

APPENDIX C

NEW FACULTY/STUDENT WAVENET SET-UP AND TRAINING INSTRUCTIONS

Below are the instructions to set up Sentara's Wavenet account and registering for the computer based training modules.

WAVENET ACCOUNT SET UP

1. Go to www.sentara.com
2. Scroll down page until you see "for employee" on the left
3. Click on for employee – this will bring you to the LOGIN page for Wavenet (**DO NOT ENTER YOUR LOGIN ID IN THE TEXT BOX YET**)
4. To the right of the text boxes there is a link "Getting Started". Click the box
5. Enter the requested information on the page (LOGIN ID, SS# and employee number) (S#)
6. Create a password- using upper case, lower case, number and special character (8 characters)
7. Once password is created, type in LOGIN ID and PASSWORD into the text boxes to login to Wavenet

REGISTERING FOR TRAINING

1. Login into Wavenet using you login ID and password.
2. Hover over Learning and Click One Link Learning.
3. In the middle of the page there is a blue "button" that says Click to launch. Click on it and it goes to the next page. Type in your user ID and Password again in the "Oracle" screen. Sign in.
4. To start the training, type in the first couple of words and hit enter. For example, type "SCH NEW" in the "Search for Learning" box.
5. Once you locate the class, you can either "launch" to start or click "plan for later". The plan for later will allow you to come back later to do the training. It will show up in your "My Current Learning Summary".

Computer Based Training:

- See Appendix D for Regulatory and Required Modules for all Affiliate Faculty and Students(New/Returning)