
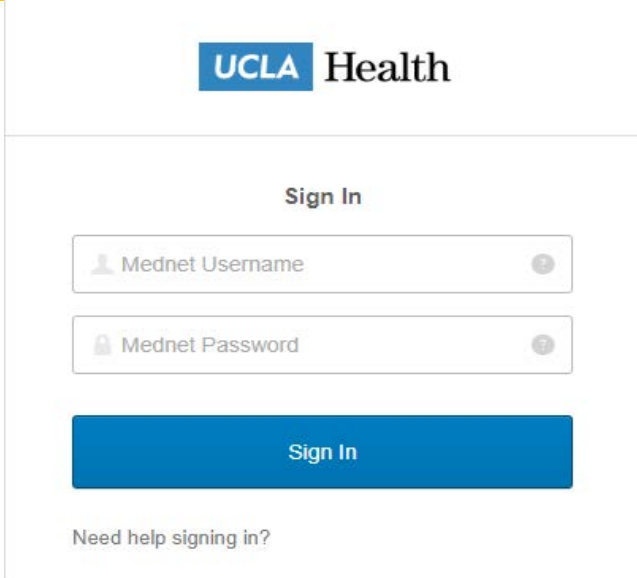
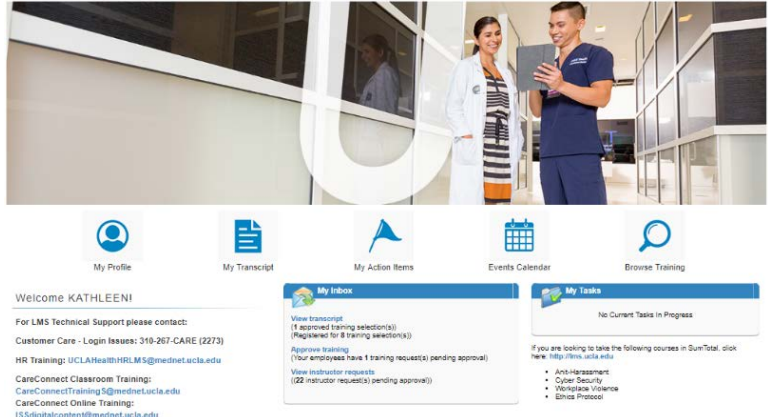


# Cornerstone Training Guide

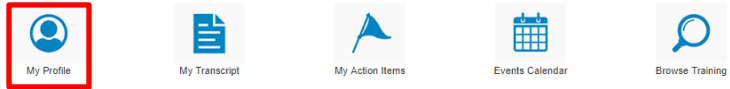
## AD Login and Welcome Page Navigation

### Introduction

In this scenario, learners will log into Cornerstone and navigate the Welcome Page.

<p>1. In the browser, type in the URL:  <a href="https://uclahealth.csod.com/saml/default.aspx">https://uclahealth.csod.com/saml/default.aspx</a></p>	
<p>2. Enter your <b>Mednet AD Username</b> and <b>Password</b>.</p>	
<p>3. The <b>Welcome Page</b> contains Quick Link icons to navigate various portions of Cornerstone.</p>	

4. Click the **My Profile** icon.



5. The **My Profile** page will include your contact information and reporting structure.

**Bio**

KATHLEEN FELDMAN  
2701-RRMC-NRE  
9132-ADMIN NURSE 3

About

Email  
KFeldman@mednet.ucla.edu

**Additional Information**

Cost Center  
427956-MEDCTR-NURSING RESEARCH & EDUC

Bargaining Unit  
99

**Team**

JESSICA PHILLIPS  
0280-MGR

KATHLEEN FELDMAN  
9132-ADMIN NURSE 3

6. Hover over the **Home** tab on the Cornerstone Tool Bar and click **Welcome** from the dropdown menu to navigate to the Welcome Page.

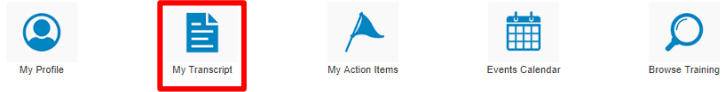
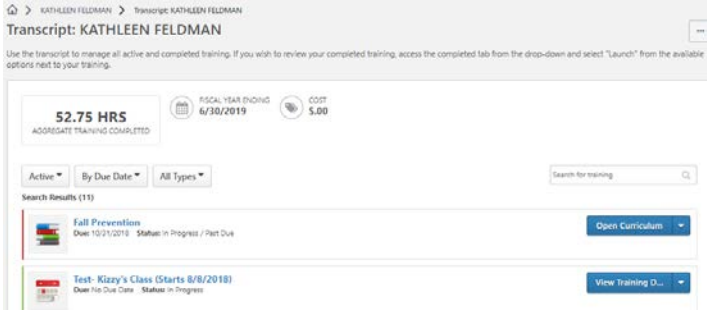
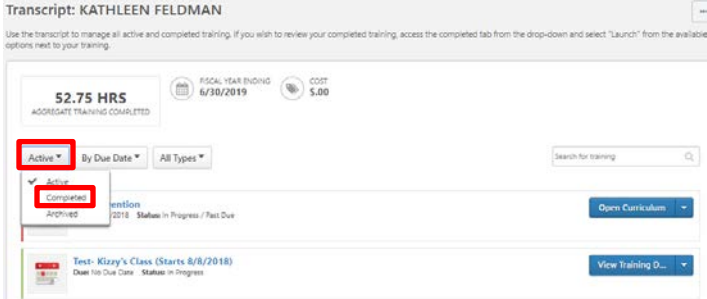
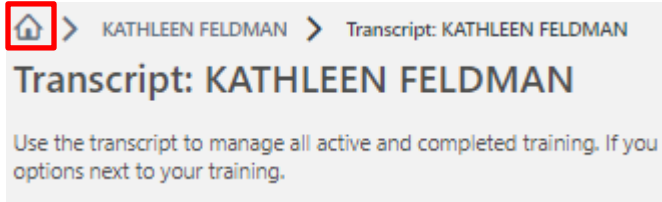

