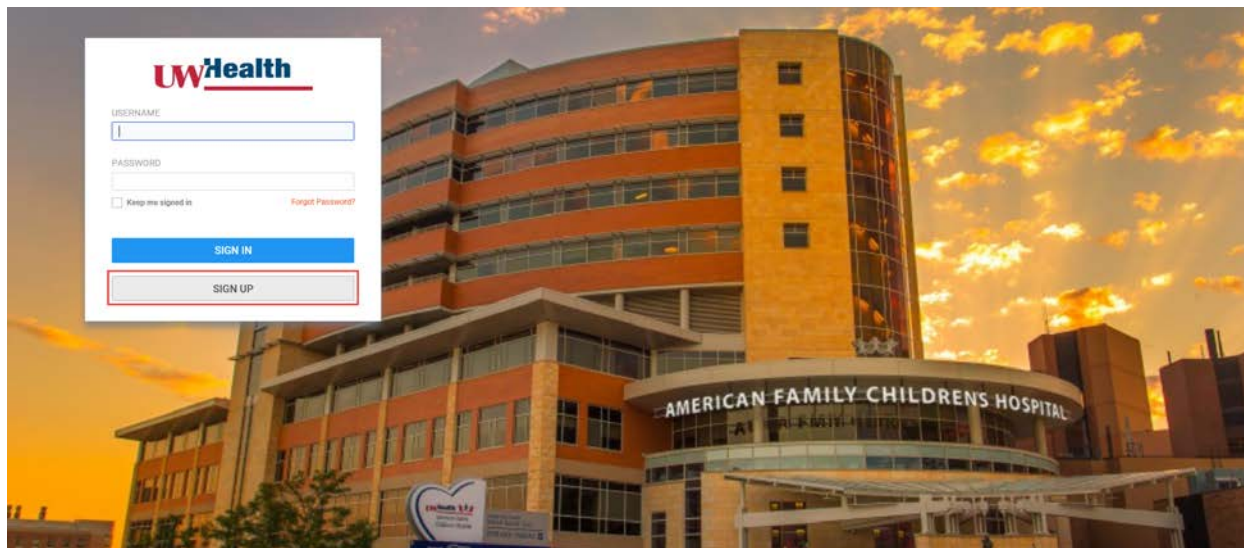


Learn@UWHealth sign-up instructions

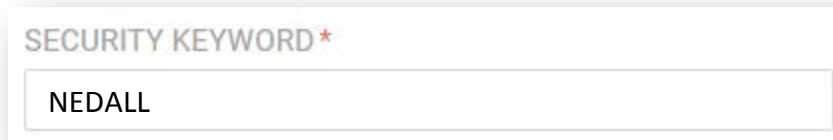
1. Access the UW Health Learning System for external users <https://uwhealth-external.sabacloud.com/>
2. Click **Sign Up** to create your account. **NOTICE:** Your account will only be active for 30 days. Please be sure to complete all trainings and print any necessary certificates of completion within 30 days.



3. All fields are required for signup. Sign-up using your work/school email address.
Note: Your email address will become your username.

A screenshot of the UW Health sign-up form. The form includes the UW Health logo and the following fields: FIRST NAME *, LAST NAME *, USERNAME *, EMAIL *, PASSWORD *, CONFIRM PASSWORD *, TIME ZONE * (with a dropdown menu showing '(GMT-06:00) Central Time (US & Canada)'), and SECURITY KEYWORD *. Below the fields is a checkbox for 'By clicking Sign Up, you agree to the Terms and Conditions'. At the bottom are two buttons: 'SIGN UP' (highlighted with a red border) and 'SIGN IN'.

- In the SECURITY KEYWORD section enter in the code NEDALL. (Note: The code is case sensitive, use all CAPS)

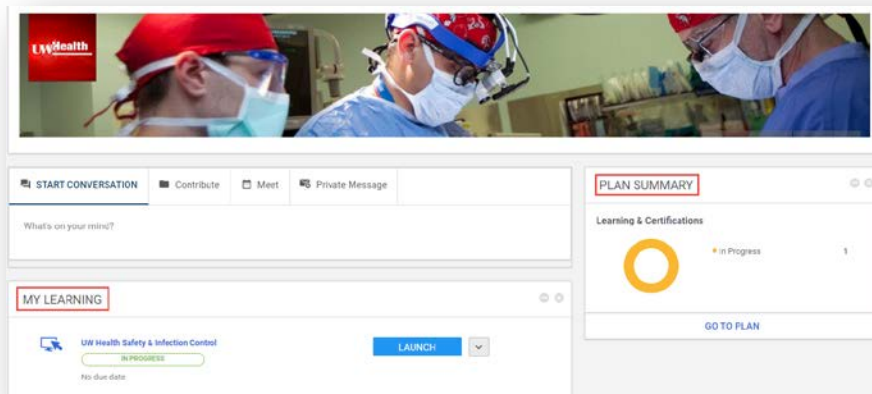


SECURITY KEYWORD *

NEDALL

- Click SIGN UP

Note: The courses you are required to take should already be assigned to you and are visible in the MY LEARNING portion on the Home screen. You can view your overall progress under the PLAN SUMMARY.











- If there are courses you need to take that are not already available in your MY LEARNING section, use the SEARCH box in the upper right corner of the screen.



For questions regarding the functioning of the eLearning site, please contact: HRServiceCenterForms@UWHealth.org

7. Once a class is complete it'll show up in your COMPLETED LEARNING section of your home screen. There you will see an option there to PRINT CERTIFICATE. Using the drop-down menu you have the option to EXPORT CERTIFICATE. You will want to export it so it can be uploaded to your compliance records in Castle Branch.

COMPLETED LEARNING

TITLE	PROGRESS	ACTION
	Score: 0	
 Health Link - Dual Mode Order Entry (DMOE) Web-Based	SUCCESSFUL On:15-SEP-2017 Score: 0	PRINT CERTIFICATE 
 Health Link View Only Training Web-Based	SUCCESSFUL On:15-SEP-2017 Score: 0	PRINT CE 
 Safety and infection Control v2 Web-Based Version:1.0	SUCCESSFUL On:14-SEP-2017 Score: 0	PRINT CE 
 Safety and infection Control v2 Web-Based Version:1.0	SUCCESSFUL On:15-SEP-2017 Score: 0	PRINT CERTIFICATE 

- Add to To-Do List
- Export Certificate**
- Notes
- Review
- View Summary
- Retake