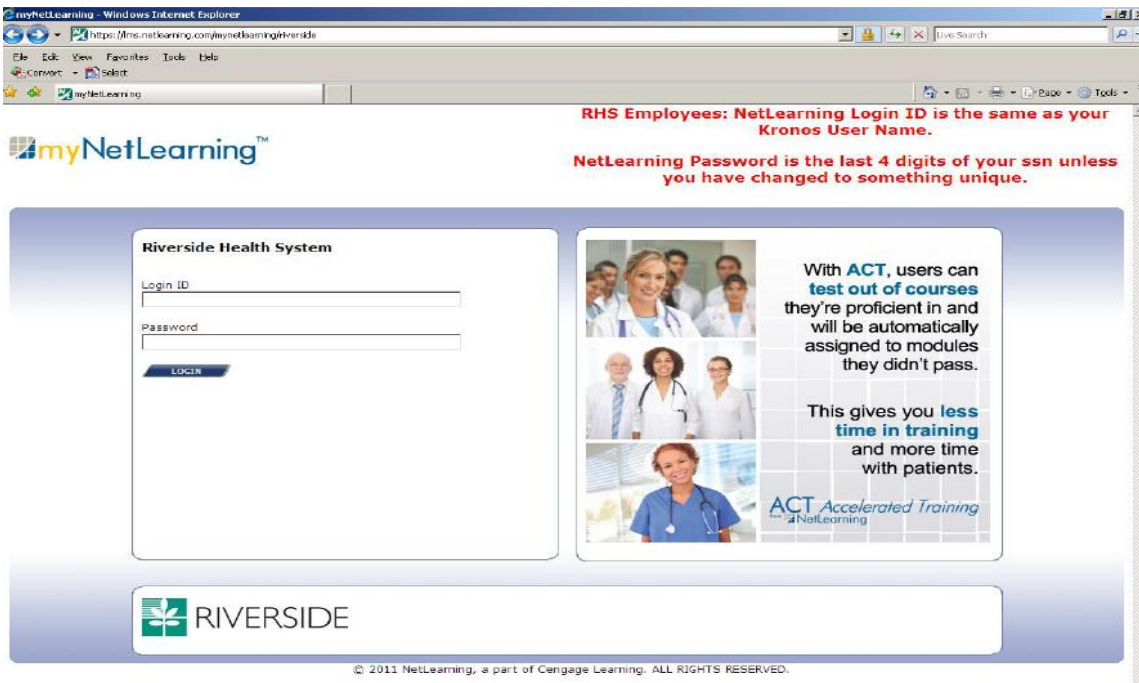


***** BE ADVISED, NET LEARNING IS NOT COMPATIBLE WITH MAC *****

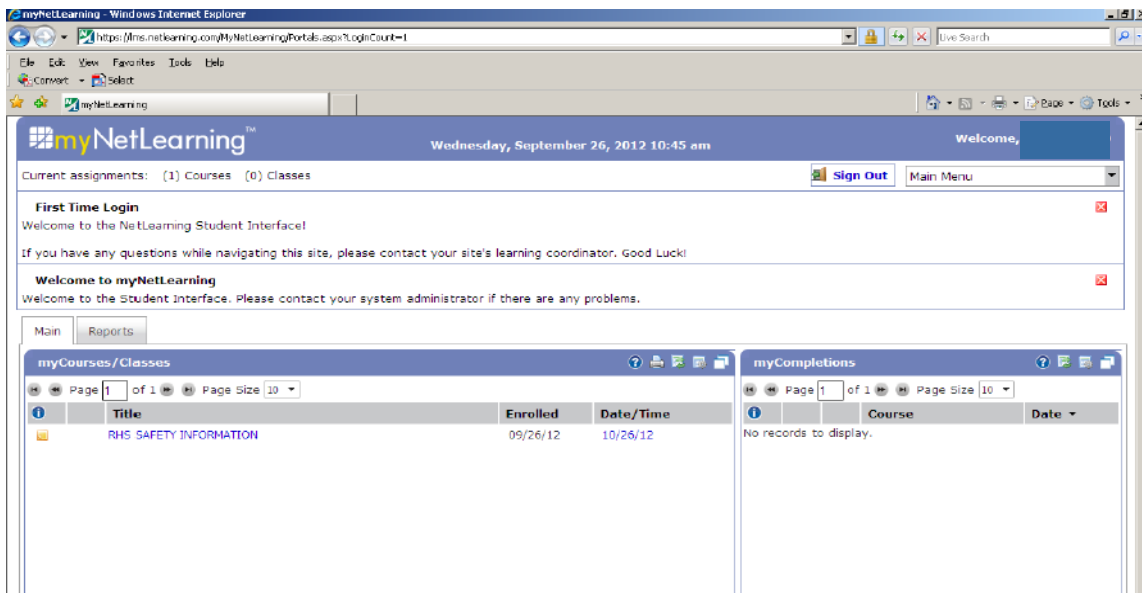
I. INSTRUCTIONS

