

# Medical Center Learning Management System for Users

Medical Center Learning

Revised July 2010

MANUAL

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LMS HELP DESK

EMAIL: [MCLMS@UIC.EDU](mailto:MCLMS@UIC.EDU)

PHONE: 312-996-8393

## Chapter 1: Logging into the Learning Management System (LMS)

**NOTE:** Access to the LMS is limited to using Internet Explorer. The LMS not compatible with other systems (Macintosh, Firefox, Netscape) Contact the LMS Help Desk at 312-996-8393 or email to [MCLMS@uic.edu](mailto:MCLMS@uic.edu) if you require additional assistance.

1. Access the LMS via the internet at:
  - A. <https://uic.ehealthcareit.us>  
*OR*
  - B. Enter hospital's homepage ([www.hospital.uic.edu](http://www.hospital.uic.edu)). Click '*Learning Management System*' icon under the *Quick Links* menu.
2. You will be taken to the LMS Welcome Screen (Figure 1-1). Click '*Login to LMS*' to enter your login credentials.

**Welcome to the Medical Center  
Learning Management System!**

We've reconstructed the login process to make it easier for you to access the Medical Center LMS.


You'll still use your NetID as your username, but now your password will be the same as your UIC/Medical Center password. The UIC/Medical Center password is the same password you use for all UIC applications, such as the hospital network, UIC email, etc.

Click the box below to login to the LMS

If you have forgotten your password:

- and work at the Medical Center, please contact the IS Help Desk at 312-413-7717 or [IShelp@uic.edu](mailto:IShelp@uic.edu).
- and do not work at the Medical Center, please contact ACCC Client Services at 312-413-0003 or [consult@uic.edu](mailto:consult@uic.edu).

If you do not have a UIC/Medical Center password or for all other enquiries, please contact the LMS Help Desk at 312-996-8393 or [MCLMS@uic.edu](mailto:MCLMS@uic.edu).



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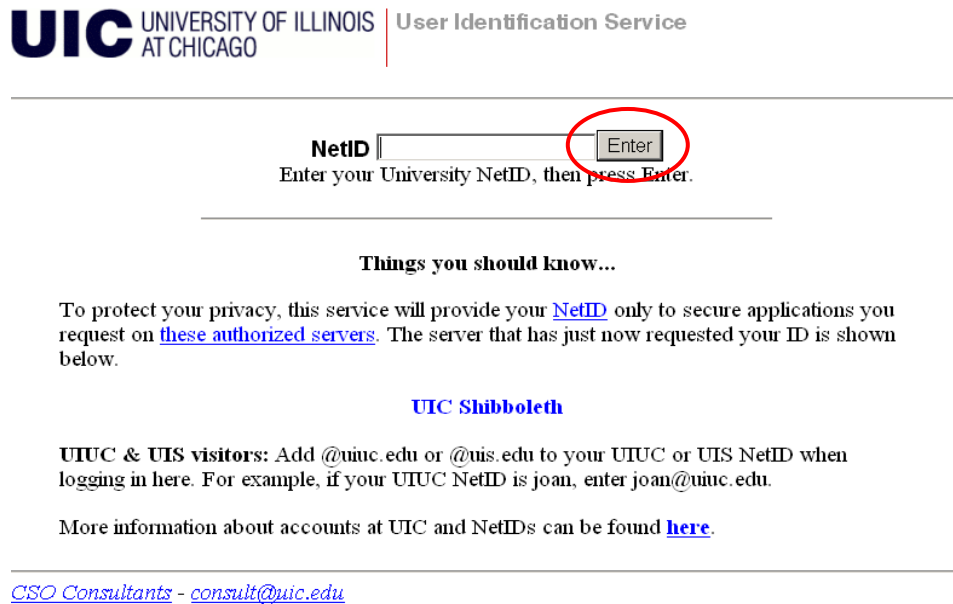
 University of Illinois Medical Center

Figure 1-1

3. Enter your NetID and click **‘Enter’** (Figure 1-2).



**UIC** UNIVERSITY OF ILLINOIS AT CHICAGO | User Identification Service

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NetID

Enter your University NetID, then press Enter.

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**Things you should know...**

To protect your privacy, this service will provide your [NetID](#) only to secure applications you request on [these authorized servers](#). The server that has just now requested your ID is shown below.

**UIC Shibboleth**

**UIUC & UIS visitors:** Add @uic.edu or @uis.edu to your UIUC or UIS NetID when logging in here. For example, if your UIUC NetID is joan, enter joan@uic.edu.

