

ACCESSING HealthcareSOURCE – TSON Students  
NetLearning (LMS)

To Complete Trinitas Regional Medical Center Annual Mandatory Education Programs

Access through the internet:  
<https://pfm.healthcaresource.com/performance/trinitas>



Trinitas Hospital

Register | [Trouble logging in?](#)

- Forgot Username
- Forgot Password
- MyNetLearning Non-Employees

1. Click on “**Trouble logging in?**” and select **MyNetLearning Non-Employees** from the drop-down menu.
2. **Insert User Name:** *your UCC Student ID Number with no leading zero* (for example, your ID number: 0678956 use: 678956)
3. **Insert temporary password:** *education* (lower case).  
Once logged in, you will be prompted to change your password.
4. **Change the current password** (*education*) **and create your own and answer (3) security questions.** “Click” Save.

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	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

SAVE CANCEL

5. You will then be prompted to insert your Username and New Password.  
Click Login in Blue Box.

A screenshot of the login page for Trinitas Regional Medical Center. It features a header with the center's name. Below are two input fields: "Login ID" and "Password", each with a red asterisk on the right. A blue "Login" button with a right-pointing arrow is positioned below the "Login ID" field. A "Forgot Password?" link is located to the right of the "Login" button. An arrow points from the "Login" button to the "Password" field.

6. Note the “To Do List”. The 2020 TRMC Annual Mandatory Education Program may be multiple programs. Complete all programs assigned.

7. Click the Blue “Launch” buttons to begin. **All parts must be completed with the passing score.** The test may be repeated if necessary.

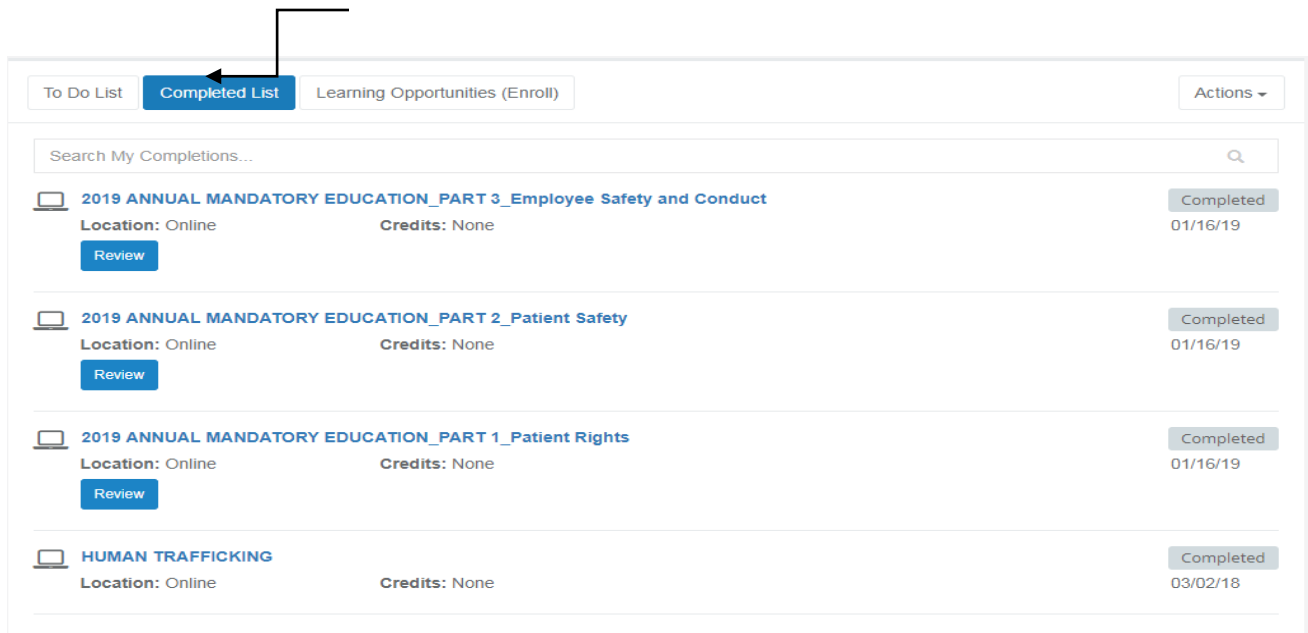
A screenshot of the "To Do List" interface. At the top are three tabs: "To Do List" (active), "Completed List", and "Learning Opportunities (Enroll)". Below the tabs is a search bar labeled "Search To Do List...". A course entry is shown with a laptop icon, a checkbox, and the text "ANNUAL MANDATORY EDUCATION". Below this are the details: "Due Date: 12/31/19", "Location: Online", "Enrolled: 01/01/19 (via Curriculum)", and "Credits: None". A blue "Launch" button is at the bottom, with an arrow pointing to it.

8. When this box appears, click “Launch Course”.

A screenshot of a course launch options box. The title is "2019 ANNUAL MANDATORY EDUCATION\_PART 1\_Patient Rights". Below the title is a message: "You may review the course as many times as you like. Once you pass the posttest, you will be finished with this course." At the bottom are three icons: a monitor with a green arrow labeled "launch course", a notepad with a pencil labeled "take test", and a folder with a green arrow labeled "Return To myNetLearning".

9. The Program will appear, **View the Slides.** NOTE “Take Test” is in the box above.

10. Once each program is successfully completed, the course will fall to the “Completed List”.



11. Print certificate after each program completed and bring all to Registration.

**Questions Regarding the Program:**

**Please Contact TRMC Education Department 908.994.8670**

**OR**

**908.994.8671**

**Completion of all assigned programs required for registration!**