

Accessing Sentara Wavenet



- Go to Sentara.com
- Scroll to the bottom of the web page and click on "For Employees"
- Click on "Wavenet Employee Portal"
- Click on "Getting Started"
- It will ask you to answer some questions:
 - Login ID
 - Employee ID #
- It will ask you to also create a password
- You will then be able to enter into Wavenet
- If you experience any technical problems, please call the IT Helpdesk at (757) 857-8190.

Accessing OneLink Learning



- Click on **LEARNING** at the top of Wavenet
- Click on **OneLink Learning**
- Click on the link in the middle of the page that says "Click to Launch"
- On the Oracle page click on "Sign into PeopleSoft"
- You will need to enter your Login ID and password again to continue. This will take you to OneLink.
- Once on the OneLink page, click on "My Learning" on the left side of the page.
- This will bring up a list of all the modules you need to complete. Just click the blue launch button to begin each module.
- If no launch button-click on the title. This will bring up a list of modules in that curricula. Click on each title>click **ENROLL**>click **SUBMIT ENROLLMENT**> click **LAUNCH**> click **LAUNCH** one more time and it will start. You will need to do this for each title under that curricula name.
- If you experience any technical problems or a module isn't giving you credit, please call OneLink support at (757) 363-6229 or email them at OneLink_Learning@sentara.com

JOB AIDE: How to print your ONELINK LEARNING transcript:

1. Log into OneLink Learning
2. One the left side of the main page-there are options to click on to print your transcript:

The screenshot shows the OneLink Learning dashboard for Kimberly McCoy. The dashboard includes a navigation menu on the left with options like 'Quick Links', 'Find Learning', 'My Learning', 'Learning Plans', 'Supplemental Learning', and 'My Learning Transcript' (which is checked and highlighted with a red arrow). Below the navigation menu, there are three buttons: 'My Transcript Summary-Current Year', 'My Transcript Summary-Date Range', and 'My Supplemental Learning-All Dates'. The main content area on the right shows a welcome message, an announcements section, a search bar, and an 'Annual Regulatory Training' section with instructions on course completion.

3. Click on the first box: My Transcript Summary-Current Year.
4. This will bring up a list of all the training you have completed.
5. You can right click on this page and print, or you can export to Excel and print. You will need to change the orientation to landscape before printing.