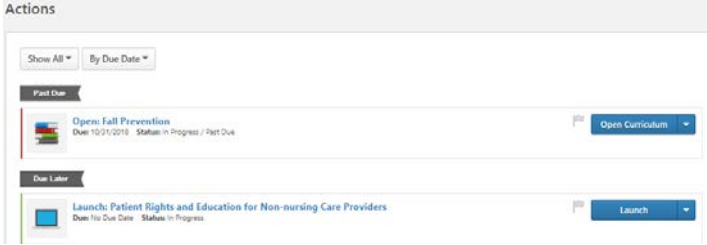
**UCLA** Health

Home Performance Learning Reports ILT Con

Welcome (highlighted with a red box) FELDMAN Bio Transcript

User Profile

Scheduled Tasks

<p>7. Click the <b>My Transcript</b> icon.</p>	
<p>8. <b>My Transcript</b> includes a list of your active and completed activities.</p>	
<p>9. Click the arrow next to <b>Active</b> and select <b>Completed</b> from the dropdown menu to view completed trainings and contact hour certificates.</p>	
<p>10. Click on the <b>small house icon</b> to navigate to the Welcome Page.</p>	
<p>11. Click the <b>My Action Items</b> icon.</p>	
<p>12. <b>My Action Items</b> displays a list of scheduled and past due trainings.</p>	

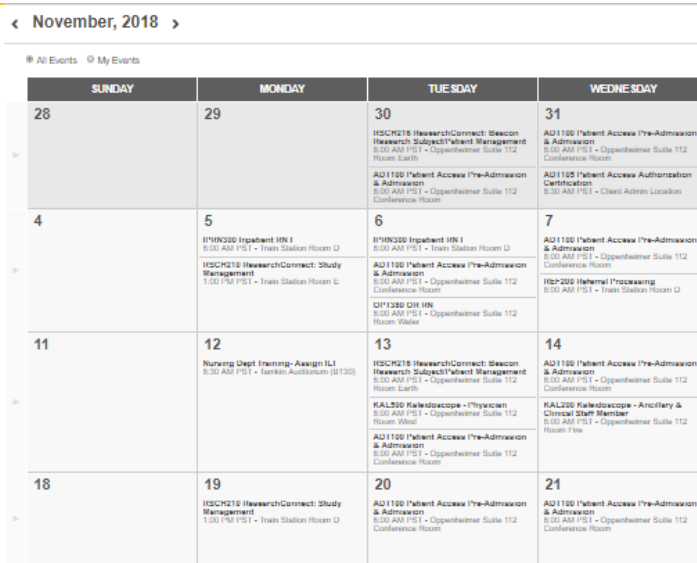
13. Click on the **UCLA Health logo** to navigate to the Welcome Page.



14. Click the **Events Calendar** icon.



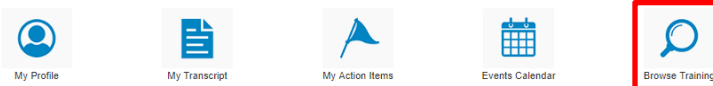
15. **Events Calendar** displays a calendar view of all UCLA Health trainings.



16. Click on the **UCLA Health logo** to navigate to the Welcome Page.



17. Click the **Browse Training** icon.



**18. Browse for Training** allows you to search for training based on popularity, subject, type, date, and location.

The screenshot shows the 'Browse for Training' page with 5185 results. On the left, there are filters for 'Training' (Popular, Newest), 'Subject' (CareConnect, CORE, General, Nursing, Technology), 'Type' (various icons), 'Date Range' (From, To), and 'Location'. The main area displays a list of training items, each with a blue icon and a title. The first item is '(NPSG.01.01.01) Use at least two patient identifiers when providing care, treatment, and services'. Other items include '(NPSG.01.03.01) Eliminate misidentification-related transfusion errors', '(NPSG.02.03.01) Report critical results on a timely basis', '(NPSG.03.04.01) Label medications and solutions in perioperative and procedural settings', '(NPSG.03.05.01) Reduce anticoagulant-related patient harm', and '(NPSG.03.06.01) Perform medication reconciliation'.

**19. Click on the UCLA Health logo** to navigate to the Welcome Page.

The screenshot shows the UCLA Health logo at the top, which is highlighted with a red box. Below the logo is a navigation menu with links for Home, Performance, Learning, Reports, ILT, Content, and Admin. Underneath the menu, the user's name 'KATHLEEN FELDMAN' is displayed, along with a 'Bio' dropdown, 'Transcript', 'Actions' dropdown, and 'Snapshot' link.

**20. Access technical support information** from the bottom left corner of the Welcome Page.

**For LMS Technical Support please contact:**

**Customer Care - Login Issues: 310-267-CARE (2273)**

**HR Training: [UCLAHealthHRLMS@mednet.ucla.edu](mailto:UCLAHealthHRLMS@mednet.ucla.edu)**

**CareConnect Classroom Training:**  
**[CareConnectTrainingS@mednet.ucla.edu](mailto:CareConnectTrainingS@mednet.ucla.edu)**

**CareConnect Online Training:**  
**[ISSdigitalcontent@mednet.ucla.edu](mailto:ISSdigitalcontent@mednet.ucla.edu)**

**CORE Training: [CORE@mednet.ucla.edu](mailto:CORE@mednet.ucla.edu)**

**Nursing Training: [center@mednet.ucla.edu](mailto:center@mednet.ucla.edu)**