

Purpose

How to self-register for a training in the Learning Hub

Procedure

- 1. Login to the Learning Hub.
- 2. Click on My Learner Dashboard on the home page



3. The library is the books icon at the top of the page, and will open with available training.

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LIBRARY		×		LEARNING TASKS			
EHR (16) > EPIC REVENUE CYCLE (18) ORGANIZATION DEVELOPMENT > AND TRAINING (OD&T) (4)			(12)	O TASKS			
			TRAINING ACTIVITIES	TIMELINE			
			6 ASSIGNED 7 CURRENT	all tasks learn			
			UPCOMING REQUIRED CERTIFICATIONS	DOCUMENT BCDR HICS/ICS 100 Print Me Status In Progress			
				ONLINE COURSES ELIN 190 - Order Up For Radiology			

UW Medicine

4. If not, use the search icon to search for a class by name.

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MY Learner Dashboard MY LEARNING	LEARNING TASKS			o
TRAINING ACTIVITIES 0 critical 6 ASSIGNED 7 CURRENT	TIMELINE ALL TASKS LEARN C O -	١٤	^	
UPCOMING REQUIRED CERTIFICATIONS	DOCUMENT BCDR HICS/ICS 100 Print Me Status In Progress	START +		
	CONLINE COURSE ELN 190 - Order Up For Radiology			

5. Once there find the line for the course you want to self-register for and click select and register.

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LIBRARY	× # / Library	/ Organization Development and Training (OD&T)	FILTER YOUR RES	ULTS	SHARE TOPIC
EHR (16)	> LEARNING	* Q			
ORGANIZATION DEVELOPMENT	ORGANIZ	TION DEVELOPMENT AND TRAINING (OD&T) (4)	S	ort By	NAME (A-Z) 🕶
AND TRAINING (OD&T) (4)	4	OD&T - Corrective Action			SELECT -
		OD&T - Interviewing & Selection 셫) Course Ⅲ ODTIS48101	Regis	ter	SELECT -
		OD&T - INV Medicine Leader Orientation	View Add 1	Details 'o Devel	opment Plan
		양이 'O' Mean Cardina Cardina Contentiation' 숏J Course @4 Hours 30 Minutes IIII ODTL001203	Regis	ter Othe	ers
		OD&T - UW Medicine Service Excellence UW Medicine OD&T is offering UW Medicine Service Excellence as an introductory service workshop that will enhance or Putting Patients First workshop name changed to UW Medicine Service Excellence workshop as of December 2015 and I 오 Course IIII ODTSE51426	ustomer service skills. the curriculum		SELECT •

6. Once there you simply click the radio button next to the class time that works for you then click Submit.

Learner Mode – Self-Registration for In Person Classes

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×	My Team OD&T - UW Medicine Service Excellence	OFFERINGS Filter: Q Search	Seat Availability AVAILABLE +	Location	∰ ↔ ∰ Dat a	e range	End	Ê]			,
OR	UW Medicine OD&T is offering UW Medicine Service Excellence as an introductory service workshop that will enhance customer service skills. Putting Patients First workshop name changed to UW Medicine Service Excellence workshop as of December 2015 and the curriculum remains the same.		DD&T - UW Medicine Service Exce 3/29/2019 8:30 AM PDT - 12:30 PM PDT	Ilence PSB R Patric Buildi	oom 2097, ia Steel ng	♀ Seattle,	, WA	2 3				
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							C	ANCEL	REGISTER LATER	EXPRESS	INTEREST	SUBMIT

7. You will see a Congratulations screen once complete.

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Cong Click	ratulations! You c here to view ir	have completed i voice details	the registra	tion process. Please look at the details below for more information about your registration status and activity progress.				
		Course OD&T - ত Attempt	UW M History	EDICINE SERVICE EXCELLENCE 🛛 📧 🖘 <	_		Completio	n Status IONS -
OD&T -	UW Medicine Se	ervice Excellence	•	DETAILS ACTIVITIES				
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2. OD&T - UW Medicine Service Excellen.		len	OD&T - Putting Patients First ATTENDED ♥ ◄ ≅ 5/25/2012 8:30 AM PDT - 12:30 PM PDT (View in my time zone) > > Attempt History >			0	PTIONS -	
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