

Medical Center Learning Management System for Users

Medical Center Learning

Revised July 2010

MANUAL

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LMS HELP DESK

EMAIL: MCLMS@UIC.EDU

PHONE: 312-996-8393

Chapter 1: Logging into the Learning Management System (LMS)

NOTE: Access to the LMS is optimized for use with Internet Explorer ver 7.0. The LMS may not display properly with other browsers (Macintosh, Firefox, Netscape) Contact the LMS Help Desk at 312-996-8393 or email to MCLMS@uic.edu if you require additional assistance.

For instructions on accessing Internet Explorer through the UIMC “Applications Portal” see Addendum A.

1. Access the LMS via the internet at:
 - A. <https://uic.ehealthcareit.us>
OR
 - B. Enter hospital’s homepage (www.hospital.uic.edu). Click ‘*Learning Management System*’ icon under the *Quick Links* menu.
2. You will be taken to the LMS Welcome Screen (Figure 1-1). Click ‘*Login to LMS*’ to enter your login credentials.

**Welcome to the Medical Center
Learning Management System!**

We've reconstructed the login process to make it easier for you to access the Medical Center LMS.

You'll still use your NetID as your username, but now your password will be the same as your UIC/Medical Center password. The UIC/Medical Center password is the same password you use for all UIC applications, such as the hospital network, UIC email, etc.

Click the box below to login to the LMS

If you have forgotten your password.

- and work at the Medical Center, please contact the IS Help Desk at 312-413-7717 or IShelp@uic.edu.
- and do not work at the Medical Center, please contact ACCC Client Services at 312-413-0003 or consult@uic.edu.

If you do not have a UIC/Medical Center password or for all other enquiries, please contact the LMS Help Desk at 312-996-8393 or MCLMS@uic.edu.


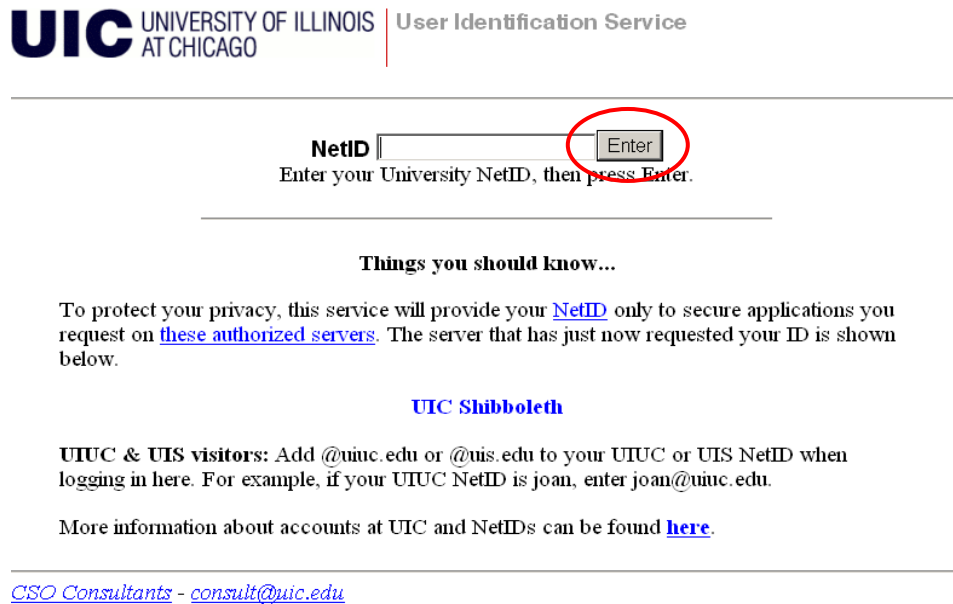


Figure 1-1

3. Enter your NetID and click **‘Enter’** (Figure 1-2).



UIC UNIVERSITY OF ILLINOIS AT CHICAGO | User Identification Service

NetID

Enter your University NetID, then press Enter.

Things you should know...

To protect your privacy, this service will provide your [NetID](#) only to secure applications you request on [these authorized servers](#). The server that has just now requested your ID is shown below.

UIC Shibboleth

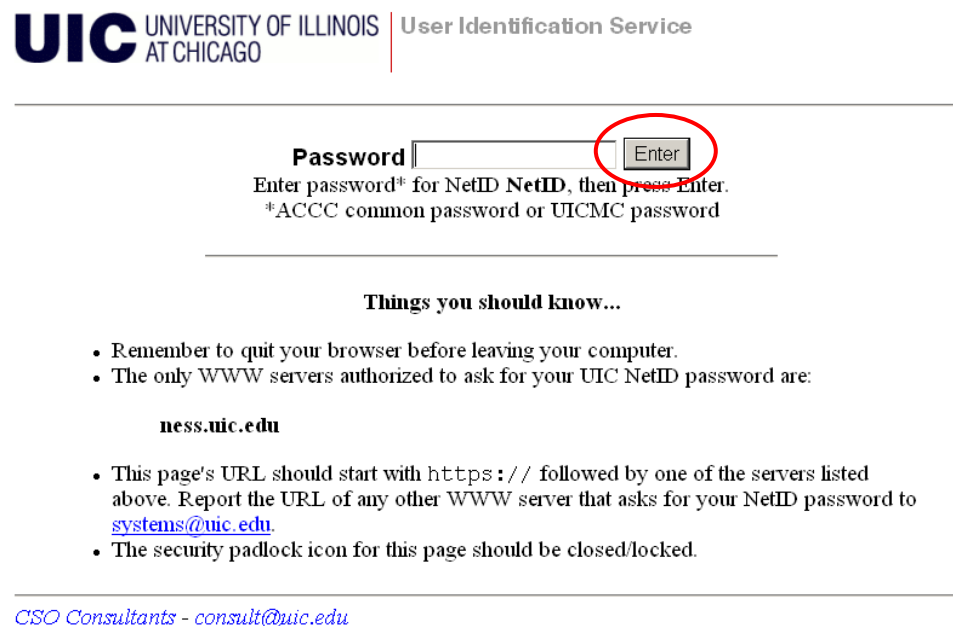
UIUC & UIS visitors: Add @uic.edu or @uis.edu to your UIUC or UIS NetID when logging in here. For example, if your UIUC NetID is joan, enter joan@uic.edu.

More information about accounts at UIC and NetIDs can be found [here](#).

[CSO Consultants - consult@uic.edu](#)

Figure 1-2

4. Enter your UIC/Medical Center password and click **‘Enter’** (Figure 1-3). The UIC/Medical Center password is the same password you use for all UIC applications, such as the hospital network, UIC email, etc.



