

New Caregivers: Accessing Your Online Training from a Home Computer

Your online training (e-learning) for New Caregiver Orientation (NCO) is hosted on My Learning, which is the name for PeaceHealth’s learning management system. To access My Learning, you’ll need PeaceHealth network access and login credentials, including: 1) a username (provided by your supervisor/manager or education program coordinator), and 2) a password you create. For remote access from home, you’ll need to establish multi-factor authentication (once). This job aid walks you through the whole process step-by-step from your home computer.

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Start Here – PeaceHealth UserName and Temporary Password:

- For this section, you must have access to the email you received from PeaceHealth containing your **PeaceHealth Username** (commonly referred to as a “3x3”).
 - The 3x3 is typically the first three letters of your first name followed by the first three letters of your last name (not case sensitive).
 - In some cases, more than one caregiver could have the same 3x3 so your three by three may include a number(s) at the end as in the following examples:
 - Example. Tom Brady = TOMBRA; Tomas Branson = TOMBRA1; Tommy Bradley = TOMBRA2
- Figure out your **temporary password** using the following parameters:
 - First letter of your first name in lowercase followed by a period
 - First letter of your last name in lowercase followed by a period
 - The last four digits of your social security number (SSN)
 - The current, 4-digit year
 - Example: Tom Brady, last 4 of SSN 6789, year 2021 = **t.b.67892021**
- Determine your **temporary password** before proceeding to “Create New Password”



Create New Password:

- In your web browser type: <http://passwordupdate.peacehealth.org>.
- Follow these steps to “Update” password:
 - Enter your 3x3@peacehealth.org in the someone@example.com field
 - Type your **Temporary Password** in the “Old Password” field.
 - Enter your **New Password** in the “New password” field, following these guidelines:
 - Consider a memorable passphrase like, *thedogplaysfetch* (no spaces between words).
 - Use at least 12 characters.
 - Do not use common password variations, such as Fall20202020, P@ssword1234, etc.
 - Confirm your **New Password** in the “Confirm new password” field.
 - Click **Submit**, then close your browser window.
- Following our earlier example, Tom Brady would enter:
 - tombra@peacehealth.org
 - t.b.67892021
 - iamthebestqb
 - iamthebestqb

One-time Setup - Multi-Factor Authentication for Remote Access to PeaceHealth Resources:

- **What is MFA?** When you log in to a PeaceHealth resource remotely, your password is the first authentication (verification that the person trying to access the PeaceHealth network is authorized to do so). MFA requires one or more additional methods of authentication, this may include receiving a verification code via text message or email to your personal email address, or a notification on a mobile app.
- **Initial Setup - You need access to a cell phone and a personal email address to register.**
 1. On your computer or phone open the MFA portal in your browser: www.peacehealth.org/mfa
 2. If prompted to sign in, enter your **3x3@peacehealth.org**. Click **Next** and on the next screen, enter your **password**.

3. First, enter your cell phone number to receive a verification code via text message.

The screenshot shows a web form titled "Keep your account secure" with the subtitle "Your organization requires you to set up the following methods of proving who you are." Below this, a progress bar indicates "Method 1 of 2: Phone", with "Phone" selected and "Email" as the second method. The "Phone" section asks, "You can prove who you are by texting a code to your phone. What phone number would you like to use?" It features a dropdown menu for the country (currently showing "United States (+1)") and a text input field for the phone number (showing "111-111-1111"). A radio button labeled "Text me a code" is selected. A note states "Message and data rates may apply." A blue "Next" button is located at the bottom right.

4. Next, enter a personal email address, or select "I want to set up a different method" to set up security questions instead.

The screenshot shows the same "Keep your account secure" web form, but now it is at "Method 2 of 2: Email". The progress bar shows "Phone" as the first method and "Email" as the second, which is currently selected. The "Email" section asks, "What email would you like to use?" and has a text input field labeled "Enter email". A "Next" button is visible at the bottom right. At the bottom of the form, there is a link that says "I want to set up a different method".

How it works: When accessing a PeaceHealth resource remotely, after entering your password, you will be prompted to enter a code that you receive as a text on your mobile device. This is commonly referred to as "two-factor" authentication and is used by many banks and credit card companies.



Logging into My Learning – PeaceHealth’s Learning Management System

- In your web browser, type: **mylearning.peacehealth.org**
- Enter your **3x3@peacehealth.org**; then click **Next**.

The screenshot shows the PeaceHealth sign-in interface. At the top is the PeaceHealth logo. Below it is the heading 'Sign in'. A text input field contains the email address '3x3@peacehealth.org'. Below the field is a link that says 'Can't access your account?'. Further down is a link for 'Sign-in options'. A blue button labeled 'Next' is highlighted with a yellow box. At the bottom, a grey footer bar contains the text: 'Please sign-in with your 3x3@peacehealth.org'.