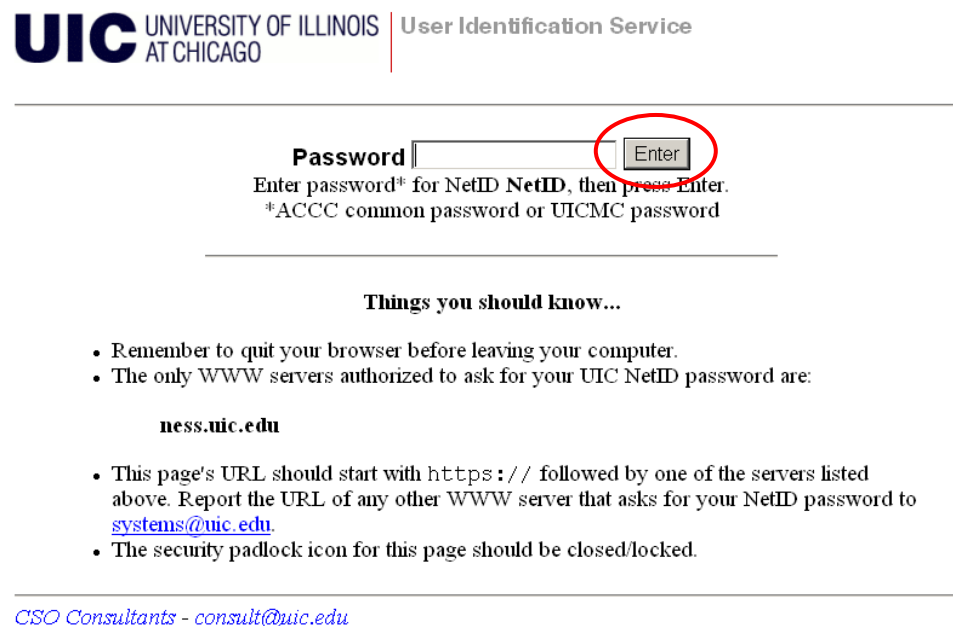
More information about accounts at UIC and NetIDs can be found [here](#).

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[CSO Consultants - consult@uic.edu](#)

**Figure 1-2**

4. Enter your UIC/Medical Center password and click **‘Enter’** (Figure 1-3). The UIC/Medical Center password is the same password you use for all UIC applications, such as the hospital network, UIC email, etc.



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Password

Enter password\* for NetID NetID, then press Enter.  
\*ACCC common password or UICMC password

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**Things you should know...**

- Remember to quit your browser before leaving your computer.
- The only WWW servers authorized to ask for your UIC NetID password are:  
**ness.uic.edu**
- This page's URL should start with `https://` followed by one of the servers listed above. Report the URL of any other WWW server that asks for your NetID password to [systems@uic.edu](mailto:systems@uic.edu).
- The security padlock icon for this page should be closed/locked.

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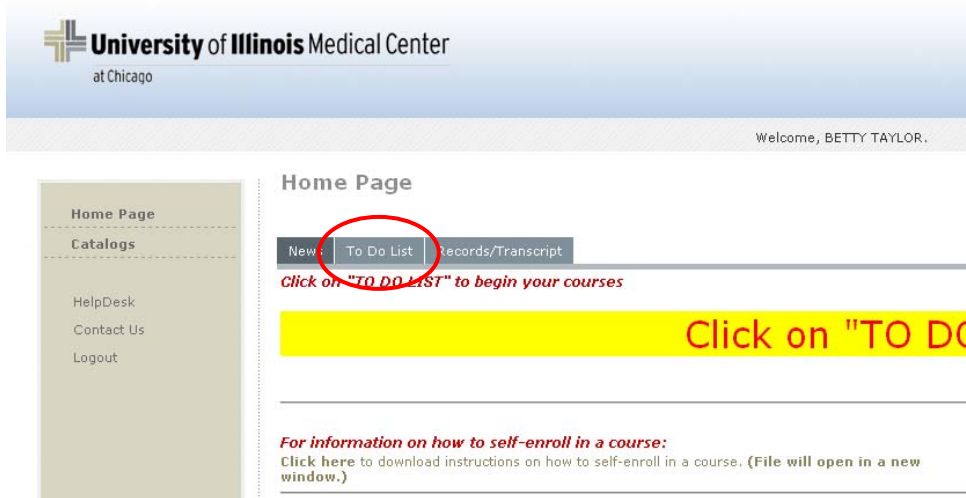
[CSO Consultants - consult@uic.edu](#)