UIC UNIVERSITY OF ILLINOIS AT CHICAGO | User Identification Service

Password

Enter password* for NetID NetID, then press Enter.
*ACCC common password or UICMC password

Things you should know...

- Remember to quit your browser before leaving your computer.
- The only WWW servers authorized to ask for your UIC NetID password are:
ness.uic.edu
- This page's URL should start with `https://` followed by one of the servers listed above. Report the URL of any other WWW server that asks for your NetID password to systems@uic.edu.
- The security padlock icon for this page should be closed/locked.

[CSO Consultants - consult@uic.edu](#)

Figure 1-3

Chapter 2: Completing Courses/Exams

Courses are assigned based on job classification or upon departmental requests. All assigned courses are found under the *To Do List* tab. If the *To Do List* tab does not appear, you currently have no courses assigned to you.

1. Click '*To Do List*' at top of *Home Page* (Figure 2-1).

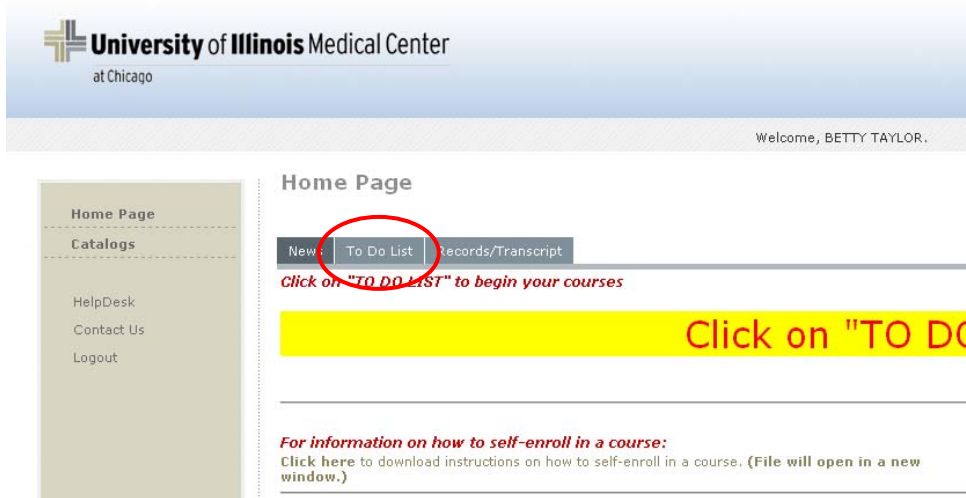


Figure 2-1

2. Click title of course. *Example: Compliance* (Figure 2-2).

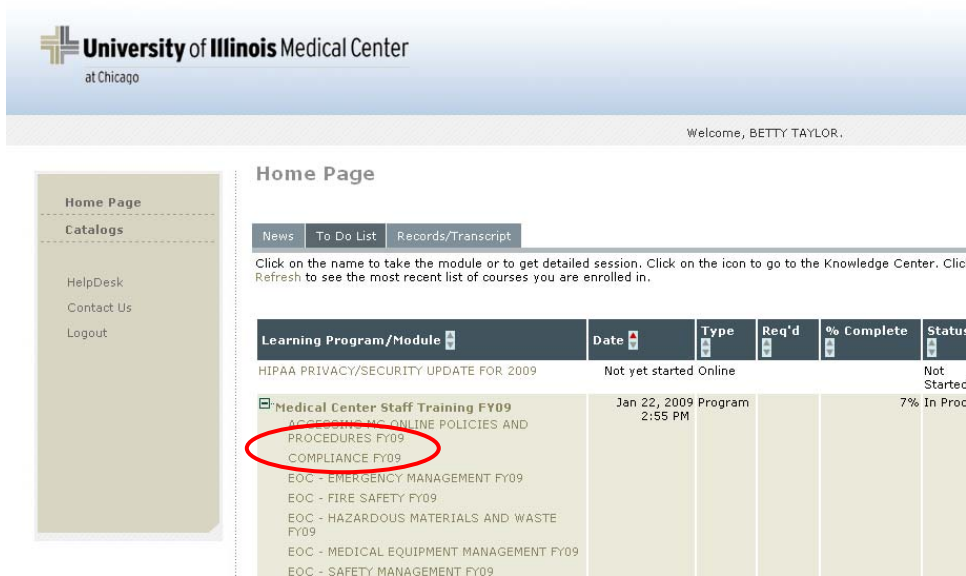


Figure 2-2

- Click **'Quick Start'** to open course and begin training (Figure 2-3).

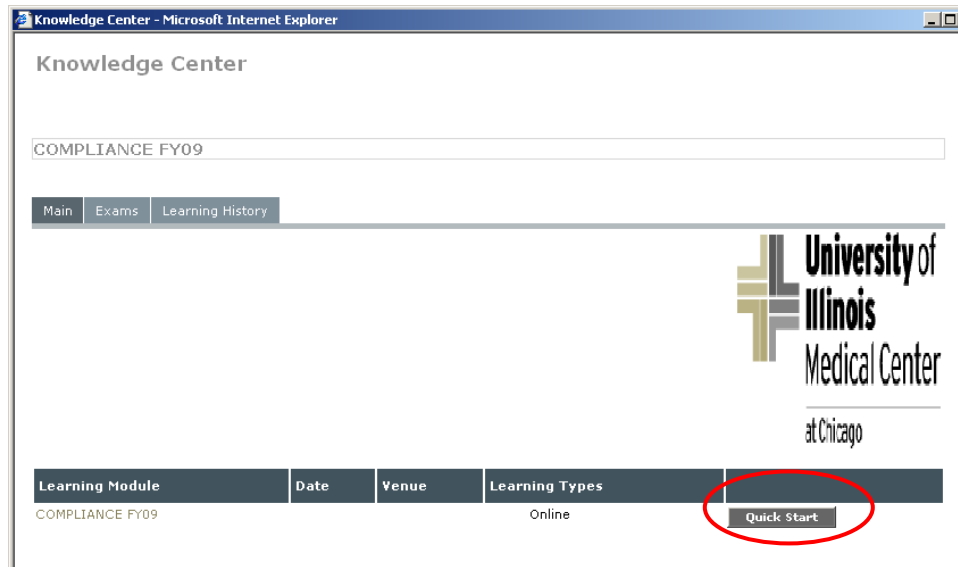


Figure 2-3

- Click **'X'** at top right of window upon course completion (Figure 2-4).

