

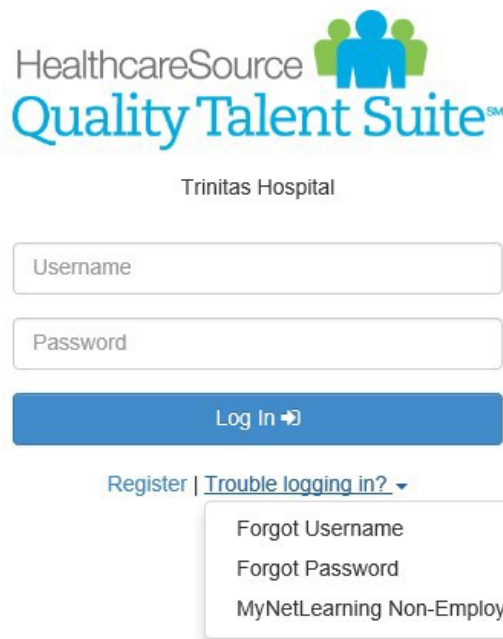
HOW TO ACCESS TSON NETLEARNING FOR ANNUAL MANDATORY EDUCATION

1. Below is the link to log in: Please use GOOGLE CHROME

<https://login.healthcaresource.com/trinitas/LogOn>

2. THIS IS A VERY IMPORTANT STEP! PLEASE FOLLOW...

Under the Username and Password click on "Trouble logging in?" and select MyNetLearning Non-Employees from the drop-down menu.



HealthcareSource
Quality Talent SuiteSM

Trinitas Hospital

Username

Password

Log In ➔

Register | Trouble logging in? ▼

- Forgot Username
- Forgot Password
- MyNetLearning Non-Employees

3. Your username and password:

Username: Your UCC ID number WITHOUT the leading "0".

Password: Your last name followed by your first name initial. (lowercase, case sensitive)

Add hyphens (-) to make eight characters. Example: doej----

If you have an issue accessing the system, contact Dr. DiGiovanni at: sim@tsonlsc.com for assistance.

4. Enter your Login ID and Password. Then Click on “LOGIN”



Trinitas Regional Medical Center


Login ID

Password

Login 

[Forgot Password?](#)

5. Then you will be prompted to change your current password and create your own.

 My Folder ▾ Reports ▾ Trinitas

Current assignments: (0) Courses (0) Classes (0) Competencies

Password Expired

Your password has expired, you must choose a new one.

Current Password

New Password

Confirm New Password

SAVE **CANCEL**

6. Click “To Do List”. Then click “Launch” to begin.

2019 ANNUAL MANDATORY EDUCATION_PART 3_Employee Safety and Conduct

Enrolled

Due Date: 06/13/20

Enrolled: 05/13/20 (Manually assigned)

