



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. For PeaceHealth network access, you’ll need login credentials including a username (provided by your supervisor) and a password you created. 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 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)
 - Eg. Tom Brady = TOMBRA; Tomas Branson = TOMBRA1; Tommy Bradley = TOMBRA2
- Identify your **temporary password** using the following parameters:
 - First lowercase letter of your first name followed by a period
 - First lowercase letter of your last name followed by a period
 - The last four digits of your social security number
 - Example: t.b.1234
 - You must determine your **temporary password** before proceeding to “Create New Password”



Create New Password:

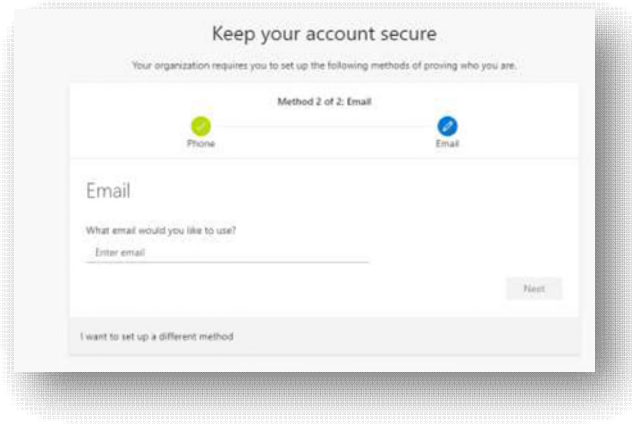
- In your web browser type: <http://passwordupdate.peacehealth.org>.
- Follow these steps to “Update” password:
 1. Enter your 3x3@peacehealth.org in the someone@example.com field
 2. Type your **Temporary Password** in the “Old Password” field.
 3. Enter your **New Password** in the “New password” field.
 - Your new password must follow the following “rules:”
 - 1 lowercase character
 - 1 uppercase character
 - 1 number
 - Minimum of 8 characters
 - May not contain any portion of your name
 - Examples: Summer01 Happycats4 78miniVan
 - 4. Confirm your **New Password** in the “Confirm new password” field.
 - 5. Click **Submit**, then close your browser window.

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. MFA requires one or more additional methods of authentication, this may include receiving a verification code via text message or email, or a notification from a mobile app.
- **Initial Setup - You need access to a cell phone 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.



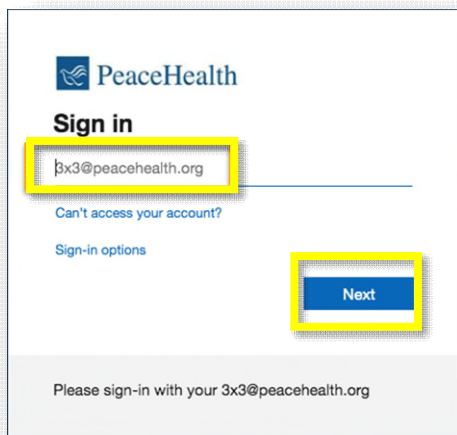
4. Next, enter a personal email address, or select “I want to set up a different method” to set up security questions instead.



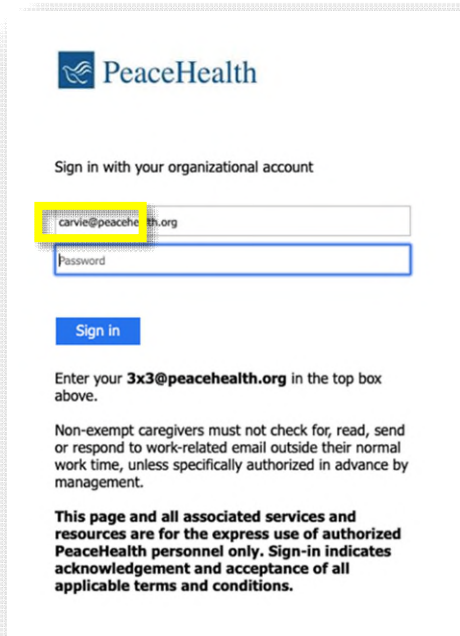
How it works: When accessing a PeaceHealth resource remotely, after entering your password, you will be prompted to enter a code that you receive as a text on your mobile device.

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**.

