



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.

The screenshot shows the login interface for the HealthcareSource Quality Talent Suite at Trinitas Hospital. It includes a logo at the top, a "Trinitas Hospital" label, and two input fields for "Username" and "Password". Below these is a blue "Log In" button with a right-pointing arrow. Underneath the button are links for "Register" and "Trouble logging in?". A dropdown menu is open under "Trouble logging in?", showing three options: "Forgot Username", "Forgot Password", and "MyNetLearning Non-Employees". A black arrow points from the right side of the page to the "MyNetLearning Non-Employees" option.

3. Your username may be set up as one of the following:

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

(If one does not work try the other)

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

Please note your username and password for future reference.

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”

HealthcareSource
NetLearning

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

6. Click “To Do List”. Then click “Launch” to begin. All tests must be completed with a passing score of 100%. The test may be repeated as necessary.

2019 ANNUAL MANDATORY EDUCATION_PART 3_Employee Safety and Conduct

Enrolled

Due Date: 06/13/20

Enrolled: 05/13/20 (Manually assigned)

Location: Online

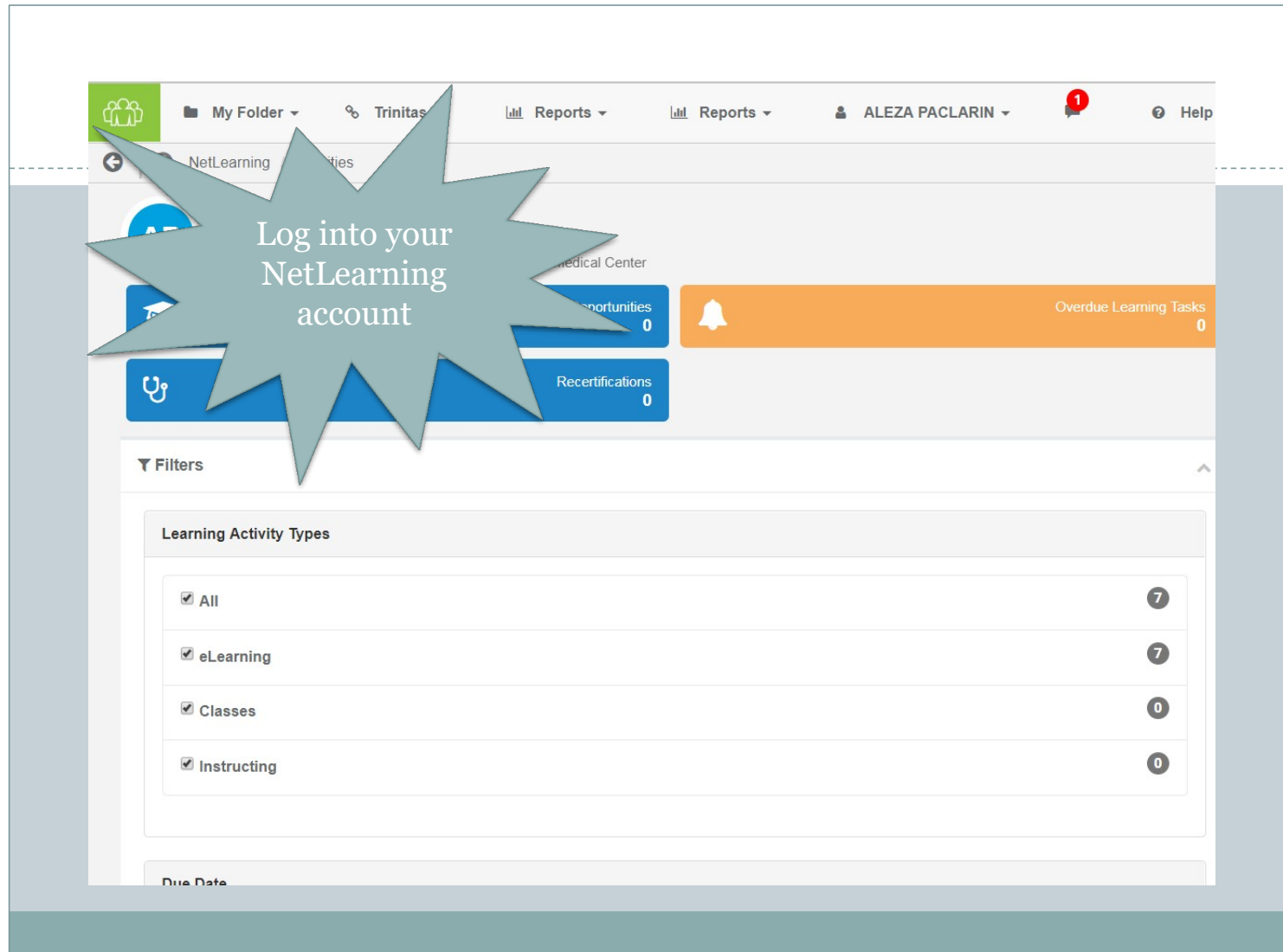
Credits: None

Curriculum: No Assigned Curriculum

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

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

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