**Figure 1-3**

## Chapter 2: Completing Courses/Exams

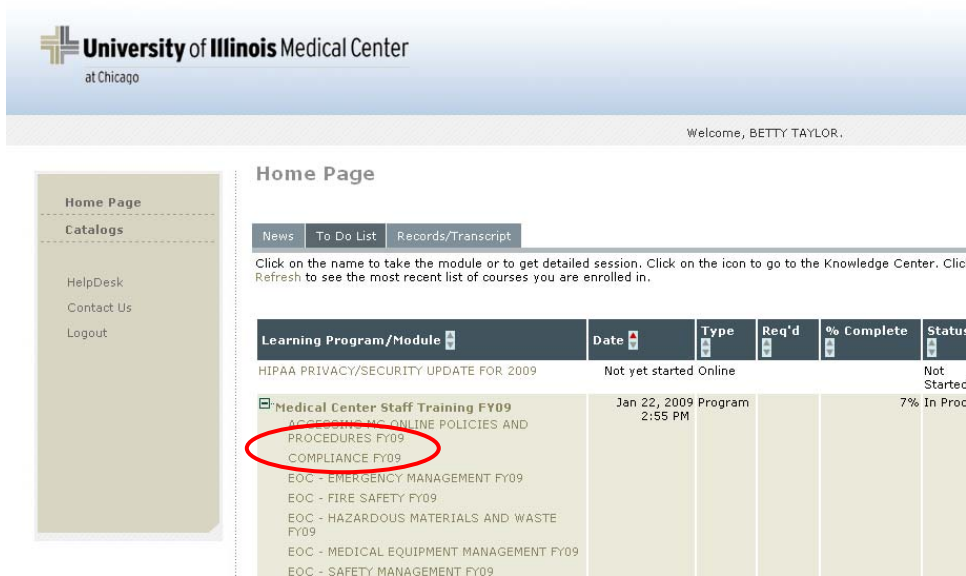
Courses are assigned based on job classification or upon departmental requests. All assigned courses are found under the *To Do List* tab. If the *To Do List* tab does not appear, you currently have no courses assigned to you.