Location: Online

Credits: None

Curriculum: No Assigned Curriculum

 **Launch**

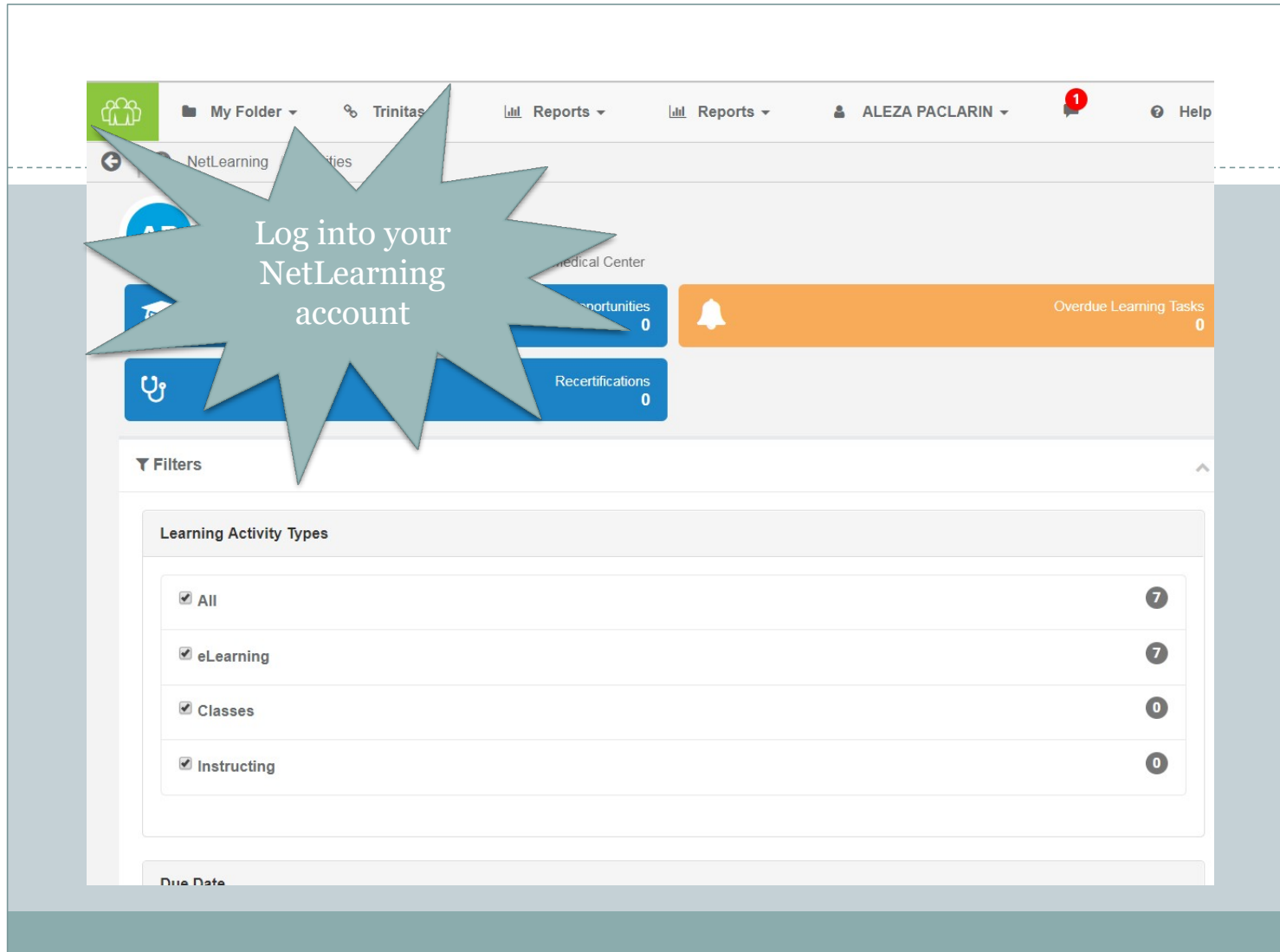
After clicking “Launch”, the Program will appear, view the slides, then take the test. NOTE “Take Test” is in upper right-hand corner

 **Bookmark**  **Take Test**  **Exit Course**



**If you need help with the courseware please contact
the TRMC EducationDepartment (908) 994-8670**

How to Create a Transcript of your Completed Annual Mandatory Education to upload on CastleBranch



The screenshot shows the NetLearning dashboard interface. A large, light blue starburst graphic is overlaid on the left side of the dashboard, containing the text "Log into your NetLearning account". The dashboard header includes a navigation bar with a green icon, "My Folder", "Trinitas", "Reports", and a user profile for "ALEZA PACLARIN". Below the header, there are several widgets: a "NetLearning" widget, a "Medical Center" widget, a "Recertifications" widget showing "0", and an "Overdue Learning Tasks" widget showing "0". A "Filters" section is visible below these widgets, containing a "Learning Activity Types" table with the following data:

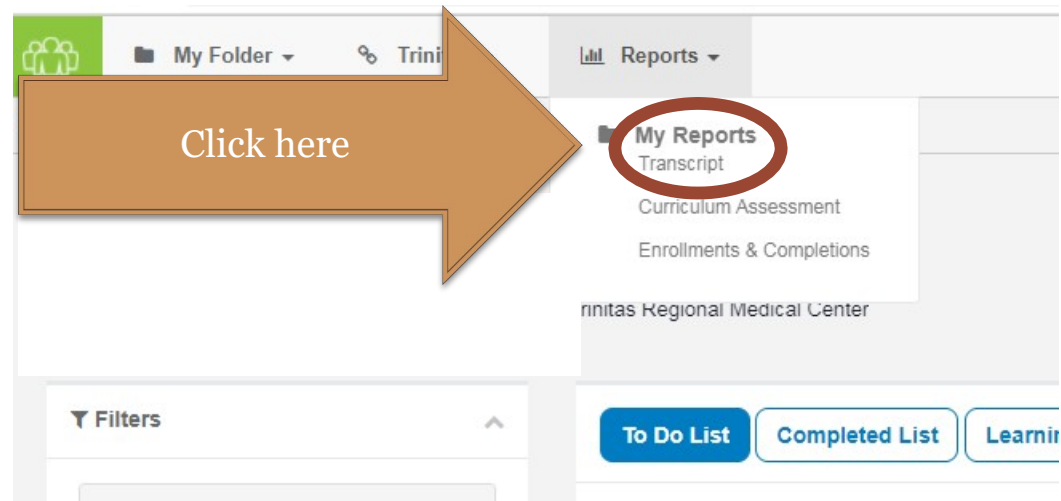
Learning Activity Types	
<input checked="" type="checkbox"/> All	7
<input checked="" type="checkbox"/> eLearning	7
<input checked="" type="checkbox"/> Classes	0
<input checked="" type="checkbox"/> Instructing	0

Below the "Learning Activity Types" table, there is a "Due Date" section.

Click on Reports



Click on Transcript



Date Range: Custom 01/05/2020 to 01/05/2021

Show on Report:

- Badge Number
- Class/Course Notes
- Date Of Birth
- Department
- Employee ID
- Grade
- Hire Date
- Job Title
- Social Security Number

Sort Report By: Date

☐ Include competencies on transcript

Template: Standard

Run Report

Format: PDF (*.pdf)

Transcript
Trinitas Regional Medical Center



EmployeeID: 1234567

Org, Depart: VOLUNTEERS | VOLUNTEER

Learner Name: TEST, VOLUNTEER

Badge Number:

Hire Date: 2020-01-01

Job Title: VOLUNTEER

Date	Course Class	Self-Add	Grade	Credits
01/14/2021	2021 Advance Directives, Mission, Cultural Diversity, NJ Sharing		100	
01/14/2021	2021 Emergency Prep, Codes, Fire Safety		100	
01/14/2021	2021 Employee Safety Influenza and Latex Allergies		100	
01/14/2021	2021 Family Violence and Age Specific Population Served		100	
01/14/2021	2021 Hazard Communication and MRI Safety		100	
01/14/2021	2021 HIPAA Patient Rights, Sentinel Events		100	
01/14/2021	2021 National Hospital Quality Measures and Corporate Compliance		100	
01/14/2021	2021 OSHA A Drug Free Workplace and Harassment in the Workplace		100	
01/14/2021	2021 WPV 1 Preventing Crisis		100	
01/14/2021	HealthcareSource: Bloodborne Pathogens for Clinical Staff v1.4		100	Hours - 0.50
01/14/2021	HealthcareSource: Infection Prevention and Control for Clinical Staff v1.4		100	Hours - 0.50
01/14/2021	HealthcareSource: Understanding and Preventing Tuberculosis for Clinical Staff v1.4		100	Hours - 0.50
01/14/2021	Infection Control Principles and COVID Update for Staff		100	
01/14/2021	Proper Application and Removal of a Surgical Mask		100	
01/14/2021	Proper use of an N95 Mask		100	
01/14/2021	Putting our Patients First!		100	

Totals: Records = 16, 1.50 Hours