The image shows a screenshot of a NetLearning dashboard. 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 interface includes a top navigation bar with a "My Folder" dropdown, "Trinitas" text, two "Reports" dropdowns, a user profile for "ALEZA PACLARIN", a notification bell with a red "1", and a "Help" icon. Below the navigation bar, there are several widgets: a "Medical Center" widget, a blue widget for "Opportunities" with a count of "0", a blue widget for "Recertifications" with a count of "0", and an orange widget for "Overdue Learning Tasks" with a count of "0". A "Filters" section is visible below these widgets, containing a "Learning Activity Types" list with four items: "All" (checked, 7), "eLearning" (checked, 7), "Classes" (checked, 0), and "Instructing" (checked, 0). A "Due Date" section is partially visible at the bottom.

Log into your NetLearning account

My Folder ▾ Trinitas Reports ▾ Reports ▾ ALEZA PACLARIN ▾ 1 Help

NetLearning

Medical Center

Opportunities 0

Recertifications 0

Overdue Learning Tasks 0

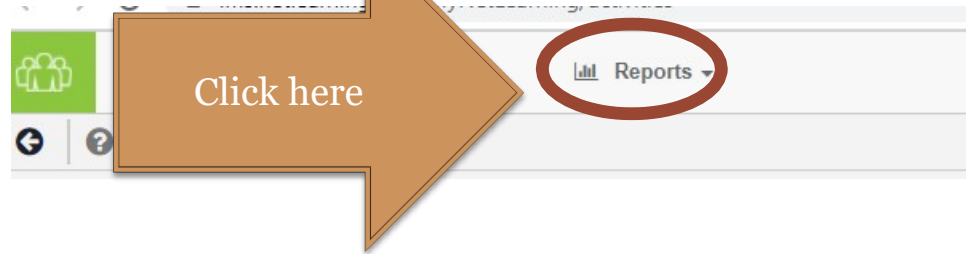
Filters

Learning Activity Types

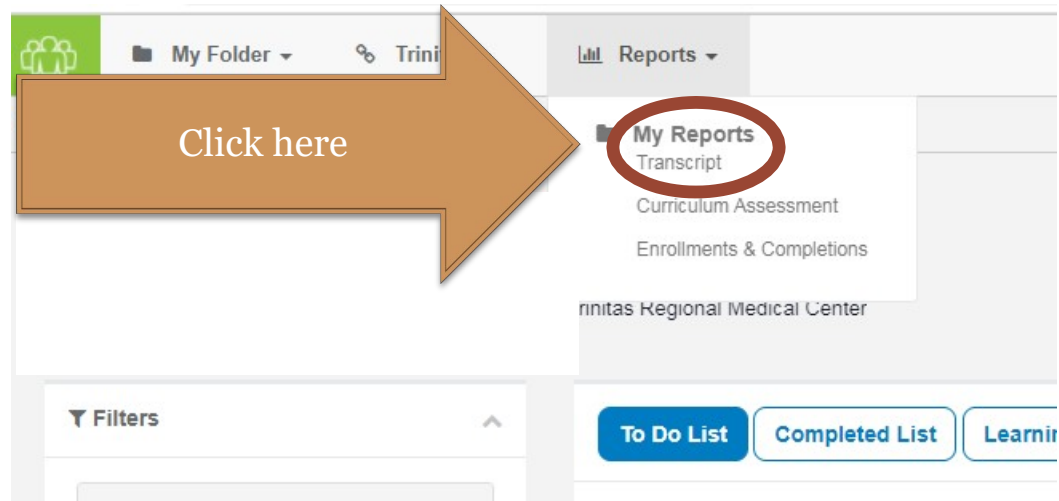
<input checked="" type="checkbox"/> All	7
<input checked="" type="checkbox"/> eLearning	7
<input checked="" type="checkbox"/> Classes	0
<input checked="" type="checkbox"/> Instructing	0

Due Date

Click on Reports



Click on Transcript



Date Range: Custom [v] 01/05/2020 [calendar] to 01/05/2021 [calendar]

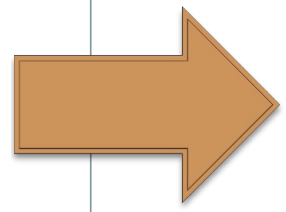
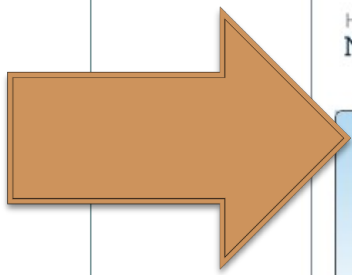
Show on Report:

- 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] [v]
Run Report Format: [PDF (*.pdf)] [v]



Transcript
Trinitas Regional Medical Center



<p>Learner Name: TEST, VOLUNTEER</p> <p>Badge Number:</p> <p>Hire Date: 2020-01-01</p> <p>Job Title: VOLUNTEER</p>	<p>EmployeeID: 1234567</p> <p>Org, Depart: VOLUNTEERS VOLUNTEER</p>
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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 TRMC 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