1. Click '*To Do List*' at top of *Home Page* (Figure 2-1).



**Figure 2-1**

2. Click title of course. *Example: Compliance* (Figure 2-2).



**Figure 2-2**

3. Click **'Quick Start'** to open course and begin training (Figure 2-3).

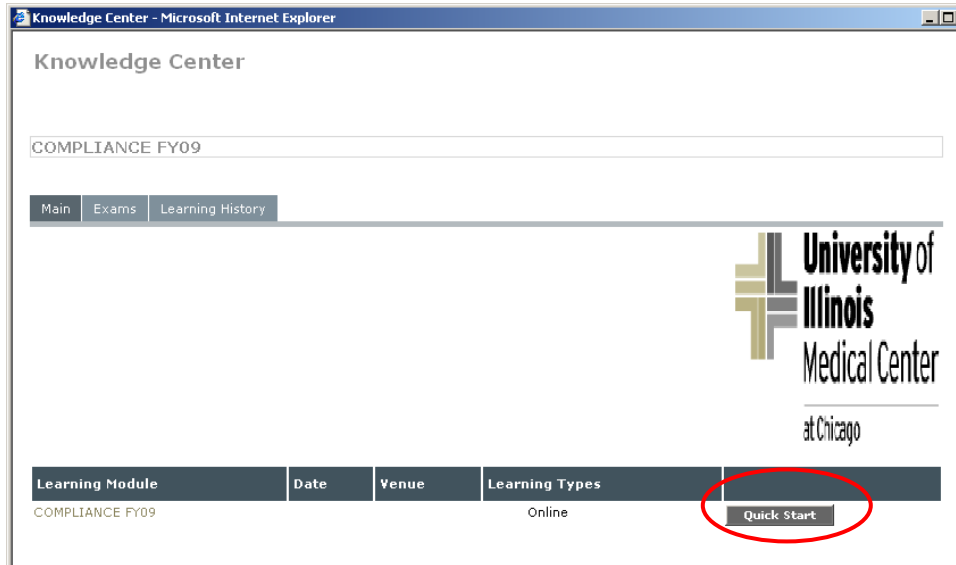


Figure 2-3