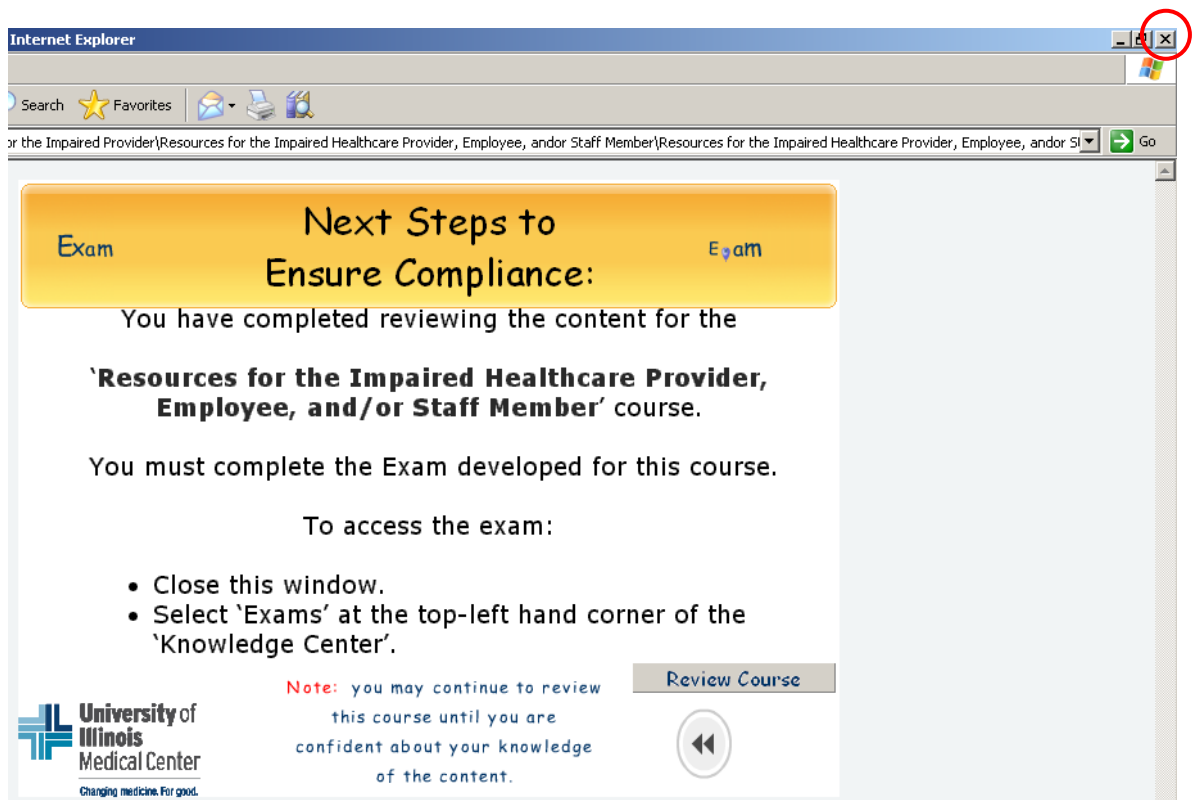


Figure 2-4

5. Click **'Exams'** (Figure 2-5).

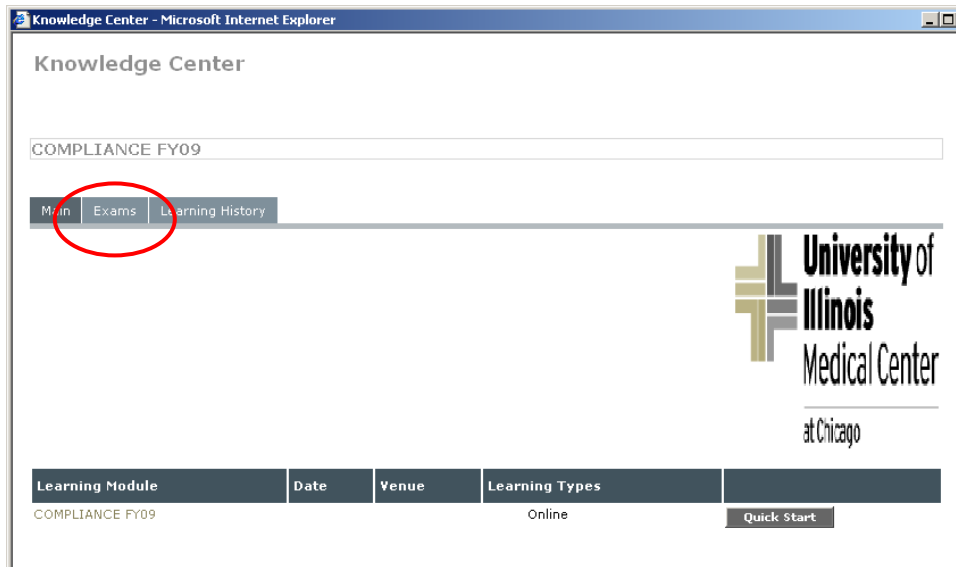


Figure 2-5

6. Click exam title. *Example: Compliance* (Figure 2-6).

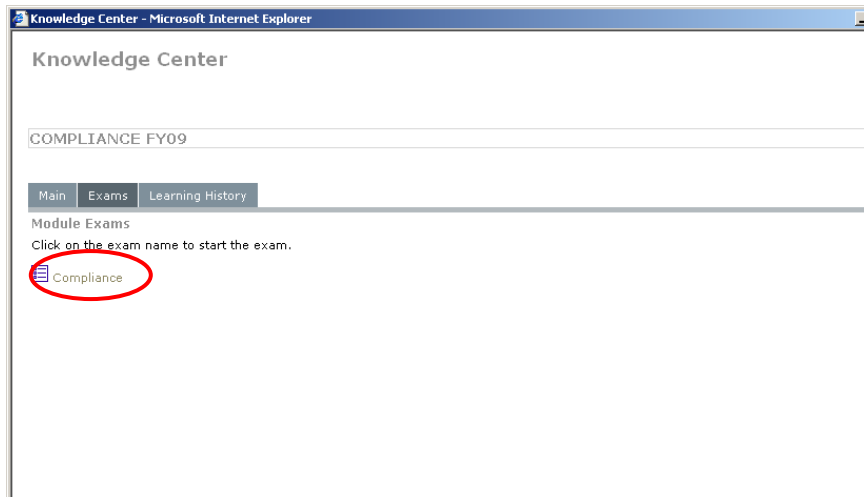


Figure 2-6

7. Click **'OK'** when asked "Are you sure you want to take the exam?"

8. Click **'Start The Exam'** (Figure 2-7).

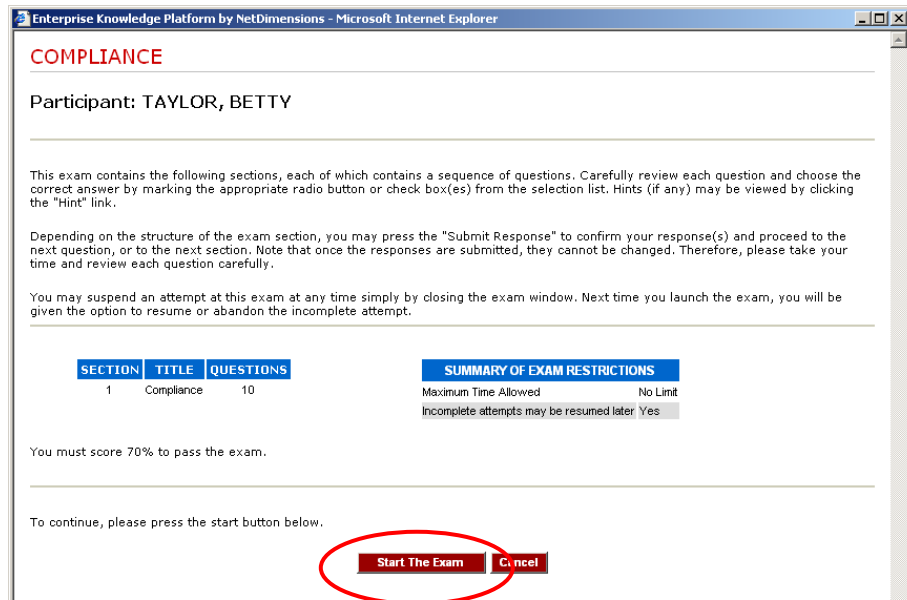


Figure 2-7

Note: If you want to refer to the course material while completing the Exam:

