

# INSTRUCTIONS for Practitioners to Complete Computer-based Learning (CBL) Modules via Internet Access

(not accessible from mobile devices)

To access NetLearning, Follow this link:

<https://netapp.netlearning.com/ncsi/login.aspx?id=323>

## Login

Enter your ID in the “Caregiver ID” box, then click Login

**If Not Employed by SCHS: Your “Caregiver ID” is Your last name and dictation number (no caps, no spaces)**  
Example: mclaugh12345.

Forgot dictation #? Call number at bottom of page.

**If Employed by SCHS: Your “Caregiver ID” is the employee number on the back of your ID badge.**  
Example: 54321

St. Charles Health System  
Caregiver ID [.....]  
Login  
2012-1-24 11:03:12  
Medical Staff, AHP or Affiliate: IF NON-SCHS Employed, Use your last name and dictation number (ie: mclaugh12345).  
IF EMPLOYED by SCHS: Use only your Caregiver # on badge

Your name should now appear at top of the screen with list of “To Do” courses

## Select a Learning Module and “Launch Course”

Click on the course title of the CBL you wish to complete, then click on “Launch Course” button. Review the slides, clicking on the “back” and “next” arrows to move through the material.

## Take the Quiz

You must score at least 80% in order to pass.

Quiz Instructions  
For the next quiz questions you'll need to:  
1. Select "Take Test" in the left navigation panel.  
2. Select "Click here to proceed"

## Finish Quiz and “return to my records”

After you answer the quiz questions, click “finish and grade exam”.

You may return to your records and complete any additional CBLs.

When you have successfully completed your CBLs, simply log out of the computer.



Go  
Finish and Grade Exam  
number 8  
Exam Questions 7 Complete  
Trusted sites

Forgot your dictation number? (Non-SCHS practitioners only) please contact:  
(business hours) Medical Staff Services at 541.706.6315 (after hours) IT Service Desk at 541.706.6394

If you need technical assistance please contact:  
541.706.5836 (during business hours)  
541.706.6394 (after hours IT Service Desk)