- Using Internet Explorer, log onto the computer based online application:

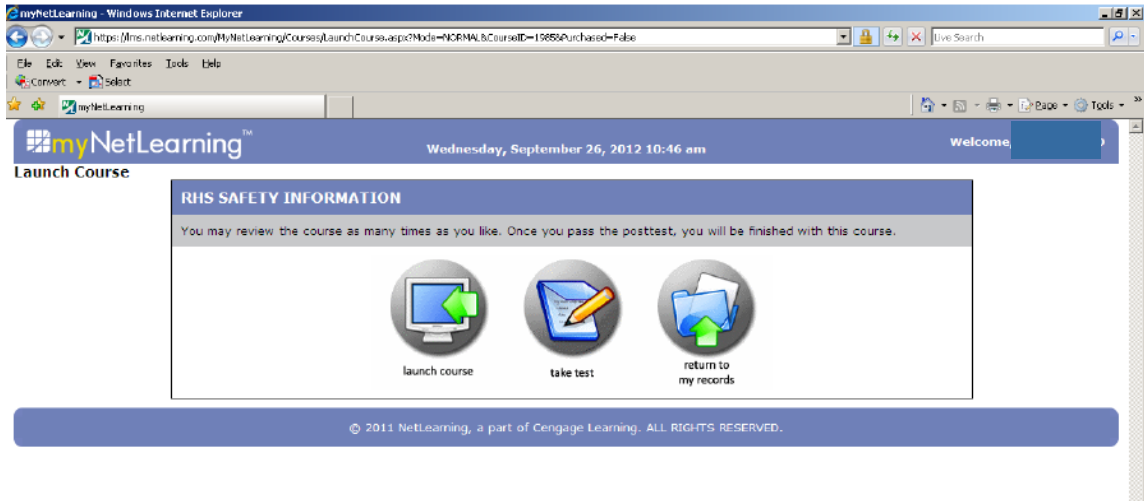
<https://lms.netlearning.com/mynetlearning/riverside>