- Your 3x3@peacehealth.org will display in the first field. Enter your **PeaceHealth Password**. Then click **Sign in**.

The screenshot shows the PeaceHealth sign-in interface. At the top is the PeaceHealth logo. Below it is the heading 'Sign in with your organizational account'. There are two text input fields: the first contains 'carvie@peacehealth.org' and the second is labeled 'Password' and is highlighted with a yellow box. Below the fields is a blue button labeled 'Sign in'. Below the button, there is instructional text: 'Enter your **3x3@peacehealth.org** in the top box above.' followed by a paragraph: 'Non-exempt caregivers must not check for, read, send or respond to work-related email outside their normal work time, unless specifically authorized in advance by management.' At the bottom, a bold disclaimer states: 'This page and all associated services and resources are for the express use of authorized PeaceHealth personnel only. Sign-in indicates acknowledgement and acceptance of all applicable terms and conditions.'

- Enter the security code texted to your mobile device into the “**Code**” field, then click “**Verify**.”

PeaceHealth

carvie@peacehealth.org

Enter code

☐ We texted your phone +X XXX-XXX-XX44.
Please enter the code to sign in.



Having trouble? [Sign in another way](#)

[More information](#)




Verify

Please sign-in with your 3x3@peacehealth.org

Navigating My Learning

1. The My Learning home page provides direct links to **My Assignments** and sections on current **News**, and your **Personal Calendar**.
 - The icons in the upper right are for online Help  resources and My Learning Logoff .
2. Under **My Assignments**, “Click Here” to be taken to your Current Learning Modules:

PeaceHealth My Learning

Select Position   

Welcome, Learner Amanda

Home My Learning Social Tools My Competencies Workspace Reports Instructor

My Assignments
[Click here](#)

Personal Calendar

MARCH 24 today < March 2020 > [+ Create Event](#)

No events for the day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

News

Clinical Education Update (Mar 18, 2020)
In alignment with American Heart Association recommendations in response to COVID-19, PeaceHealth has temporarily permitted extensions for the following:
Resuscitation Training Expiration update cards: AHA provider cards for BLS, ACLS and PALS expiring in March and April 2020, are extended by 60 days (i.e. A card expiring March 21 is now...
[Read more](#)

Class Cancellations and Updates (Mar 16, 2020)
You have two options if you have received a class cancellation notice from My Learning: (1) Self-service: click the My Assignments link to the left. You will see any classes you are still scheduled for at this time and the date, time and location. (2) Call Talent Development at 456-205-6880 or e-mail classregistration@peacehealth.org with your e...
[Read more](#)

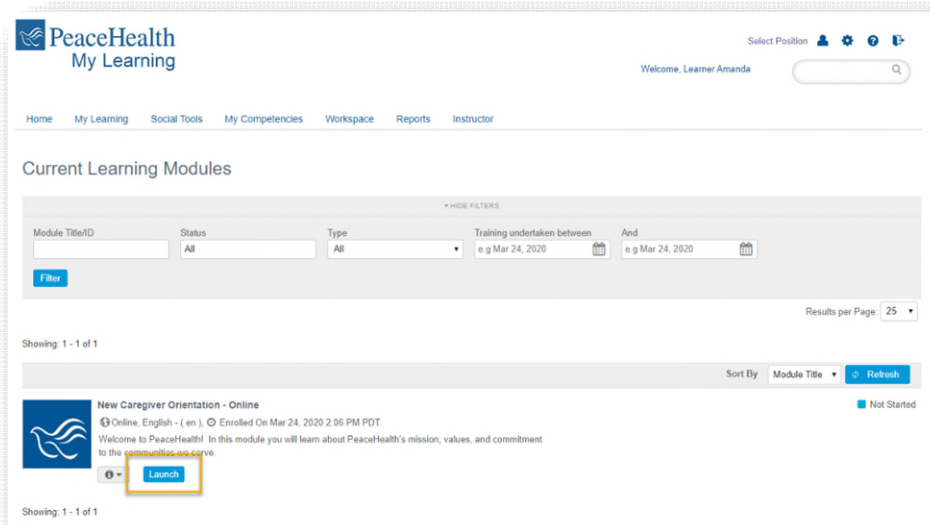
Classroom Safety COVID-19 (Mar 16, 2020)
We are adjusting the classroom environment to comply with local and state recommendations for social distancing and infection prevention. The classroom environment will be wiped down before each class, and participants will be given disinfection products and hand gel. Participants will be seated with a minimum of six feet from each other, and no...
[Read more](#)