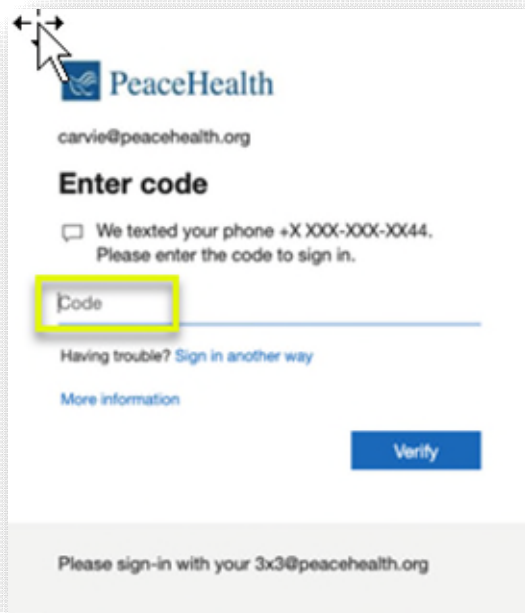


- Enter your **PeaceHealth Password**. Then click **Sign in**.



The screenshot shows the PeaceHealth sign-in page. At the top left is the PeaceHealth logo. Below it, the text reads "Sign in with your organizational account". There are two input fields: the first is for the email address, containing "carvie@peacehealth.org", and the second is for the password. A blue "Sign in" button is located below the password field. Below the button, there is a note: "Enter your **3x3@peacehealth.org** in the top box above." followed by a disclaimer: "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, there is a bolded statement: "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**.”

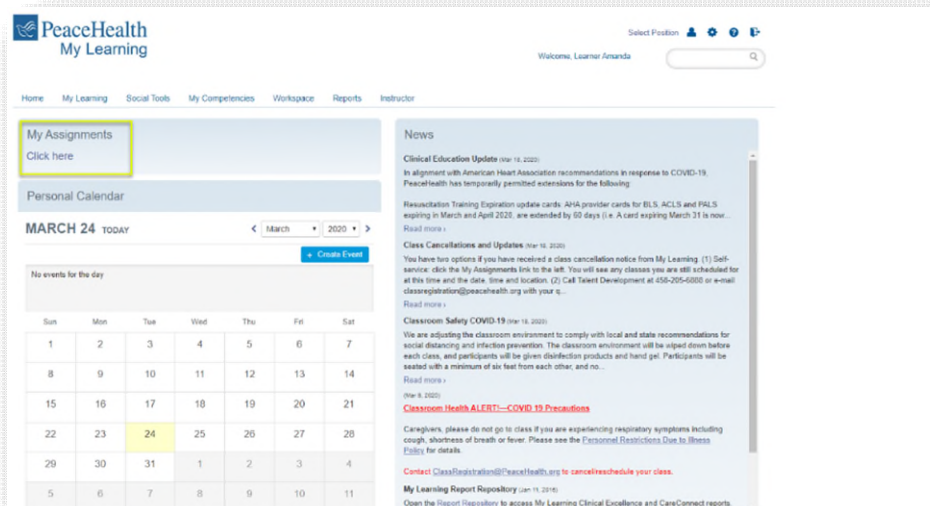


The screenshot shows the "Enter code" verification page. At the top left is the PeaceHealth logo. Below it, the email address "carvie@peacehealth.org" is displayed. The heading "Enter code" is prominent. Below the heading, there is a checkbox with the text "We texted your phone +X XXX-XXX-XX44. Please enter the code to sign in." A text input field labeled "Code" is highlighted with a yellow border. Below the input field, there are links for "Having trouble? Sign in another way" and "More information". A blue "Verify" button is located at the bottom right. At the very bottom of the page, there is a footer that reads "Please sign-in with your 3x3@peacehealth.org".