4. Click **'X'** at top right of window upon course completion (Figure 2-4).

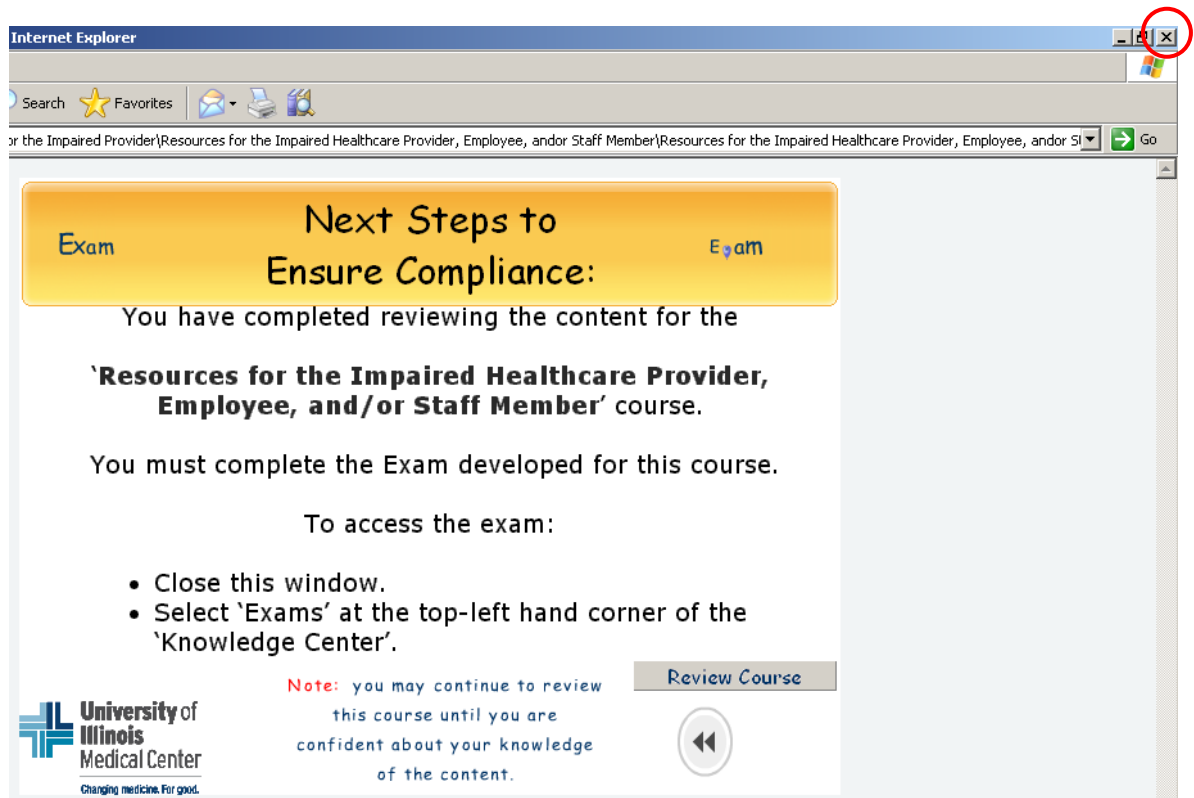


Figure 2-4

5. Click 'Exams' (Figure 2-5).

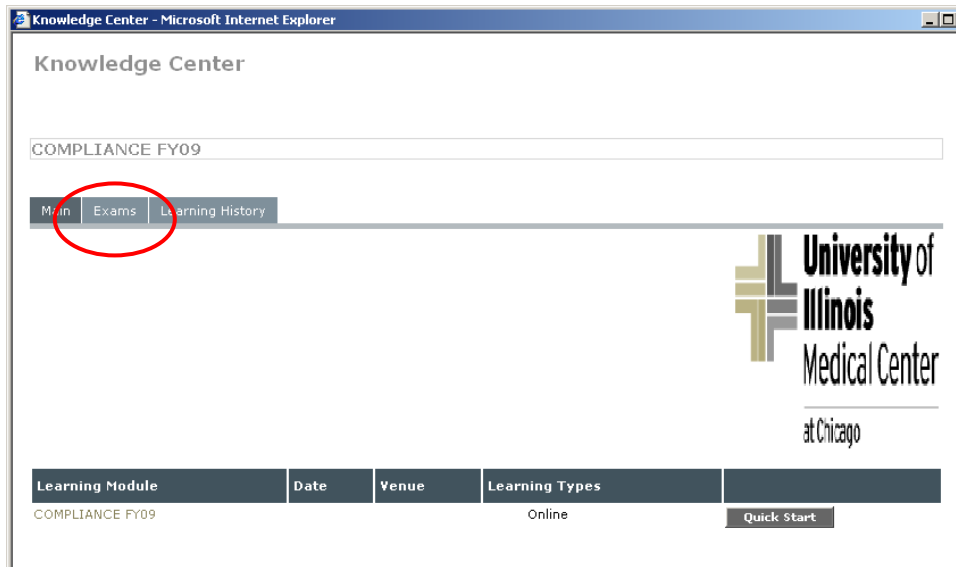


Figure 2-5

6. Click exam title. *Example: Compliance* (Figure 2-6).

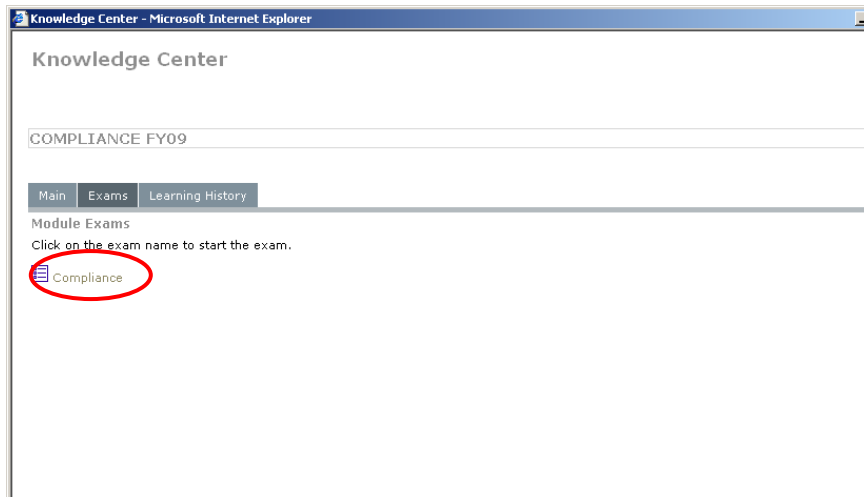
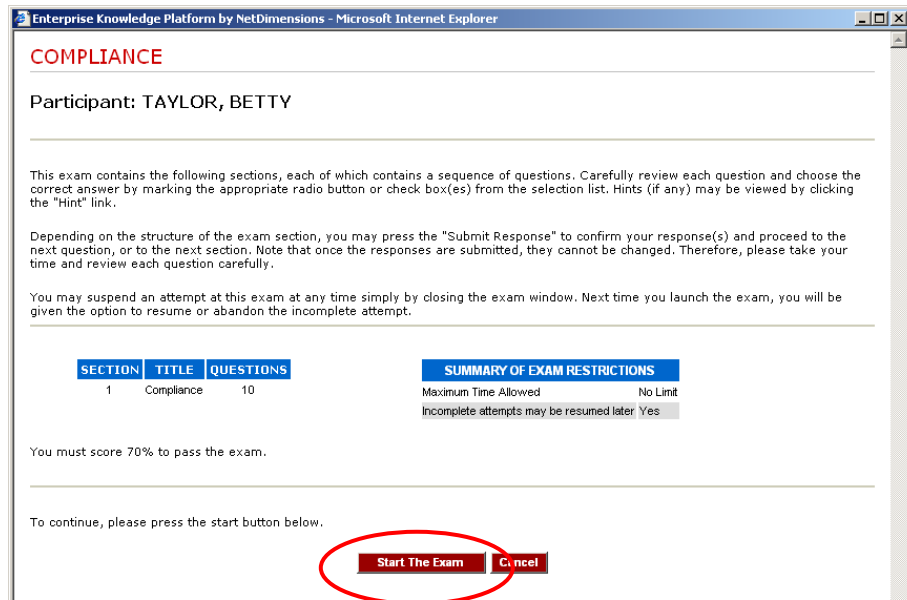


