myNetLearning™ is your online hub for work-related learning where you can perform many of the same tasks that you did in the Student Interface.

### Logging In

1. From igenesis, go to the Education services link. Click on the myNetLearning link.
2. In the “Employee Number” field, enter your employee number
3. Click LOGIN

### View Courses/Classes you are enrolled in

All online courses you need to complete and all live, instructor led classes you are enrolled in are listed in the **myCourses/Classes** widget.

### Take on Online Course

From the **myCourses/Classes** widget, click the course title to open that course in a new browser.

- Click **Launch Course** to begin taking the course.
- Click **Take Test** to take the test portion and complete the course.
- Note: some courses have the test within the Launch Course icon
- Click **Return to My Records** to go back to your myNetlearning dashboard.

### Enroll in Class

1. From the **Enroll in Class** widget, locate the class you want to take. Use the Filters icon (🔍) in the title bar to narrow your search.
2. Click the Enroll icon (➕) next to the class you want to take.
3. Click **ENROLL** to confirm enrollment. The class will now be in your myCourses/Classes widget.

### Enroll in CBL

1. From the **Enroll in CBL** widget, locate the course you want to take. Use the Filters icon (🔍) in the title bar to narrow your search.
2. Click the Enroll icon (➕) next to the course you want to take.
3. Click **ENROLL** to confirm enrollment. The course will open in a new window. If you choose to take it at a later time, the course will be in your myCourses/Classes widget.
To Unenroll From a Self-Enrolled Class or Course

If you need to unenroll from a class or course, click the unenroll icon next to the class or course in the **myCourses/Classes widget**. (note: you cannot unenroll yourself from a class or course that has been assigned to you by a supervisor)

View Competencies You are Enrolled in

All “hands on” competencies you need to complete and those you have completed are listed in the **myCompetencies widget**

View Recertifications

The **myRecertifications widget** displays any courses that have recertification dates you have previously completed. Here you can view when you completed each and when you are due to recertify

Viewing and Printing Your Transcript

1. Click the reports tab at the top of the page
2. Click the Transcript report
3. Choose the date range to include on the report
4. Choose the information to include on the report
5. Click Run Report
6. Use the Print or Save buttons at the top as desired
7. Click the close button when finished

Certification Renewal Classes

Use the links in the Certification Renewal Classes Widget to view information (dates/times/location) about these classes. Contact your manager to enroll.

Exiting myNetLearning: Once you are finished using myNetLearning, it is IMPORTANT that you sign out to protect your profile information and eLearning records.

To sign out click the **Sign Out** button at the top of the myNetLearning screen.
**Logging In**
From igenesis, go to the Education services link. Click on the myNetLearning link.

1. In the "Employee Number" field, enter your employee number
2. Click the box next to the Password field, and enter your employee number again
3. Click **LOGIN**

**Viewing Available Classes and CBLs**
In the **+Classroom widget**, you can view all current scheduled classes, class start dates and times, and number of enrolled learners.

In the **+Enroll in CBL widget**, you can view all available e-learning courses.

Use the Filters icon ( ) in the title bar to narrow your search.

**Enrolling Staff in a Class or CBL**

1. Click on the number in the **Enrolled column** of the selected class or course. This will bring up the Enroll window where you will select the person(s) you want to enroll.
2. Toggle the **Available Learners** bar to reveal the Available Learners filters, and select the check box next to the Learners you would like to add to the class.
3. Click **Enroll Learners** to add the selected learners to the class. The Learner names will move from the bottom grid into the top portion of the screen.
**+Learners**

The **+Learners widget** allows you to view learner information.

Click the activities Icon 🚗 to view the activities of your learners.

This will open the activities report. Items to do are listed at the top of the page and completed items are listed at the bottom.

**+ Reports**

The **+Reports widget** allows you to run select Administrator reports for the learners you manage.

**Running a Report**

1. Click on the desired report name and make selections as appropriate (i.e. date range, curricula)
2. Toggle the Available Learners bar ✅ to reveal the list of learners and check the learners to include in the report
3. Click **Add To List**
4. Click **Run Report**

**+Curricula**

Through the **+Curricula widget**, you can view a list of available curricula. You may also enroll staff in a curricula by clicking on the Enroll icon 📜.

**Exiting myNetLearning:** Once you are finished using myNetLearning, it is IMPORTANT that you sign out to protect your profile information and eLearning records.

To sign out click the **Sign Out** button at the top of the myNetLearning screen.
**NetCompetency Instructions for Validators**

**To Access NetCompetency**
From igenesis, go to the Education services link. Click on the NetCompetency link.

1. In the “Employee Number” field, enter your employee number
2. Click in the box next to the Password field, and enter your employee number again
3. Change the application to **Net Competency** in the Application field drop down box
4. click **LOGIN**

![Genesis Healthcare System Login](image)

**To Validate a Competency in NetCompetency**

Click on **Validate Competency** from the menu on the left side of the screen. This will bring up a list of staff and the competencies assigned to them for validation. (Genesis staff will be assigned competencies by the NetCompetency administrators from Education Services). You can narrow your search in the filters section by competency title or last name if desired.

![NetCompetency Select Competencies to Validate](image)

Click on the Validate Competency link to the left of the name of the person you have validated. This will open a screen where you can validate each “skill” or step of the competency.
To validate each skill in the competency, click on the down arrow of the selection box under the Validate column. Select either: Valid; Unacceptable: N/A with comments.

To validate all of the skills, click on either Valid; Unacceptable: N/A with comments in the “Mark All Skills” section.

When all of the skills have been validated, click on the Save Validation button at the bottom of the list of skills.

If the staff member does not perform at the expected level, mark the skill as “unacceptable” and include the remediation steps taken in the comment section. The competency will remain on their competency list.

To sign out of NetCompetency, click the Logout link in the upper right corner of the screen.