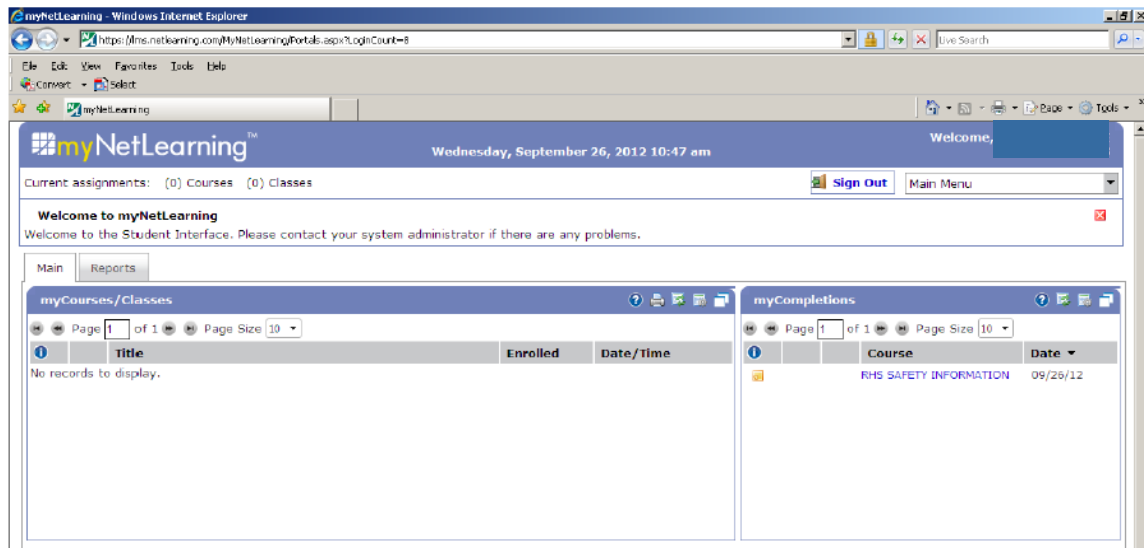
- Enter the assigned user name and password.
- Under the **“Main”** tab your assignments will be listed in the first box titled **“myCourses/Classes”**



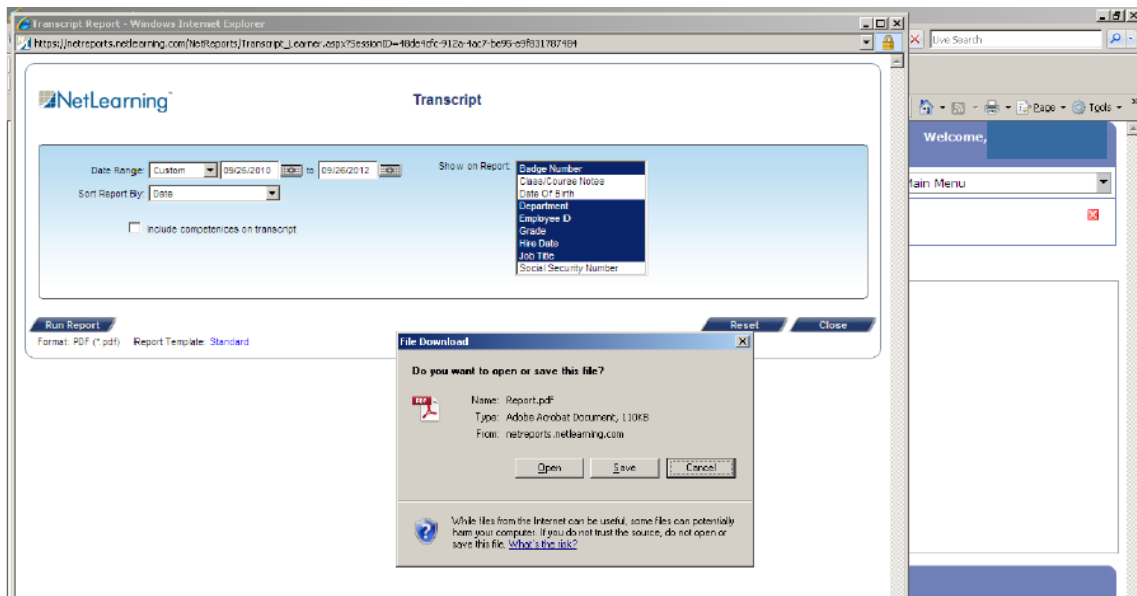
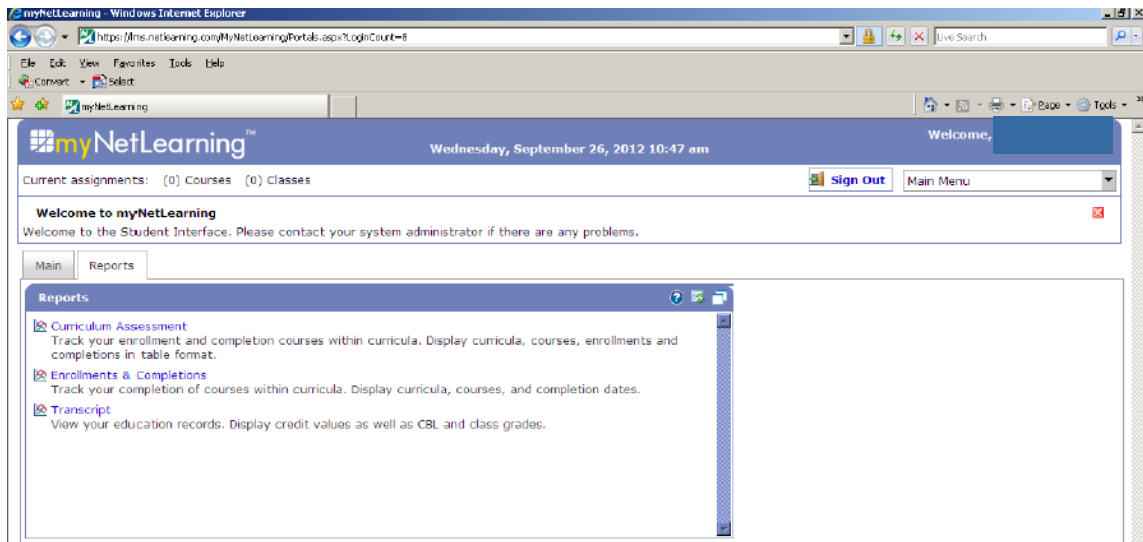
4. Click on the course title and it will open the window with the three options:
 - Launch course
 - Take test
 - Return to My Records



