
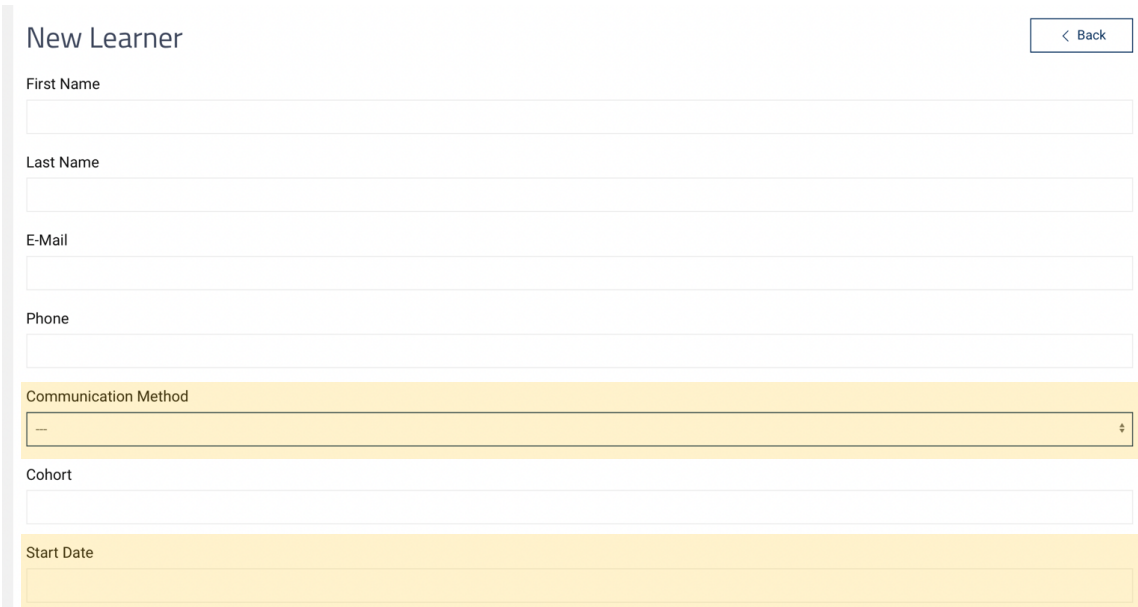
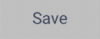


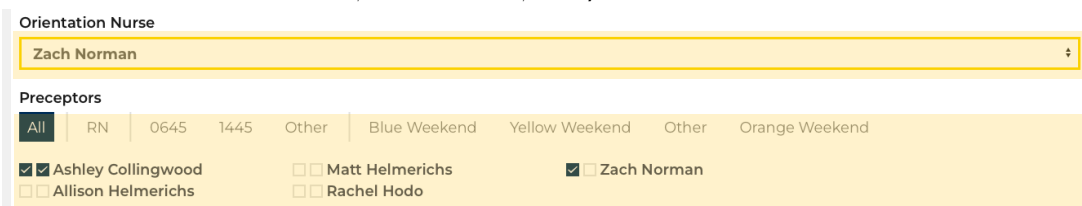
Quick Start Guide – Add/Edit Learners



1. Log-in using your Orientation Nurse Username & Password
2. Choose “Add Learner” from dropdown under Learners OR click  on the Learners List View
3. Fill in the fields to complete the Learner record.



Enter information on the screen, **Communication Method** (even if no email/phone number are available), **Start Date**¹, and **Affiliate** must be entered. These can be changed later, but need to be included in the record for the next step.

4. Clicking  brings you to the Learner Edit Site View to finish the Learner record with information that is specific to the Affiliate. Select an **Orientation Nurse, Preceptors** (*the check-box closest to the name indicates Primary Preceptor, the other is an available or past Preceptor*), Shifts for Orientation & Resourcing.



5. Clicking  saves changes to the record, whereas  hides all the data associated with the record, it can be recovered, but considered all data deleted.
6. From the Learner View or Leader Review pages, there are a series of Quick Links on the left side that will allow the User to collect or manage data associated with the Learner’s record.

¹ Updating the start date will change the calculation of the *week*. For the sake of consistency, please set the start date to the first day a Learner has a shift on the floor. Not the start of NTO.