- A. Click **'Minimize'** to re-open course material after the exam has been started (Figure 2-8).

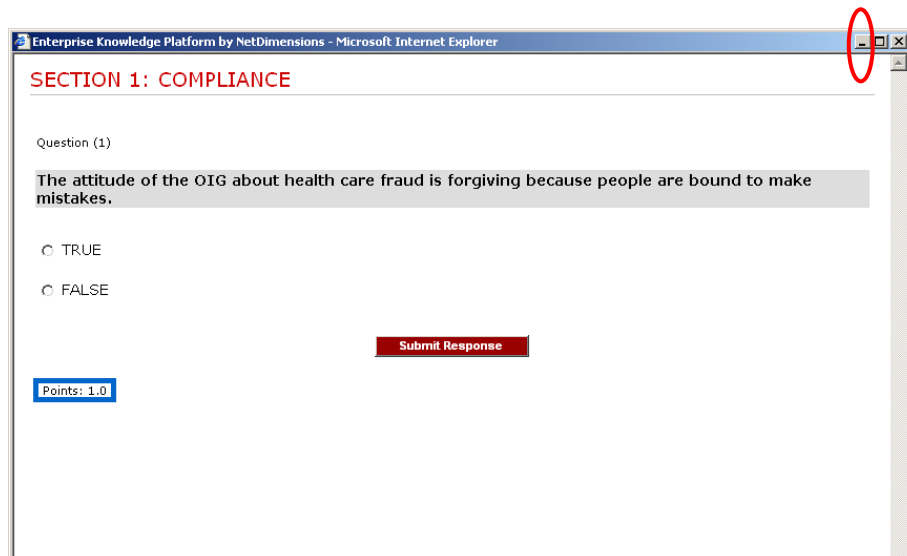


Figure 2-8

- B. Click **'Main'** then **'Quick Start'** to re-open course material. Both exam and course material will open in different windows. Click appropriate window on Taskbar to switch windows (Figure 2-9).

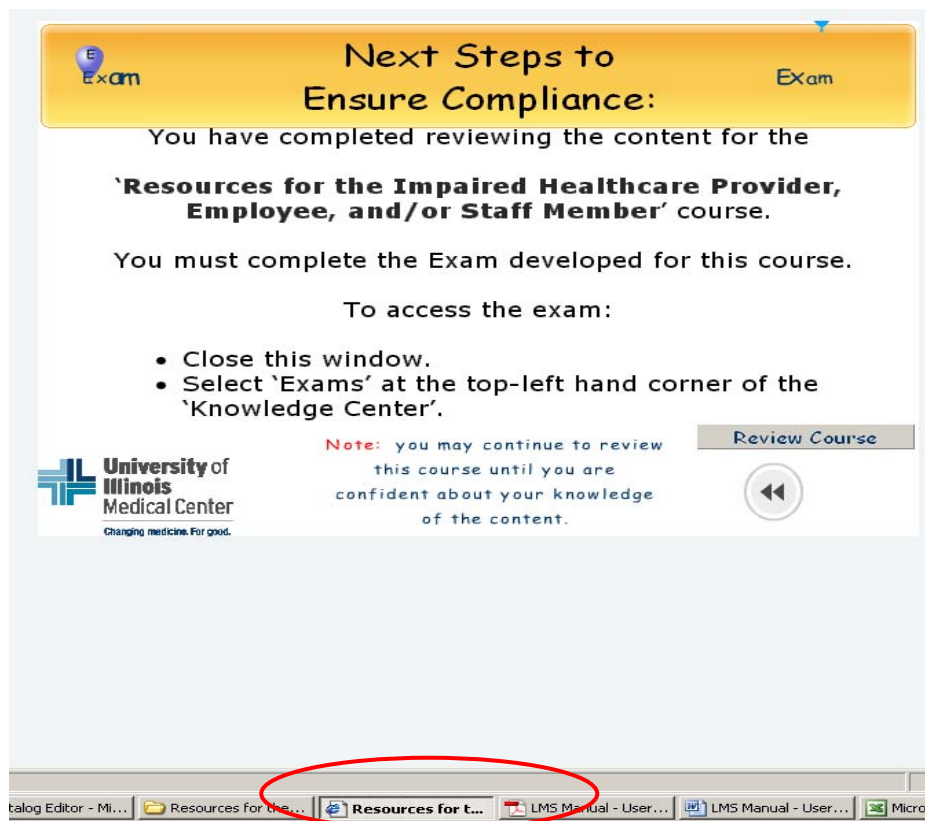


Figure 2-9

9. Click **'Close Exam Window'** to return to **Knowledge Center** after passing exam. If you wish to review your answers, click **'here'** link above **Close Exam Window** (Figure 2-10).