Figure 2-6

7. Click 'OK' when asked "Are you sure you want to take the exam?"

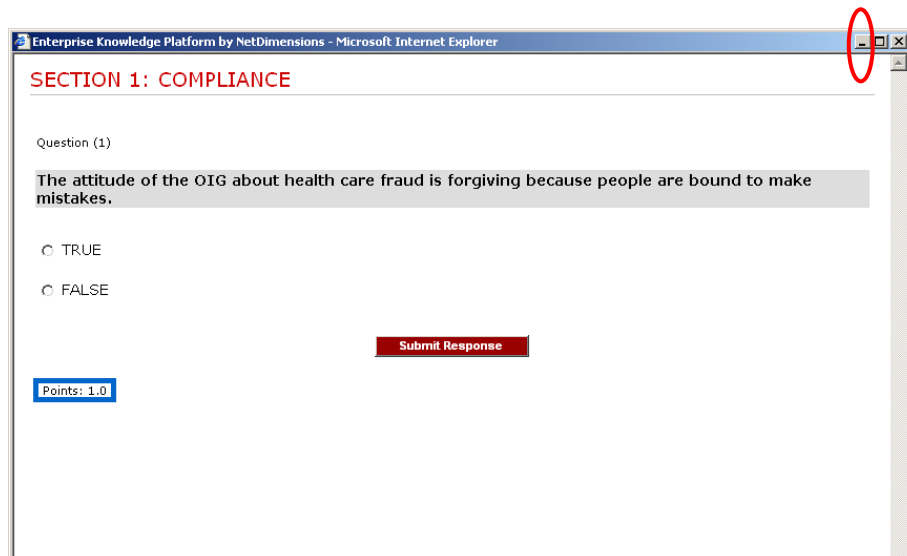
8. Click **'Start The Exam'** (Figure 2-7).



**Figure 2-7**

**Note:** If you want to refer to the course material while completing the Exam:

- A. Click **'Minimize'** to re-open course material after the exam has been started (Figure 2-8).



**Figure 2-8**

- B. Click **'Main'** then **'Quick Start'** to re-open course material. Both exam and course material will open in different windows. Click appropriate window on Taskbar to switch windows (Figure 2-9).

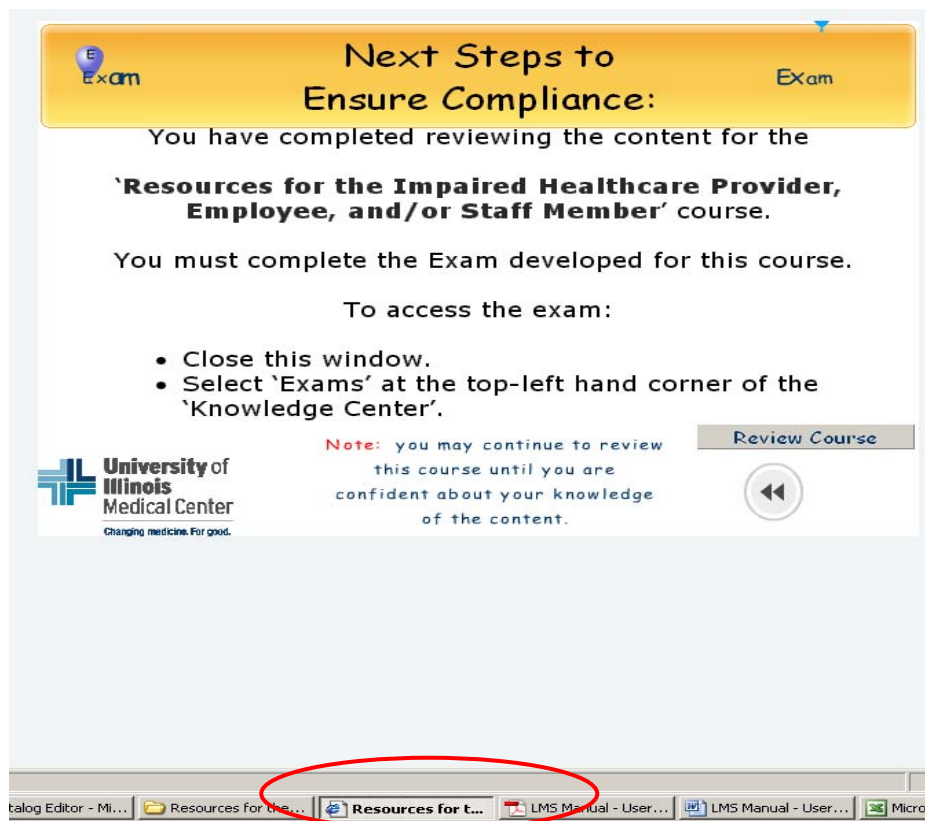


Figure 2-9

9. Click **'Close Exam Window'** to return to **Knowledge Center** after passing exam. If you wish to review your answers, click **'here'** link above **Close Exam Window** (Figure 2-10).

