Accessing and Navigating iLearn

During your time with Infirmary Health, you will complete a number of eLearning courses. Many of these courses are located within iLearn. You can access iLearn at https://iLearn.InfirmaryHealth.org.

Accessing iLearn for the First Time

After your iLearn account is created, an automated email containing a link to the website along with your iLearn user name and password are sent to the email address you provided for account creation.

Logging in to iLearn

Use the following procedure to access and navigate iLearn.

1. Launch your browser.
3. Click **Log In**. A window similar to the following appears.

![Windows Security Window](image)

*Figure 3 - Windows Security Window*

4. Enter your **User name** in the corresponding field.
   - Your user name is your E number if you are an employee.

5. Enter your **Password** in the corresponding field.
   - If you have forgotten your password, see *Resetting your iLearn Password* for information on how to reset your password.

6. Click **OK** in the **Windows Security** window. The web page similar to the following appears.

![iLearn Home](image)

*Figure 4 - iLearn Home*
Accessing iLearn for Nursing Students

If you are a nursing student and have difficulty remembering the iLearn address, you can access iLearn via InfirmaryHealth.org using the following procedure.

1. Launch your browser.
3. Click on Nursing Students.
4. Scroll down to Resources for Instructors and Nursing Students.

   ![InfirmaryHealth.org Home Page](image)

   **Figure 5 - InfirmaryHealth.org Home Page**

   ![Nursing Students Web Page](image)

   **Figure 6 - Nursing Students Web Page**
5. Click on the To access iLearn click here hyperlink. The iLearn website opens.

![Figure 7 - iLearn Home Screen](image)

6. Click Log In. A window similar to the following appears.

![Figure 8 - Windows Security Window](image)

7. Enter your User name in the corresponding field. Your user name is your E number if you are an employee.

8. Enter your Password in the corresponding field. If you have forgotten your password, see Resetting your iLearn Password for information on how to reset your password.
9. Click **OK** in the *Windows Security* window. The web page similar to the following appears.

![Figure 9 - iLearn Home](image)

### Resetting your iLearn Password

Use the following procedure to reset your iLearn password if you do not remember it or wish to reset it.

1. Launch your browser.
3. Click **Log In**. A window similar to the following appears.

![Figure 10 - iLearn Home Screen](image)
4. Click **Cancel** in the *Windows Security* window.
5. Go to **More > Reset Password**.

6. Enter your **User ID** in the corresponding field in the pop-up window that appears.

7. Click **OK** to submit the request. Your password will be reset and e-mailed to you.
Navigating Your iLearn Home Page

There are several areas available on your Home Page.

1. **Welcome** menu
2. Toolbar
3. **Search** area
4. **My Favorites**
5. **My Websites**
6. **My Alerts**

*Figure 14 - User Home Page*
Welcome Menu

There are three options available from the **Welcome** drop-down menu.

- **My Account** – Displays account information which is available for editing. Additionally, you can view a list of any items to which you are subscribed.
- **My Favorites** – Displays a list of items that you have identified as your favorites.
- **My Alerts** – Displays alerts for any websites within iLearn to which you are subscribed.

Toolbar

There are four options available in the toolbar.

- **Home** – Returns you to your user home page.
- **Content Areas** – Provides a list of the iLearn websites to which you have access.
- **Glossary** – Provides access to a search that can be used to locate the definition of a term.
- **More** – Provides access to additional items such as **My Assessment History**, which contains a list of your assessment results along with some filter options.

Search

The **Search** field allows you to enter a search parameter and execute the search for the entire website. Clicking the **Advanced Search** hyperlink allows you define the item type and location to use for the search.

- Only those websites that you have access to appear for selection.

My Favorites

The **My Favorites** area contains a list of any items that you have selected and saved as a favorite.

My Websites

The **My Websites** area contains a list of any iLearn websites to which you have access. Website access is based on user role and security configuration.

My Alerts

The **My Alerts** area contains any alerts for any items to which you are subscribed.
Accessing Content in iLearn

Use the following procedure to access content in iLearn.

1. Click on the desired website name under **My Websites**.
   Websites are available based on your role within the organization and security.
A web page similar to the following appears.

![Figure 16 - iLearn Website Home Page](image)

2. Click on the course name in the **Courses and Lessons** section under **eLearning Courses**. The course launch page appears in the browser.

![Figure 17 - Course Launch Page](image)
3. Click **Launch Course** to begin. The course appears similar to the following.

![Figure 18 - eLearning Course](image)

4. Click the **Next** button to move through the course.

5. Click on the desired simulation option to view the simulation lesson. Options may include the following:
- **Show Me** – Walks you through the lesson without requiring any input.
- **Guide Me** – Requires you to input information and click through the simulation.
- **Test Me** – Requires you to complete the entire simulation with minimal prompts.

![Figure 19 - Simulation Lesson Launch Screen](image)

You are *required* to take the lesson self-tests in order to complete the course.
Adding an iLearn Website to Your Favorites

You can add a website to your favorites by going to More> Add to My Favorites.

![Figure 20 - iLearn Website More Menu](image)
Subscribing to Content to Receive Updates

You can subscribe to an iLearn website in order to receive alerts regarding project updates using the following procedure.

1. Go to More> Subscribe.
2. Place a check in the Post notifications to my Personal Page check box if desired.

![Figure 22 - iLearn Subscribe](image)

3. Place a check in the Send notifications in an email report to user@user.com if desired.

4. Select the desired frequency of email communication if you activated email reports by clicking on the desired radio button. Options include:
   - Add notifications to my daily email report.
   - Add notifications to my weekly email report.
   - Send my email immediately after each event.

5. Select the desired email configuration if you selected immediate email notifications by clicking on the desired radio button. Options include:
   - Use default subject in email header.
   - Add prefix, entered below, to subject in email header.
     Use the text field at the bottom of the window to enter the desired prefix.
   - Replace default subject in email header with text below.
     Use the text field at the bottom of the window to enter the desired subject default.

6. Click Save to record your selections, or click Cancel to discard your selections.
Telling Others About Content

You can share content with others by using the following procedure.

1. Go to More > Tell Others.

![Figure 23 - iLearn Website More Menu](image)
2. Add users to the email message using one of the following methods.

**Method 1**
Enter the desired email address(es) in the *To* field.

![Tell Others](image)

*Figure 24 - Tell Others*
Method 2

a. Click the ILearn Users button.

b. Click on the desired button to view available users. Options include: Recent Users and All Users.

Figure 25 - Address Book
If you click **All Users**, a screen similar to Figure 26 appears allowing you to search through all iLearn users to locate the desired recipient(s).

![Address Book - All Users](image)

**Figure 26 - Address Book - All Users**

c. Click **Add Selected** to add the user to the email.
   - You can remove selected users by highlighting the desired user and clicking **Remove**. You can remove all selected users by clicking **Remove All**.

d. Close the **Address Book** window.
3. Place a check in the **Copy yourself on message** ([user@user.com](mailto:user@user.com)) if you wish to receive a copy of the message.

![Tell Others](image)

**Figure 27 - Tell Others**

4. Enter the desired **Subject** in the corresponding field.

5. Enter the desired **Message Content** in the corresponding field.

6. Click **OK** to send your message, or click **Cancel** to discard it.