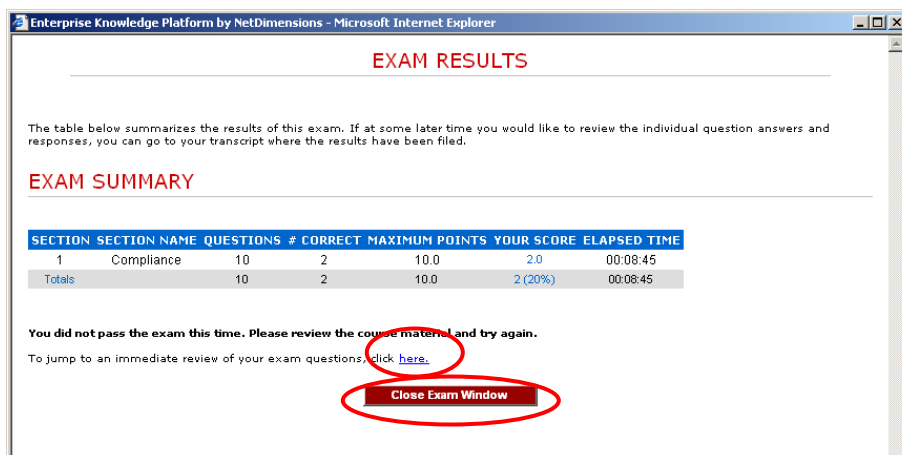


Figure 2-10

10. If you have not successfully passed the exam, return to **Knowledge Center** and re-access exam. See steps 5-8 (pages 6-8).
11. Click 'X' at top right of window to close **Knowledge Center**.
12. Repeat steps 2-11 until all courses in **To Do List** have been completed.
13. Click '**Records/Transcript**' from **Home Page** to review course completion (Figure 2-11).



The screenshot shows the 'Home Page' of the University of Illinois Medical Center. At the top, there is a header with the logo and 'at Chicago'. Below the header, a navigation bar contains links for 'News', 'To Do List', and 'Records/Transcript'. The 'Records/Transcript' link is circled in red. Below the navigation bar, there is a table with columns: 'Learning Program/Module', 'Date', 'Type', 'Req'd', '% Complete', and 'Status'. The first row of the table is expanded to show a list of training modules under the heading 'Medical Center Staff Training FY09'.

Learning Program/Module	Date	Type	Req'd	% Complete	Status
Medical Center Staff Training FY09 ACCESSING MC ONLINE POLICIES AND PROCEDURES FY09 COMPLIANCE FY09 EOC - EMERGENCY MANAGEMENT FY09 EOC - FIRE SAFETY FY09 EOC - HAZARDOUS MATERIALS AND WASTE FY09 EOC - MEDICAL EQUIPMENT MANAGEMENT FY09 EOC - SAFETY MANAGEMENT FY09 EOC - SECURITY FY09	Jan 22, 2009 2:55 PM	Program		7%	In Process

Figure 2-11

Chapter 3: Self-Enrolling into a Course

Additional courses (required or optional) are available in the LMS that may not appear in your *To Do List*. These courses can be accessed via the *Self-Enrollment* procedure. Courses can be found in the various *Catalogs* listed.

1. Click '*Catalogs*' from *Home Page* (Figure 3-1).

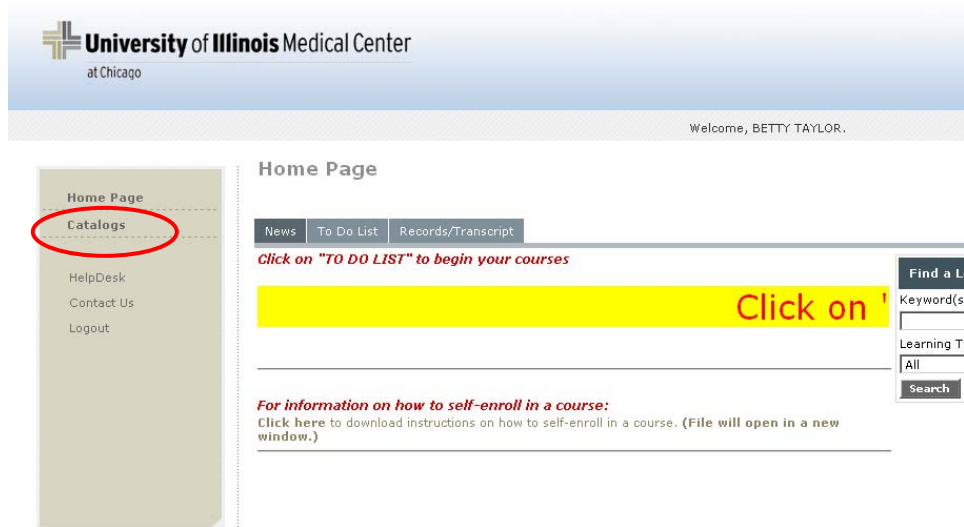


Figure 3-1

2. Click '*Browse*' to access course catalogs available to you (Figure 3-2).

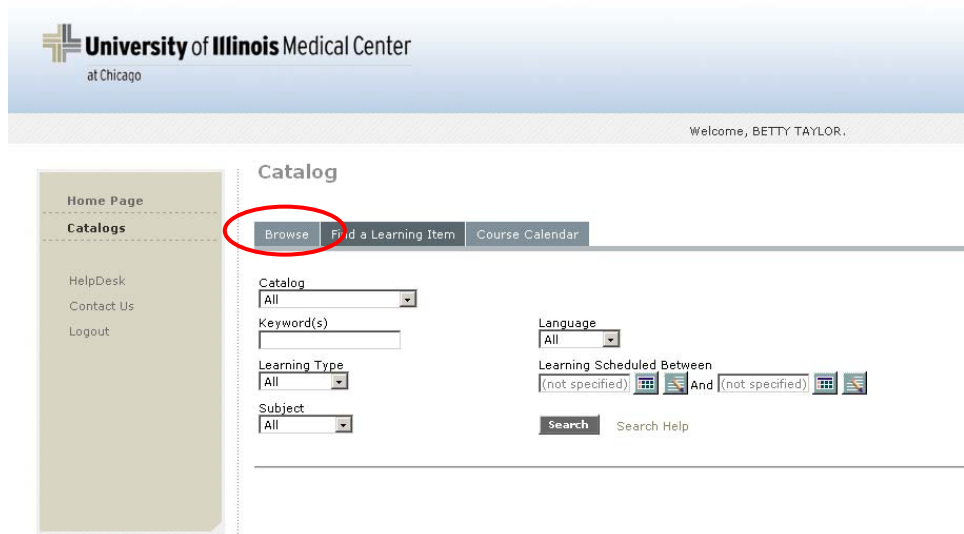


Figure 3-2

- Click catalog title you wish to access under *'Quick List by Catalog'* (Figure 3-3).