Classroom Health ALERT!—COVID-19 Precautions (Mar 9, 2020)
Caregivers, please do not go to class if you are experiencing respiratory symptoms including cough, shortness of breath or fever. Please see the [Personnel Restrictions Due to Illness Policy](#) for details.
[Contact ClassRegistration@peacehealth.org to cancel/reschedule your class.](#)

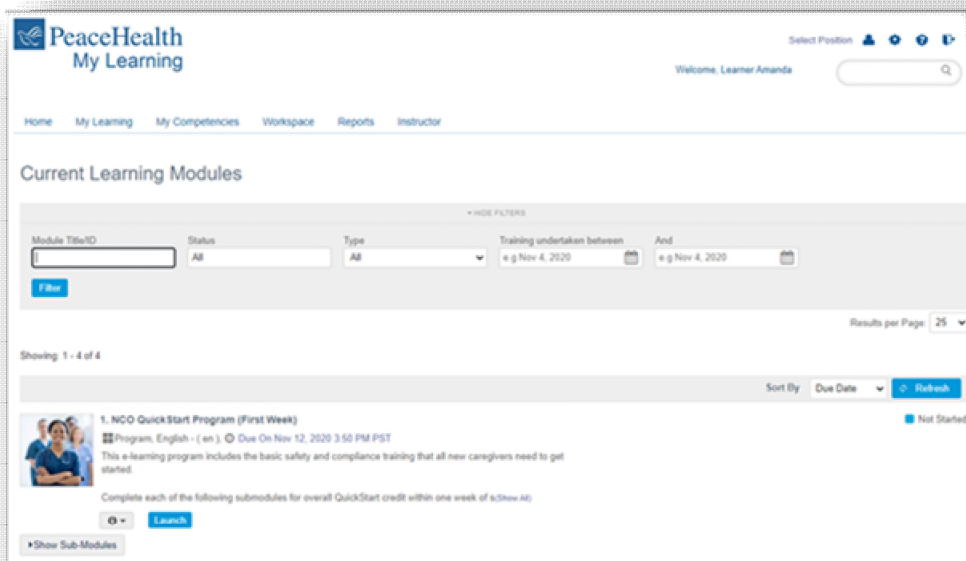
My Learning Report Repository (Jan 14, 2018)
Open the Report Repository to access My Learning Clinical Excellence and CareConnect reports.

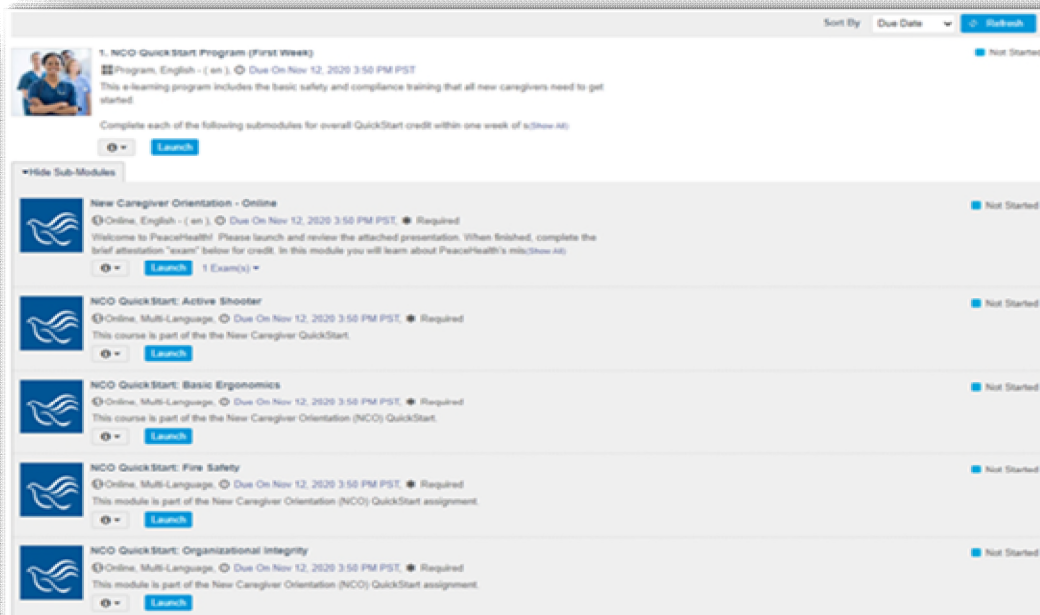
Accessing Your “Current Learning Modules”

3. Read the module description for instructions, then click [Launch](#)



4. If there is more than one learning module in a program, then click [Show Sub-Modules](#) to display every module included in the program. [Launch](#) and finish each sub-module to complete the overall program.





Technical Support:

If you are unable to successfully log into the PeaceHealth network or My Learning contact:

PeaceHealth Service Desk at 1-800-452-1425