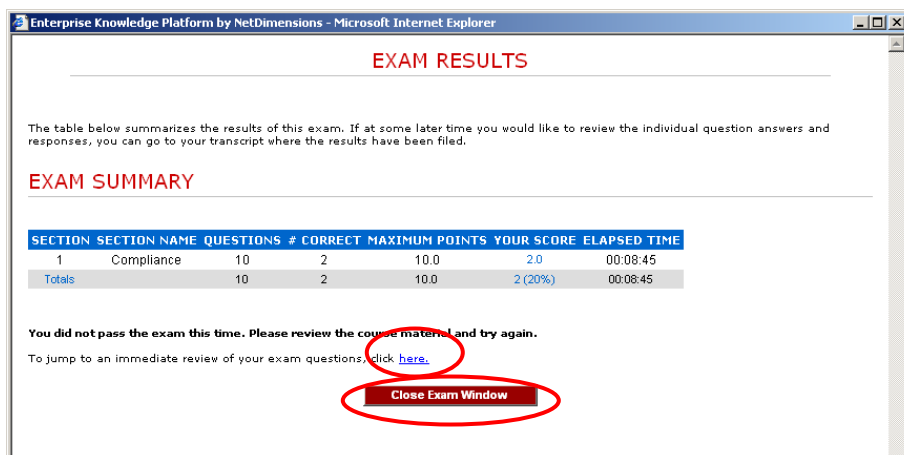


Figure 2-10

10. If you have not successfully passed the exam, return to **Knowledge Center** and re-access exam. See steps 5-8 (pages 6-8).
11. Click 'X' at top right of window to close **Knowledge Center**.
12. Repeat steps 2-11 until all courses in **To Do List** have been completed.
13. Click '**Records/Transcript**' from **Home Page** to review course completion (Figure 2-11).



The screenshot shows the 'Home Page' of the University of Illinois Medical Center. At the top, there is a header with the logo and 'at Chicago'. Below the header, a navigation bar contains links for 'News', 'To Do List', and 'Records/Transcript'. The 'Records/Transcript' link is circled in red. Below the navigation bar, there is a table with columns: 'Learning Program/Module', 'Date', 'Type', 'Req'd', '% Complete', and 'Status'. The first row of the table is expanded to show a list of training modules under the heading 'Medical Center Staff Training FY09'.

Learning Program/Module	Date	Type	Req'd	% Complete	Status
<b>Medical Center Staff Training FY09</b> ACCESSING MC ONLINE POLICIES AND PROCEDURES FY09 COMPLIANCE FY09 EOC - EMERGENCY MANAGEMENT FY09 EOC - FIRE SAFETY FY09 EOC - HAZARDOUS MATERIALS AND WASTE FY09 EOC - MEDICAL EQUIPMENT MANAGEMENT FY09 EOC - SAFETY MANAGEMENT FY09 EOC - SECURITY FY09	Jan 22, 2009 2:55 PM	Program		7%	In Process

**Figure 2-11**

## Chapter 3: Self-Enrolling into a Course

Additional courses (required or optional) are available in the LMS that may not appear in your *To Do List*. These courses can be accessed via the *Self-Enrollment* procedure. Courses can be found in the various *Catalogs* listed.