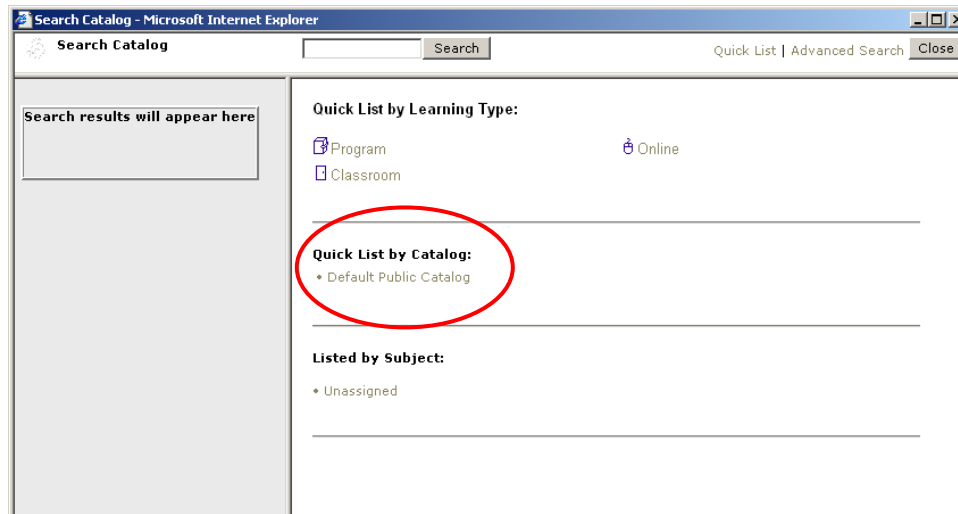


Figure 3-3

- Courses available in selected catalog will be shown on left side. Click desired course title to access course (Figure 3-4).

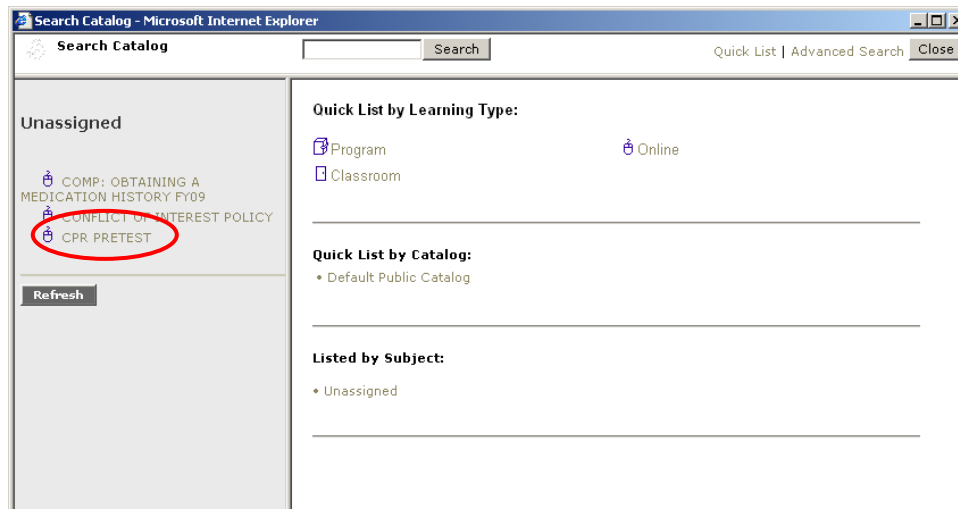


Figure 3-4

5. Click ***Enroll***.
6. Click ***Confirm Enrollment***.
7. Click to launch ***Knowledge Center*** to begin the course.
8. Complete the course/exam (see *Chapter 2: Completing Courses/Exams* – pages 3-6).

Chapter 4: Adding External Training Information to Transcript

Training completed outside of the LMS may be added to your transcript using the following procedure.

1. Click **'Records/Transcript'** from *Home Page* (Figure 4-1).

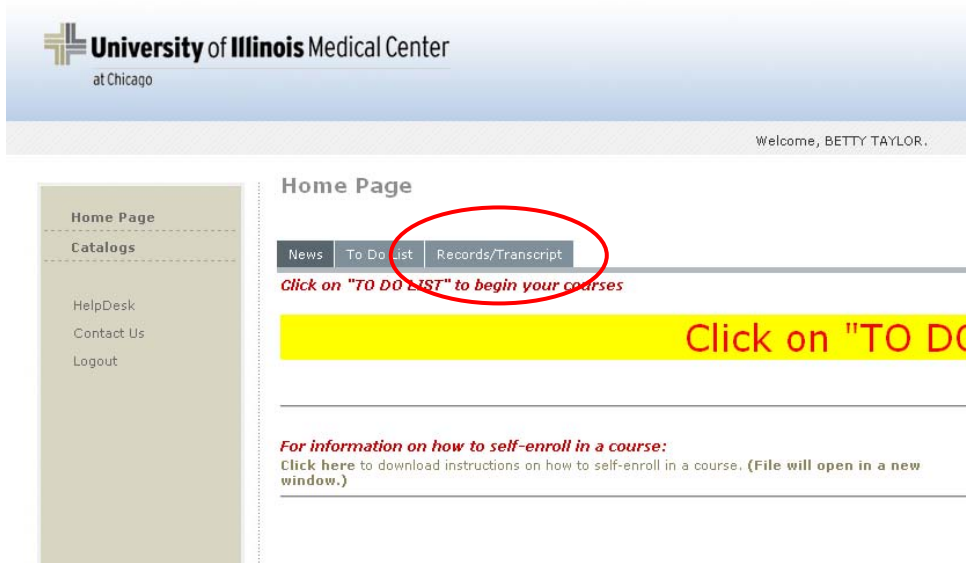


Figure 4-1

2. Scroll to bottom of page and click **'Add External Record'** (Figure 4-2).

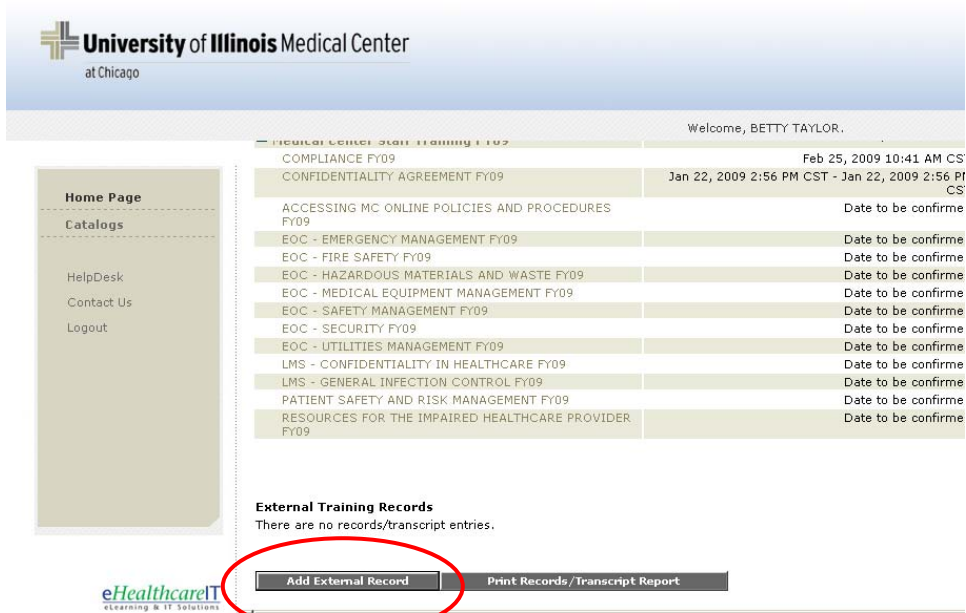


Figure 4-2

- Complete mandatory fields, which include *Title*, *Start Date*, *End Date*, and *Status*. Set *Status* to *'Completed'* and click *'Create'* to add external training information. All mandatory fields must be completed for addition of external training information (Figure 4-3).



