. Click **Request**.

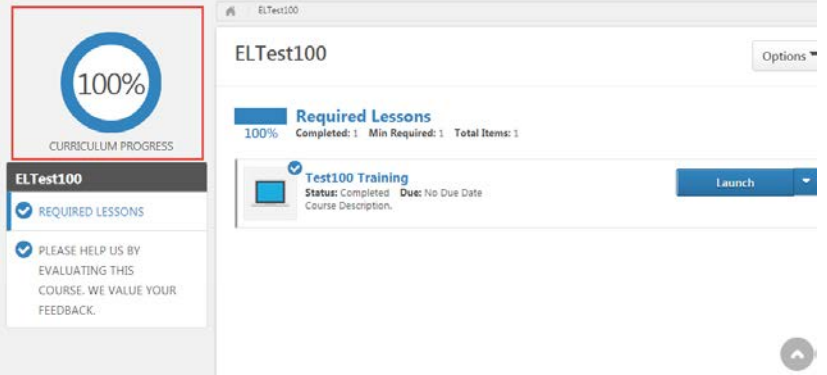


3. The online training will be added to your **transcript**. For Curricula, click **Open Curriculum**

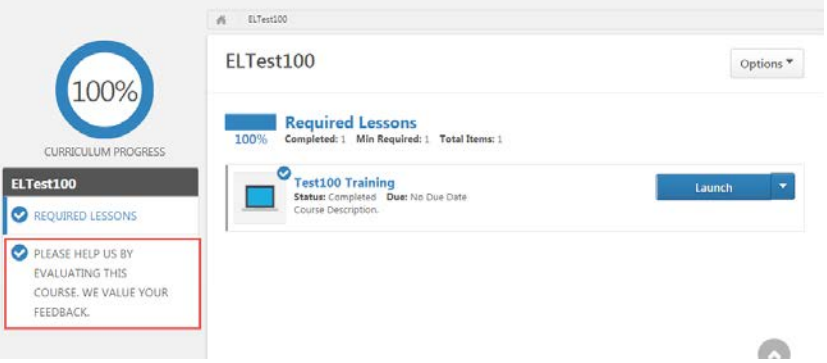
4. The curriculum will show 0%. Click **View Details for Required Lessons**.

5. Click **Launch** to complete the request online course. Note: before you see the launch button, you will click Activate.

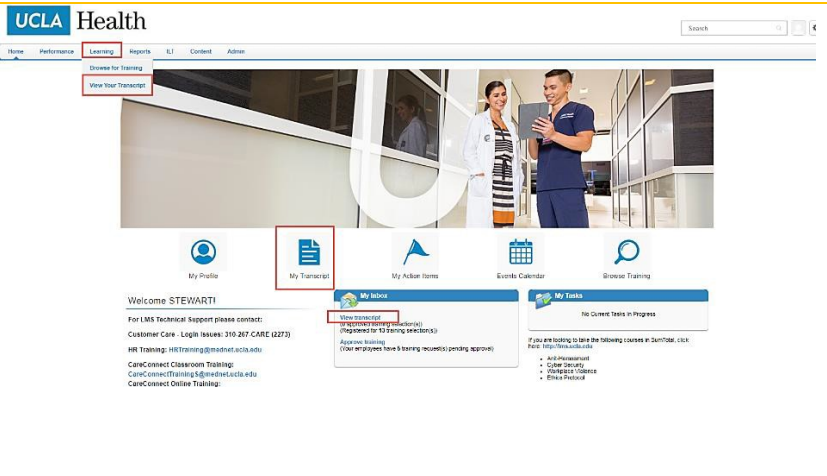
6. Once you complete the required online course (or learning objects) for the curriculum, you will see the curriculum player turn to 100%.



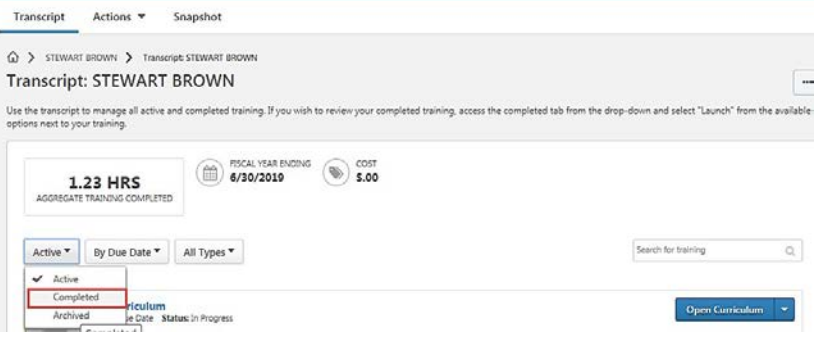
7. There is an optional survey that the learner can complete by clicking the link that say's "Please help us by evaluating this course. We value your feedback."



5. Return to your **Transcript** anytime by using the **Learning** tab, and then click **View your Transcript**.



6. From your transcript, you may also view your **Completed** courses by clicking the **Active** dropdown menu, and choosing **Complete**.



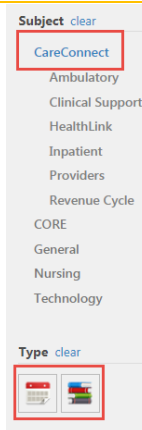
OPTION (2) Browse for Training Catalog:

The Browse for Training Catalog allows you to browse, all of the courses in the catalog, by a particular category.

1. From the **Welcome** page navigation toolbar, hover over **Learning**, and click **Browse for Training**.



1. Using the left navigation pane. Under Subject, click CareConnect and you can see additional filters by Subject. You can also filter by event (ILT) or curriculum (ELT)



2. Scroll down to the course of choice, and click on the **Title** of the course.

To complete the complete the curriculum, follow steps 2 thru 6 mentioned in Option 1.

The screenshot shows a list of online courses. The course 'ELTest100' is highlighted with a red box. The list includes:

- Curriculum - CareConnect - Online
This course covers the Managed Care claims reprocessing activities using Tapestry.
- ELTAP455 Managed Care AP Claims Provider Check Refunds**
Curriculum - CareConnect - Online
Learning Objectives:Describe when a full or partial refund is processedProcess a full refundProcess a partial refund for one service line and/or multiple service linesProcess a multiple claim refund
- ELTest100**
Curriculum - CareConnect - Online
Learning Objectives:Review the uses of TapestryView the steps to log into Hyperspace and become familiar with the Home WorkspacesLearn about how to look up a member record and view demographics, coverages, referrals, claims, and CRMS using Member InquiryLearn about identifying an Adverse Flagreview... read more
- ELTRN305 Inpatient Traveler Nurse
Curriculum - CareConnect - Online
This online course is for traveler nurses with experience using the Epic electronic record.
- New Hire Initial Mandatory Education for RNs