1. Click '*Catalogs*' from *Home Page* (Figure 3-1).

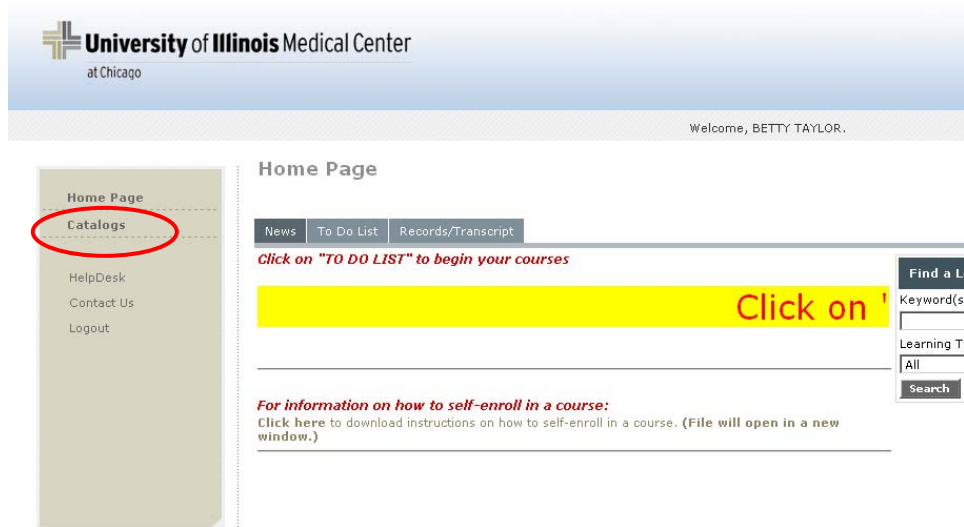


Figure 3-1

2. Click '*Browse*' to access course catalogs available to you (Figure 3-2).

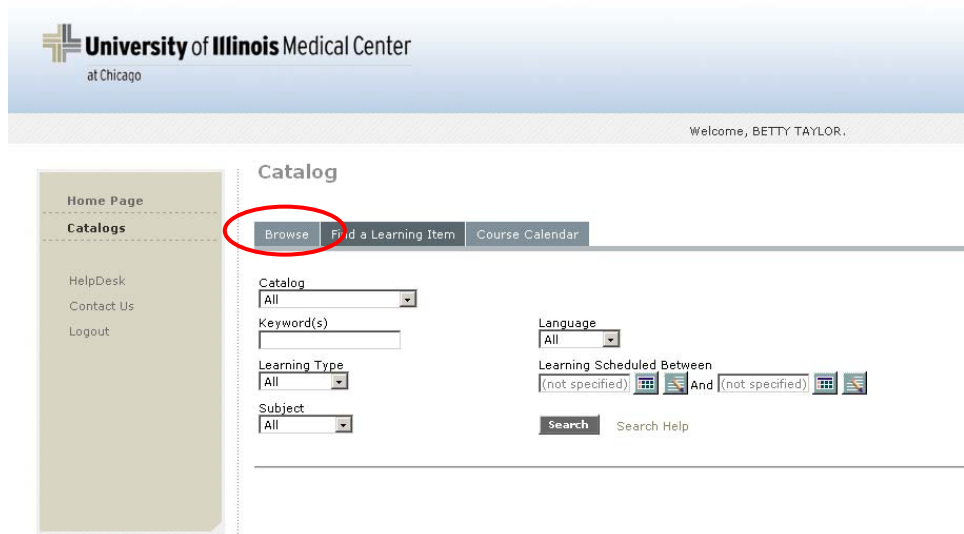
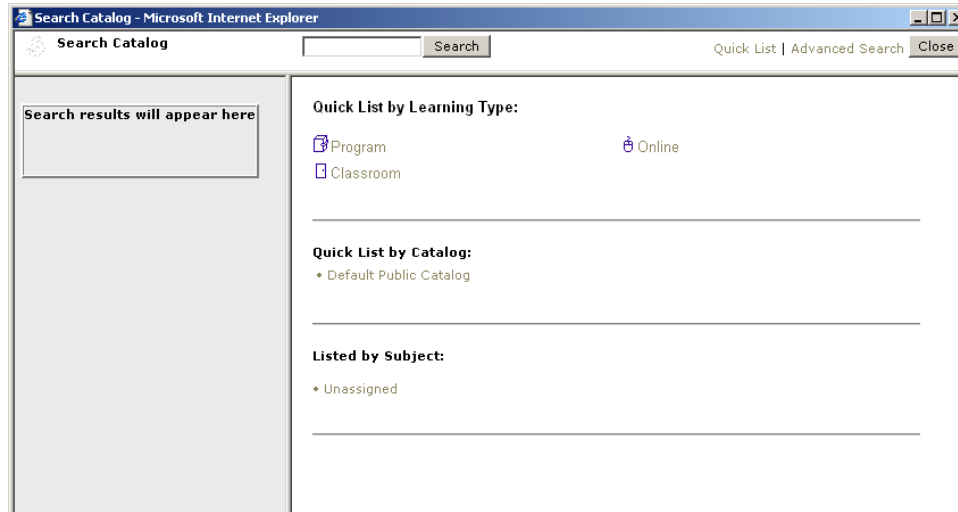


Figure 3-2

- Click catalog title you wish to access under *'Quick List by Catalog'* (Figure 3-3).



**Figure 3-3**

- Courses available in selected catalog will be shown on left side. Click desired course title to access course (Figure 3-4).