University of Illinois Medical Center
at Chicago

Welcome, BETTY TAYLOR.

Venue:

Language: (not specified)

Duration: 0.0 hour(s)

Course Cost: 0.0 Afghanistan, Afghanis

Grade:

Score:

Vendor Information:

Comments:

(* Mandatory fields)

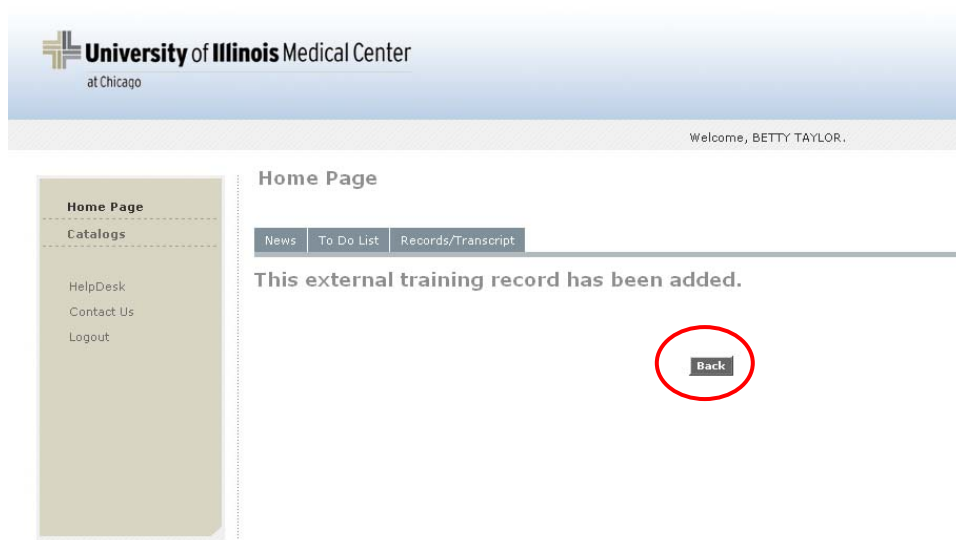
Status*: Completed

[Create](#) [Back](#)

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Figure 4-3

- A screen confirming the addition of the external training information will appear. Click *'Back'* to return to *Records/Transcript* (Figure 4-4).



University of Illinois Medical Center
at Chicago

Welcome, BETTY TAYLOR.

Home Page

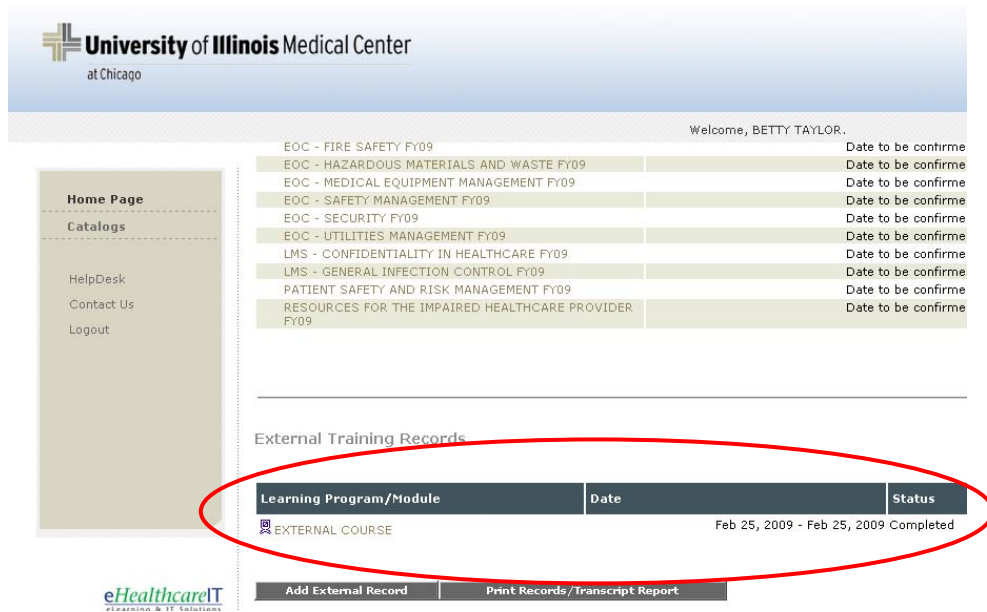
News | To Do List | Records/Transcript

This external training record has been added.

[Back](#)

Figure 4-4

5. Scroll to bottom of **Records/Transcript** to validate addition of external training information (Figure 4-5).



University of Illinois Medical Center
 at Chicago

Welcome, BETTY TAYLOR.

EOC - FIRE SAFETY FY09	Date to be confirme
EOC - HAZARDOUS MATERIALS AND WASTE FY09	Date to be confirme
EOC - MEDICAL EQUIPMENT MANAGEMENT FY09	Date to be confirme
EOC - SAFETY MANAGEMENT FY09	Date to be confirme
EOC - SECURITY FY09	Date to be confirme
EOC - UTILITIES MANAGEMENT FY09	Date to be confirme
LMS - CONFIDENTIALITY IN HEALTHCARE FY09	Date to be confirme
LMS - GENERAL INFECTION CONTROL FY09	Date to be confirme
PATIENT SAFETY AND RISK MANAGEMENT FY09	Date to be confirme
RESOURCES FOR THE IMPAIRED HEALTHCARE PROVIDER FY09	Date to be confirme

External Training Records


Learning Program/Module	Date	Status
EXTERNAL COURSE	Feb 25, 2009 - Feb 25, 2009	Completed

[Add External Record](#) | [Print Records/Transcript Report](#)

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Figure 4-5

Chapter 5: Printing Records/Transcript

1. Click **'Records/Transcript'** from *Home Page* to review course completions.
2. Scroll to the bottom of the page and click 
3. Click **'Select learning modules/programs'** (Figure 5-1).

