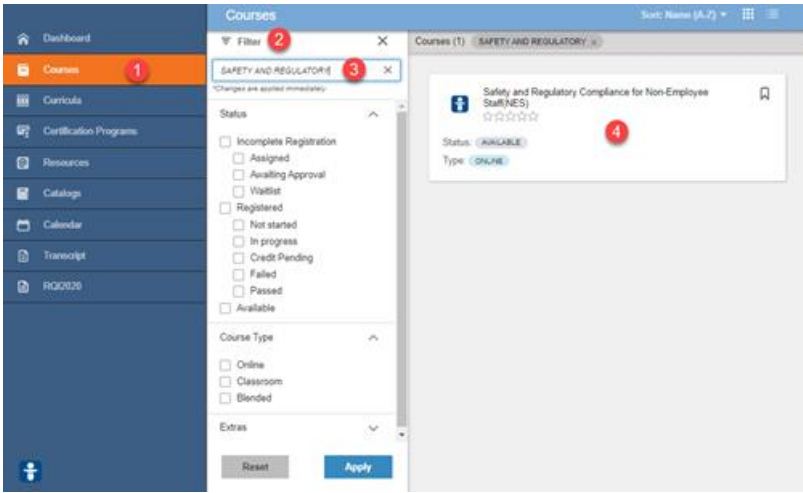Standard Work Instructions

My Learning by Infor

Accessing My Learning for Non-Employed Staff (NES)

Google Chrome is the Preferred Browser for My Learning

About this process: If you are a non-employed staff who requires access to document in the electronic medical record, Epic, you must complete mandatory training through My Learning by Infor.

This includes contractors, agency, and students who will actively contribute to a patient's medical record, for example contracted nurses, respiratory therapists or healthcare team members; nursing students or advanced practice provider students; traveling nurses; or rotating residents and interns.

All other non-employed staff who do not document in the patient's medical record may disregard these instructions and go to www.akronchildrens.org/safety.

Step	Notes
1. Access My Learning here	

2. Login to the system
    a. Login = ID Number only (i.e. 123456)
    b. Password = ach123
	Contact mylearning@akronchildrens.org for assistance.

3. Register and complete the regulatory and safety requirements for non-employed staff
    1) Click on **Courses**
    2) Click on Filter to expand the filter
    3) Type in search word
    4) Click on the course tile
    5) Click on **Register**
    6) Click on **Launch**	

4. Complete the regulatory and safety requirement online course for non-employed staff
   a. **Safety and Regulatory Compliance for Non-Employee Staff (NES)**

5. Complete additional training per your work assignment
   a. Clinical Nursing Students and Advanced Practice Provider Students contact Kay Heisroth (kheisroth@akronchildrens.org)
   b. Medical Students and Interns/Residents contact the Medical Education department
   c. Travelers / Agency contact your department manager
   d. Administrative Residents contact your department manager

If your role is not listed here, please contact your department manager or mylearning@akronchildrens.org.

Please Note: Your login and password for My Learning by Infor is **not** connected to your Active Directory account created with your three initials and employee number.

Akron Children's Hospital