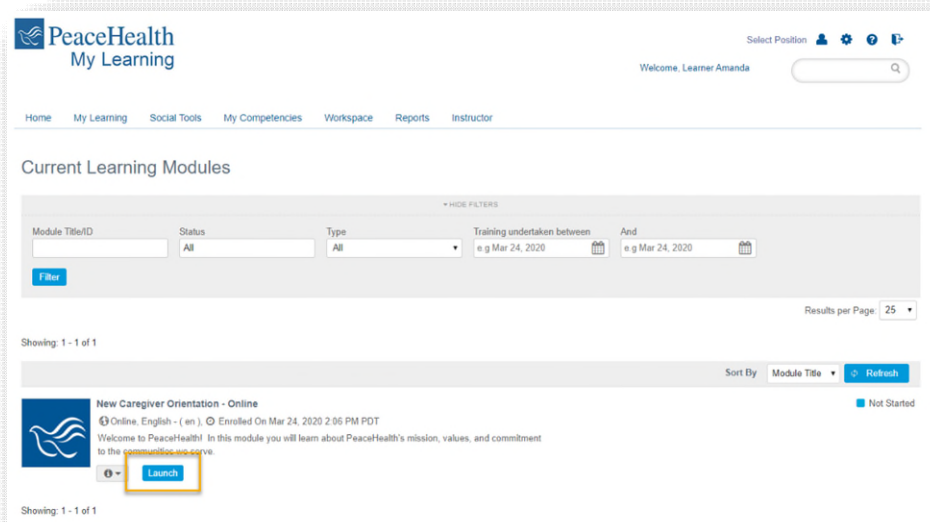
Navigating My Learning

1. The My Learning home page provides direct links to **My Assignments** and sections on current **News**, and your **Personal Calendar**.
 - o 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:



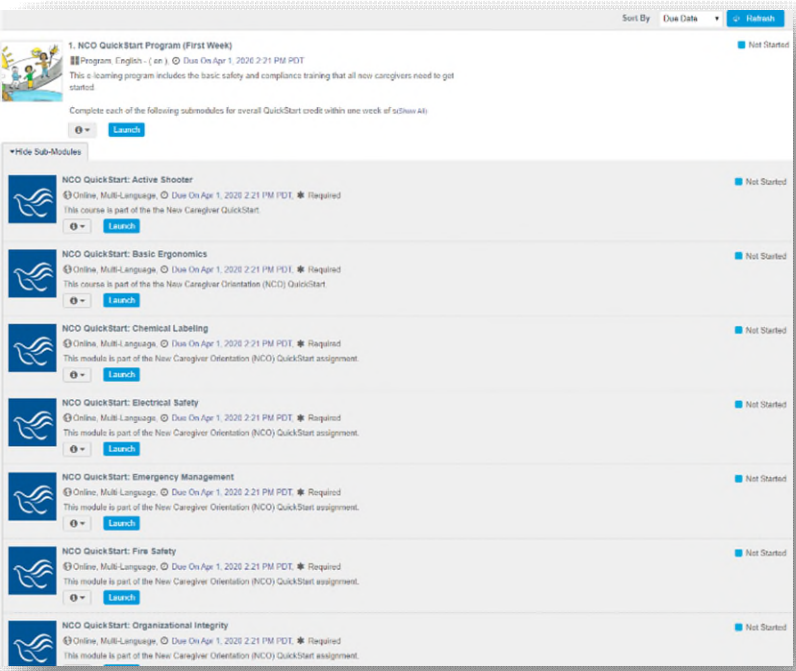
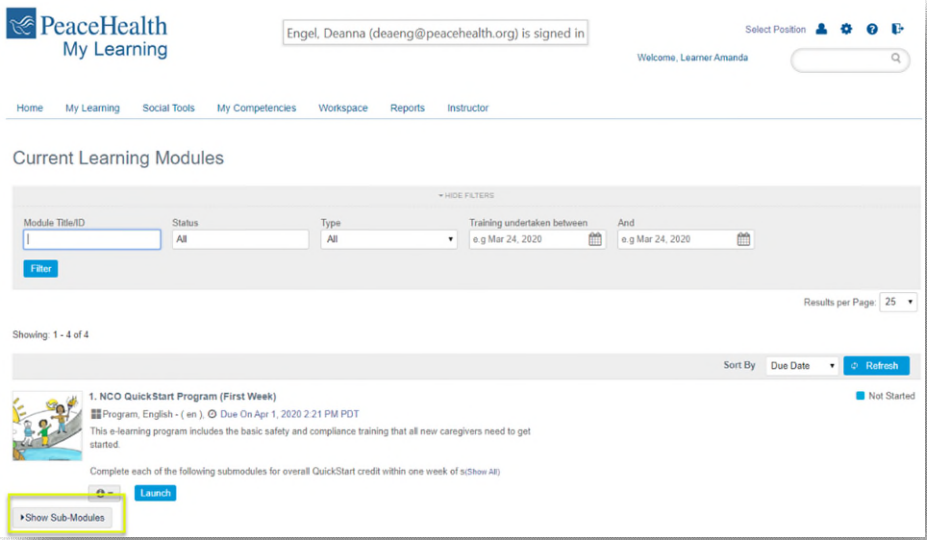
Accessing Your “Current Learning Modules”

3. Read the module description for instructions, then click 





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