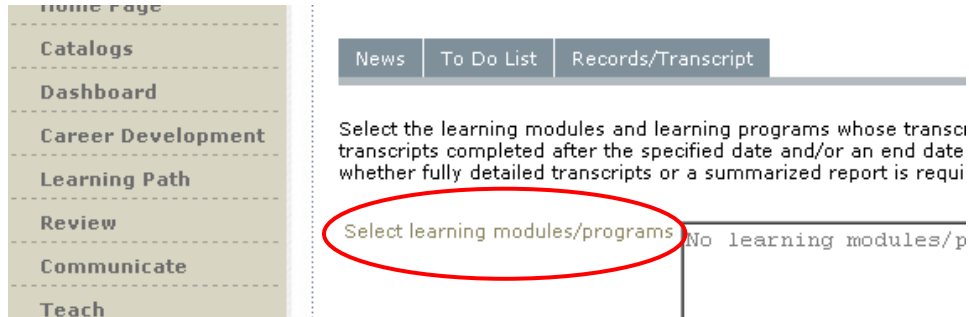


Figure 5-1

4. Click  button (in the middle of the screen) to select all courses and click **'OK'** (Figure 5-2).

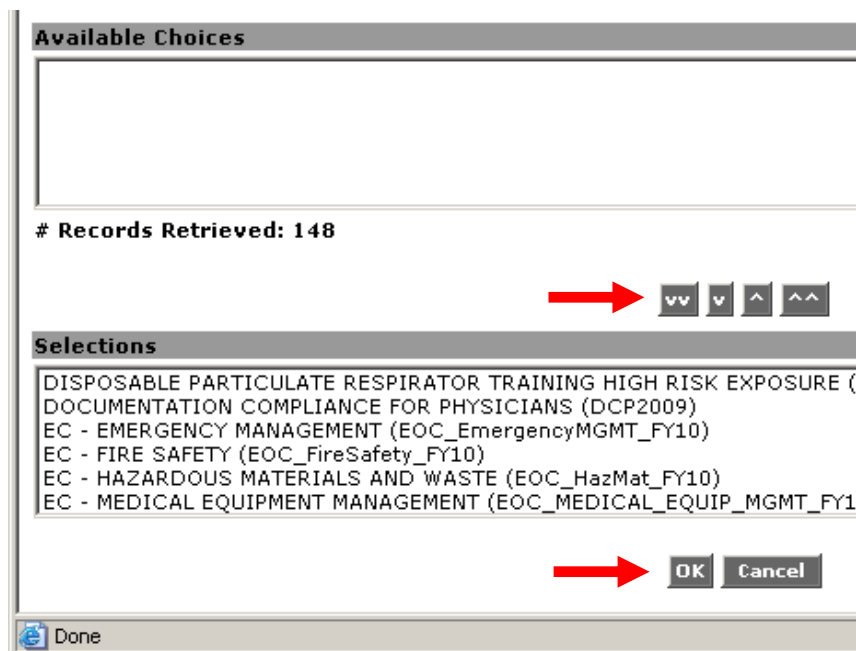


Figure 5-2

5. Check the box **'Include External Training Records'**, Change **'Summarized Report'** to **'Yes'** and click **'Print Preview'**. (Figure 5-3)

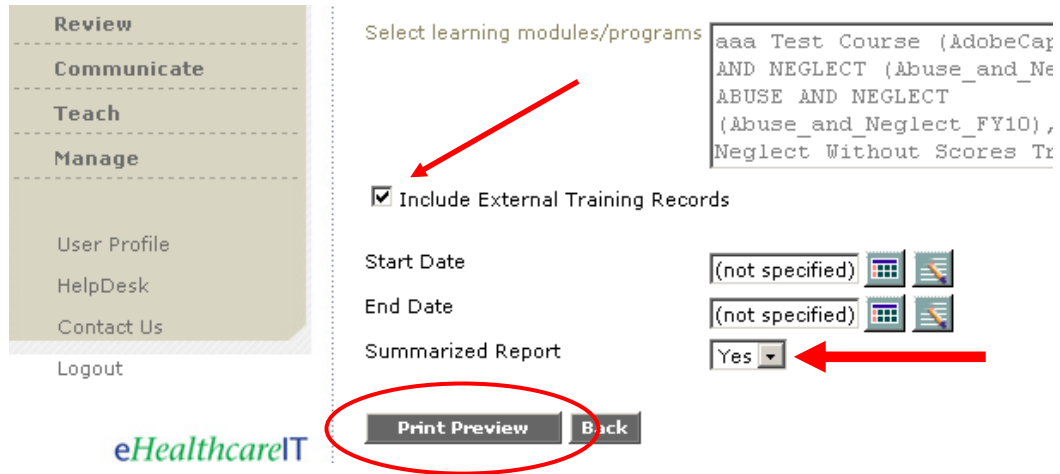


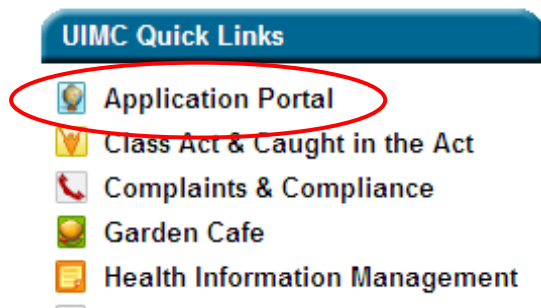
Figure 5-3

6. Click **'Print'** to print your transcript.

[Addendum A – Remote Access](#)

- With a Network Account one can access the Hospital Network remotely (i.e.: from Home, Clinic, etc...) Remote access requires an internet connection and a security file to be installed on the machine being used.
- Go to the University of Illinois Medical Center at Chicago Homepage: www.hospital.uic.edu

From the Hospital Homepage take the following steps:



Employee Log In

Enter Credentials

Username:

Password:

Welcome

 You do not have the Citrix Presentation Server Client installed on your system. After installation, you must restart your browser.
[Download the Citrix Presentation Server Client for 32-bit Windows](#)

Other clients are available from [the Citrix client download site](#).

Please log in

To log in to the UIMCC Application Portal, enter your hospital credentials and click Login. If you do not know your login information, please contact [IS Help Desk](#) or call 312-413-7717.

- An auto generated message will appear (*like you see above*) if your PC does not have the Citrix Client installed. Please click on the link and follow the prompts to install this file.
- Upon completing the installation, log in on the left hand side of the screen with your Network username and password.

This will launch the UIMC Application Portal allowing access to the Medical Center applications from the specific tabs, including Internet Explorer. For technical issues with the portal, please call the UIMC Helpdesk at [312-413-7717](tel:312-413-7717). They are available 24/7.