5. You must review the tutorial, **“Launch course”**, then complete the post test with 80%
 - a. If the **“Launch course”** does not allow you view then see troubleshooting information on page 4.
6. Upon successful completion the course title will move from the **“myCourses/Classes”** to the **“myCompletions”** block to the right.



- To print your transcripts go to the **“Reports”** tab and click on **“Transcripts”** to run the report. The report will launch a PDF formatted document.



Transcript Riverside Health System

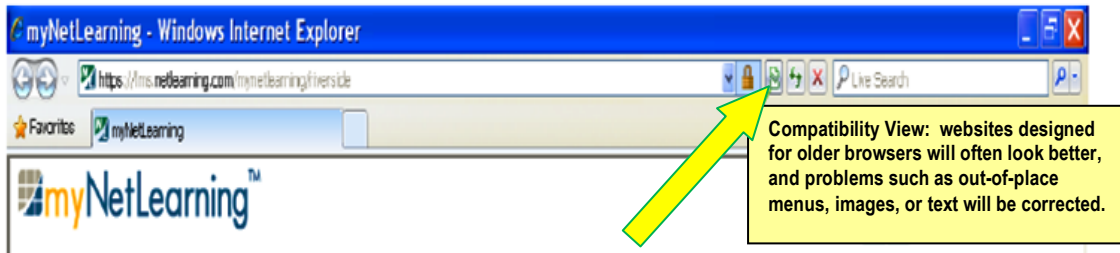
Leamer Name:	[REDACTED]	EmployeeID:	[REDACTED]
Badge Number:		Org, Depart:	STD - OUTSIDE - WHITAKER - GM, 99
Hire Date:	07/16/2012		
Job Title:	STD - OUTSIDE - WHITAKER - GM		

Date	Course Class	Self-Add	Grade	Credits
09/26/2012	RHS SAFETY INFORMATION		80	CLOCK HOURS - 0.50

II. TROUBLESHOOTING

If the tutorial will not launch;

- **If running Internet Explorer 8 or 9 you may have to click on the compatibility icon on the top bar.**



To Turn On Compatibly View for the Webpage as seen on torn paper icon

Click on the Compatibility View icon button. (See screenshot below)

NOTE: *The webpage will now reload with Compatibility View turned on for it.*



- **Check the pop-up blocker to ensure you are not blocking the tutorial from launching. (Seen with users that have the Google toolbar)**